

PROBUS PARISH COUNCIL

Clerk: Maria Roper (Parish Council)

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Minutes of the **Meeting of Probus Parish Council** held on **Thursday, the 21st of September 2023** in **Probus Village Hall at 19:00**

Members Present: Cllrs N Gillard (Chairman), A. Cook, C. Dutton, N. Glasson, W Sutherland, R Tofts.

Also attending: Cornwall Councillor K Glasson, Helen Nicholson – Cornwall Council Community Link Officer, Mrs M Roper (Parish Clerk)

A short prayer was spoken by the Clerk – Maria Roper.

23/175 Apologies for absences – Cllr Fogerty, Cllr Goldsworthy

23/176 Declaration of interest – Cllr Gillard - partner chairman of the Village Hall, Cllr N Glasson – treasurer of the Village Hall, wife – Cornwall Councillor, Cllr Quinlan – playing field committee, Cllr Dutton – playing field committee, chairman of Probus School PTA. No gifts received.

23/177 To confirm the minutes of the Ordinary Meeting of 20th of July 2023

It was noted that the minutes read Wednesday, 20th of July 2023, as opposed to Thursday, 20th of July 2023. There being no further corrections, it was proposed by **Cllr Sutherland** to approve the minutes as corrected. **Seconded by Cllr Tofts** and **RESOLVED**. Unanimous. The minutes were approved and signed by the chairman.

23/178 Public participation (15 minutes). No member of the public present

23/179 Planning matters:

a. Planning applications received:

- [PA23/06701](#) - **Alterations and extensions including creation of a first floor, a balcony terrace and replacement gates and fence on front boundary with revisions to design on PA21/07863.** Having considered the application, the council didn't note any adverse planning issues. **Cllr Gillard proposed** to support the application. **Seconded by Cllr Glasson** and **RESOLVED**. Unanimous. Carried.

- [PA23/04811](#) - Retrospective application for the installation of a large modular building with associated access pathways and the retention of 2no. portable buildings (originally approved under ref. PA18/03339 and ref. PA18/08147) – The application was considered by the councillors remotely, and the following comment was submitted to the planning authority:

The parish council recognises the need for expansion to the facilities at Probus Surgery and Probus Surgical Centre, and has supported the planning applications submitted since 2018. A retrospective application is a 'fait a complis' and is rarely a satisfactory approach to planning. This is notable when the current planning consent has not yet expired and is superseded by a retrospective application for different plans. Nevertheless, the parish council supports this application in principle but would point out the following:

' The conditions associated with PA18/03339 & PA18/08147 for the removal of these temporary buildings is not being complied with.

' The new plans, when compared to the currently approved plans, extend further into green space.

' There is no reference to the change in the number of parking spaces

' The parish council's comment, in respect of the currently approved plans, regarding a traffic impact survey of the extended development and increased capacity of the Surgery and Surgical Centre taking into account the development of 154 new houses on land north/west of Tregony Rd has not been addressed.

Report was noted by the council.

- [PA23/05757](#) - Part-retrospective application for the installation of a 21 space car park.
| The Surgery Tregony Road Probus Truro Cornwall TR2 4JZ

The councillors felt that the comment related to the application PA23/04811 summarises the position of the council and no further comment was necessary.

Proposed by Cllr Gillard, seconded by **Cllr Glasson** and **RESOLVED**. Six in favour, **Cllr Tofts abstained**.

- b. Planning applications received after the dispatch of the agenda
[PA23/06848](#) - Proposed Dwelling on land at Parkengear Farmhouse. The site was previously visited as a part of reviewing another planning application at the same location. No adverse planning issues were noted. **Cllr Gillard proposed** to support it, **seconded by Cllr Glasson** and **RESOLVED**. Unanimous. Carried
- c. Planning decisions and appeals
The clerk presented a list of planning decision which were made since 20th of July 2023. The decisions were noted by the council.
- d. Any decisions and appeals received after the dispatch of the agenda – None
- e. Correspondence before dispatch of the agenda – None
- f. Any correspondence received after the dispatch of the agenda - None

23/180 Police report – Cllr Gillard reported that he liaised with constable Hoskin prior to the meeting. No police report has been compiled.

23/181 Reports from Clerk and Councillors on previously resolved agenda items:

- a) 23/075 – Land registration of the plot adjacent to the cemetery – updates – The Clerk reported that the application had been submitted to HM Land registry. The receipt was acknowledged and no indicative date for the completion was given. The clerk was previously informed that there is a backlog of applications with HM Land Registry, and the expected turn around is about 12-18 months.
- b) 23/133 Damage to Jubilee Lamp – Cllr Gillard reported that further damage discovered to the base of the lamppost. Additional works would need to be carried out by the stone mason. A post for the Facebook page was drafted and will be published shortly.
- c) 23/134 Report on findings following review of the Trust documents for playing field - Cllr Goldsworthy provided a report which was circulated prior to the meeting. Cllr Gillard suggested that the findings are cross-referenced with the existing terms of reference for the playing committee.
- d) 23/103 Signatories for Cheque & online banking – Cllr Gillard reported that the clerk has now got the online access and can set up the payments, 3 other councillors can authorise the payments.
- e) 23/135 Weed control – The clerk advised the council that one round of weed spraying was carried out in August and 2/3 of the product was used. The clerk will instruct to proceed with another round of weed spraying before the end of October.
- f) 22/103 Chain link fencing at the play area – Cllr Gillard reported that the works had been completed.
- g) Purchase of additional defibrillators as requested by the residents– The clerk reported that the defibrillators have been purchased. The crowdfunding contribution is expected to be transferred to the parish council shortly.
- h) S106 Square project updates – The council met with CORMAC representatives in August to review the works. The planters have since been levelled, the issue of loose grit on the pavement will be investigated by Cornwall Cllr Glasson. A resident enquired about possibility of replacing one planter with bollards. It was agreed to add this item to the future agenda list.

23/182 Cornwall Councillor report – Cllr K Glasson submitted the following written report prior to the meeting:

Cornwall Councillor Report

20mph

I have been awaiting, and requesting from Cornwall Council the outcome of the public consultation and revised plans for the Probus 20mph scheme. The letters are due out this month with all the details although, as per your agenda item CC are looking at the signage siting for the top part of the village. I have still not received the full details regarding the traffic calming, however, I am told that following my representations on behalf of the residents etc the plans will differ from the original.

I will, of course, endeavour to get these out to residents and the PC as soon as I can.

Draft Budget

Cornwall Council's draft budget is now available and you can have your say on the Cornwall Council website. There is no doubt that due to rising costs the only way to balance the books

is to raise CT by the maximum amount of 4.99%, which includes 2% adult social care precept. This equates to an increase of £1.73 pw for a Band D property. I am happy to discuss anything of concern. There is also financial support available to residents who are struggling and if you know of anyone who needs help, please let me know.

Fun Week

This was absolutely brilliant and I was pleased to be so involved in such a well-organised series of events. Planning is underway already for next year and I will be a part of the committee again. I certainly know that the committee really appreciated all the support received from the PC so thank you.

23/183 Neighbourhood Development Plan – Making a start -

Cllr Gillard reported that Cornwall Council offers free monthly surgeries, which will be booked by the clerk. The council would welcome any support and advice on how to progress the NDP.

Helen Nicholson advised that the first stage is to register an interest with Cornwall Council, which is completed. Stage 2 is to set up a steering group, and appoint key members, perhaps someone with project management experience.

The project takes on average 18 months to 2 years. Initial phase will involve gathering evidence from various organisations – heritage, environment, local businesses. Followed by identifying topics for a questionnaire, which can be distributed via online and door-to door.

Sources of funding need to be identified. Community levelling funding is available and can be obtained in parts to cover different stages.

Cornwall Cllr Glasson will look for good examples of recently completed NDPs. Cllr Gillard suggested to circulate previous “Parish Plan (completed in 2006/7)

Cllr Gillard proposed to meet up with Cllr Glasson et al to review the information available and outline a management plan. **Seconded** by **Cllr Dutton** and **RESOLVED**. Unanimous.
Carried

23/184 Reports and feedback from local community groups/committees and organisations:

- Probus Fun Week Committee – The event went well, and the council received a Thank you letter for its support. Cllr Glasson met up with the organisers and was informed that the event was financially successful and available funds would ensure good start for the next year.

Helen Nicholson left the meeting

23/185 Parish Council Committees – feedback from Councillors on various committees/working groups.

- Village Hall committee – Cllr Glasson reported that the Community Levelling Fund EO1 application is progressing.

In terms of the Village Hall revenue, August is traditionally a quiet month and ended with £85 below the breakeven point. The position should be improved as the year progresses.

- Playing Field committee – Cllr Quinlan circulated a written report prior to the meeting advising that:

Throughout the summer there had been an issue with the litter, which is improving as the children are going back to school.

The bank balance has improved now that the bowling fees and football club fees had been paid.

The apex roof on the pavilion had a 'temporary repair of roofing felt over the slates which has now come away & is leaking. This will be repaired by the members of adult football team. Given that we are looking at a new pavilion going forward the least amount of cost spent on the current pavilion the better.

The adult football side had a 'Race Night' at the comrades club that generated the funds to pay for their winter training fees at Brannell School.

A date for the first meeting of the new playing field committee is to be confirmed. It is likely to be w/c 02/10/2023. The architect will be invited as soon as the date is confirmed. The discussion topics will be

- 1/ Appointing people to the various roles for the Playing Field Committee.
- 2/ The pavilion plans & what each user group would like as part of those plans.
- 3/ Understanding what each user group's issues are, wants, needs etc & starting to get a provisional priority list together.

- Internal control report – Internal control was carried out on 7th September 2023. Two outstanding issues were picked up – VAT submission and employment contract review. Clerk reported that VAT for the year 2022-2023 has been completed. The year 2021-2022 and 2023 to date are still outstanding and will be finished shortly. Cllr Glasson is to review the parish council's employment contract.

23/186 To consider and resolve to exclude press & public due to the confidential nature of the business to be discussed under the Admission to Meetings Act 1960

Cllr Glasson proposed to exclude the members of the public for the next agenda item.

Seconded by Cllr Tofts and RESOLVED. Unanimous. Carried.

Cornwall Councillor Glasson left the room

23/187 Staffing Committee Report –

- a) Clerk's appraisal
 - b) Report on progress with the maintenance officer vacancy
- The above items were discussed by the council in confidence.

Cllr Tofts proposed to accept recommendations of the staffing committee. **Seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried

Cornwall Councillor Glasson was invited back to the room

23/188 Finance committee report – Cllr Gillard reported that the finance committee met on the 7th of September and reviewed the Standing Orders, Parish Workplan, Grass cutting contract. The draft documents were circulated to the council prior to the meeting. It was agreed that the next meeting of the finance committee will take place in October.

23/189. Consider adopting recommendations from the Finance Committee - All Cllrs

a) NALC 2022 model of Standing orders – The proposed draft of the new Standing Orders together with the clerk's briefing note were circulated prior to the meeting. **Cllr Gillard proposed** to adopt the proposed model of Standing Orders. **Seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried.

b) Parish work plan updated September 2023 The proposed draft of the updated parish workplan was circulated prior to the meeting. **Cllr Gillard proposed** to adopt the updated parish workplan. **Seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried.

23/190 External audit updates – AGAR form 3. Sign completed accounting statement following query from external auditor – The clerk reported to the council that the auditors clarified the query, and the form doesn't need to be re-approved by the council.

23/191 To receive the financial statement of accounts for the year to date including forecast expenditure, budget sheet and to approve payments. –

The clerk circulated the income and expenditure reports and the following payment schedules for August and September were presented for the approval of the councillors:

Approval date	Company		Amount gross	VAT
BACS PAYMENTS				
14/08/2023	Parish Council staff	Salaries	£1,816.11	
14/08/2023	Probus Village Hall	Village hall hire	£47.12	
14/08/2023	Microsoft August 2023	IT	£11.28	1.88
14/08/2023	Greens Ground and Trees	Play area inspection	£179.42	29.9
14/08/2023	GT Jones	Jubilee Lamp Repair	£3,284.40	547.4
14/08/2023	Vision ICT	Website hosting	£180.00	30
14/08/2023	Happy Fencer	Fence repair play area	£1,150.00	

TOTAL	£6,668.06	609.18
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DIRECT DEBIT PAYMENTS				
August	EDF	Electricity Toilets	£8.00	£0.40
August	EDF	Electricity MUGA	£7.00	£0.35
August	Tesco mobile	mobile clerk	£13.49	£2.70
August	Pension contributions		£56.61	
August	Cheaper Waste	Waste removal	£51.48	8.58
August	NIC + HMRC	Tax + National Ins Contributions	£162.46	
TOTAL			£299.04	£12.03

Approval date	Company		Amount gross	VAT
BACS PAYMENTS				
04/09/2023	Cornish Industrial Supplies	Needle proof gloves	£83.47	13.91
04/09/2023	TP Tress	Grass cutting	£1,219.20	203.21
04/09/2023	Turtle engineering	Defibrilators cabinets	£1,350.00	225
04/09/2023	Wel medical	Defibrilators cabinets	£3,060.00	510
04/09/2023	GT Jones	Jubilee Lamp Repair	£1,052.53	175.42
04/09/2023	Cornwall Council	Bin collection	£11.69	2.33
TOTAL			£6,776.89	1129.87

Approval date	Company		Amount gross	VAT
BACS PAYMENTS				
21/09/2023	Parish Council staff	salaries	£1,809.94	
21/09/2023	Cornish Industrial Supplies	Toilet supplies	£53.41	8.9
21/09/2023	TP Tress	Grass cutting	£840.00	140.01
21/09/2023	Microsoft September	IT	£11.28	1.88
21/09/2023	Greens Ground and Trees	Play area inspection	£179.42	29.9
21/09/2023	Probus Village Hall	Village hall hire	£44.08	
21/09/2023	SLCC	CILCA training	£450.00	
21/09/2023	Tregothnan	Christmas Tree	£165.00	
21/09/2023	HMRC	Outstanding prior to DD set up	£132.90	
21/09/2023	Source for Business	Water toilets	£22.59	
31/05/2023	D May & Son	Screws	£33.83	5.64
TOTAL			£3,742.45	186.33

DIRECT DEBIT PAYMENTS				
September	EDF	Electricity Toilets	£8.00	£0.40
September	EDF	Electricity MUGA	£7.00	£0.35
September	Tesco mobile	mobile clerk	£13.49	£2.70
September	Pension contributions		£52.96	
September	Cheaper Waste	Waste removal	£51.48	8.58
	NIC + HMRC	Tax + National Ins Contributions	£143.79	
TOTAL			£276.72	£12.03

Proposed by Cllr Gillard to approve the payments as above. **Seconded by Cllr Tofts and RESOLVED.** Unanimous. Carried

23/192 Planters at the square - Consider the quote(s) and resolve to approve associated expenditure, if any, for the procurement of flowers/shrubs– Clerk reported that 2 quotes were received at similar value. The council considered both options, and **Cllr Sutherland proposed** to accept the quote from Pengelly Garden Centre. **Seconded by Cllr Gillard and RESOLVED.** Unanimous. Carried.

23/193 To consider and resolve to exclude press & public due to the confidential nature of the business to be discussed under the Admission to Meetings Act 1960.
Cllr Gillard proposed to exclude the members of the public for the next agenda item. **Seconded by Cllr Tofts and RESOLVED.** Unanimous. Carried

Cornwall Councillor Glasson left the room

23/194 Grass cutting contract – review of works carried out – report following the extraordinary meeting of 12th July 2023 - Discussed by the council in confidence.

Cllr Gillard proposed to accept recommendations outlined in the grass contract report. **Seconded by Cllr Sutherland and RESOLVED.** Unanimous. Carried

Cornwall Councillor Glasson was invited back to the room

23/195 Repair/replacement of the gate and fencing at the play area – Consider the quotes and resolve to approve, if appropriate, associated expenditure – The clerk reported that a number of quotes had been received, and none seemed to represent a good value for money. **Cllr Gillard proposed** that a clear specification is produced by the council so the quotes can be compared like for like Cllr N Glasson agreed to assist in preparing a specification. **Seconded by Cllr Tofts and RESOLVED.** Unanimous. Carried.

23/196 Risk Assessments - Play Area

a) **Receive updated quote for the remedial works following RoSPA inspection and approve associated costs.** The updated quote was circulated prior to the meeting. It was **proposed by Cllr Gillard** to approve the quote, **seconded by Cllr Sutherland and RESOLVED.** Unanimous. Carried.

- b) **Monthly Risk Assessments Report** - to note and consider any remedial works required -
The report was circulated prior to the meeting and noted by the councillors.

23/197 Installation of benches in the area by the MUGA – receive and approve the quotes, if appropriate, for the installation of the benches by the MUGA – The clerk presented to the council the options for consideration. It was **proposed** by **Cllr Dutton**, **seconded** by **Cllr Glasson** and **RESOLVED** to purchase the benches from Kingfisherdirect at £319.99 each excluding VAT and delivery.

A quote for the installation of the benches to follow

23/198 S106 sustainable transport scheme:

- a) **Use of the remaining S106 fund** – Updates on funds available. No update available. It was agreed to carry this item forward.
- b) **Letter from Cormac dd.07.09.23 ref Countywide 20mph Rollout – Phase 2 (Truro & Roseland)**. The councillors considered the proposed options for new speed sign installation. **Cllr Gillard proposed** to approve option 1 – installing additional sign behind the existing. **Seconded** by **Cllr Glasson** and **RESOLVED**. Unanimous. Carried.

23/199 Correspondence received:

- a) Correspondence received before despatch of the Agenda: Various emails circulated to members on receipt during month for information to note.
- b) Letter from a resident dd. 11.09.23 regarding skate remap insulation. – A letter was received from a resident enquiring about the progress of works. A reply was sent to solicitors representing the resident.

23/200 Future Agenda Items - current list to be reviewed & priorities adjusted as necessary.

Councillors to consider adding any new items to the future agendas list – Current list was reviewed, and amendments suggested.

23/201 The next Full Council Meeting of The Parish Council will be held on the **19th of October 2023** in the **Probus Village Hall** at **19.00**.

Additional **agenda items** to be submitted to the parish clerk by Monday, **9th of October 2023**.

23/202 The meeting closed at 21:01hrs

Chairman *Nicholas Gillard*

Date *19th October 2023*