

PROBUS PARISH COUNCIL

CLERK: Maria Roper
Lee Ho, Ashdown Close, Sticker, PL26 7EU
Telephone Number: 07749 626021

15th of February 2023

TO MEMBERS OF THE COUNCIL

You are hereby summoned to attend the **Ordinary Meeting** of **Probus Parish Council** at the **Probus Village Hall** on **Wednesday, 22nd February 2023** commencing at **7.30pm** for the purpose of transacting the following business:

M Roper (Clerk to the Council)

Prayer

1. **Apologies for Absence**
2. **Declarations of Interest** - Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items) & to consider & resolve Dispensation requests. To note Acceptance of Office and Register of Interest received from new Cllrs before the meeting.
3. **Public Participation (15 mins)**
4. **Police report**
5. **To confirm the minutes of the Ordinary Meeting of 18th January 2023**
6. **Matters arising (report only):**
 - a) 22/103 – Play Area chain-link fencing – update on work - **Cllrs Gillard & Sutherland**
 - b) 22/233 – Skate ramp – sound insulation 2nd phase – new contractor – **Cllr Gillard**
 - c) 22/235 – Progress - additional hedge trimming & associate works – updates - **Clerk**
 - d) 22/237 – Relocation of the portacabin to the VH car park – report on progress – **Cllr Glasson**
 - e) 22/260 - Invoicing to Cormac – £250.00 + £30 (additional works) reimbursement for costs towards the artwork on the information board – **Clerk**
 - f) 22/288 – Review of Signage at the car park, parking bays, pavilion, etc - update – **Cllr Gillard, Cllr Glasson**
 - g) 22/232 - Damage to Jubilee Lamp – report on progress with quotes– **Cllr Gillard, Cllr Glasson**. Post of FB page – **Clerk**
 - h) 22/293 - Grass cutting contract – arrangements & timescale for review process – updates **Cllrs Gillard, Dutton, Clerk**
 - i) 22/304 – Nominations following resignation of Cllr Deards:
 - a) Internal Control vacancy - nominations.
 - b) Staffing Committee Appeals vacancy – nominations
 - j) 22/315 - Weed control – update –**Cllr Sutherland, Cllr Gillard**
 - k) 22/309 – S106 fund - Meeting with CORMAC S106 committee – **Clerk**
 - l) 23/010 - S106 fund – Update: Construction of information Board – **Cllr Sutherland**; Draft copyright agreement - **Cllr Glasson**
 - m) 23/011 - Neighbourhood Development Plan – Community engagement and communication policy strategy - **Cllr Gillard, Cllr Glasson**

- n) 23/014 - Confirmation on any changes required to the current tenancy in respect of land adjacent to the cemetery, owned by the parish council. To confirm and apply any changes required to the current tenancy. **Clerk**
- o) 23/015 - Coronation celebrations – community involvement – social media appeal – **Cllr Tofts, Cllr Glasson, Clerk**
7. **Cornwall Councillor report – Cllr Karen Glasson**
8. **Parish Council Committees** – feedback from Councillors on various committees/working groups.
 - Village Hall committee – update on business & developments. **Cllrs N Glasson & Goldsworthy**
 - Playing Field committee – progress on arranging meeting with Graham Smith & developing the committee - **Cllr Maskill, Cllr Quinlan, Cllr Dutton**
 - Probus Environment Action Team (PEAT) – updates if any – **Clerk, Cllr Gillard**
 - **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:**
Staffing Committee updates - **Cllr Tofts**
9. **To receive the financial statement of accounts for the year to date**, including forecast expenditure, budget sheet and to approve payments. – **Clerk, Locum Clerk**
10. **Risk Assessments - Play Area** - to note and consider any remedial works and associated expenditure and update on minor repairs quote. – **Clerk**
11. **Devolution Deal** – provide feedback to Cornwall Councillor – K Glasson – **All Cllrs**
12. **Cemetery gates renewal and new bin** - **Cllr Sutherland, Clerk**
13. **Village Hall Car Park permits – Consider approving new car parking policy** – **Clerk**
14. **Correspondence before despatch of the Agenda – Clerk**
 - a. Various emails circulated to members on receipt during month for information to note.
 - b. 20mph programme – proposal on use of the remaining \$106 fund
 - c. Freedom of Information Request from PEAT– **TO NOTE**
 - d. Correspondence from PEAT ref Jubilee Gardens
 - e. Correspondence from CORMAC | Highways & Environment
 - f. Urgent correspondence received after the despatch of the agenda.
15. **Future Agenda Items** - current list to be reviewed & priorities adjusted as necessary - **All Cllrs**
 - a) *Policies review and training records – Updates and recommendations* – **Clerk - March**
 - b) *New entrance signs to the village* –**March**.
 - c) *Posts renewal on the Green at the Bank* – **April**
 - d) *Playing field pavilion replacement, planning application and review of original plans – update approval* – **Cllr Gillard - April**
 - e) *Create Community Orchard/Maze/Tranquil Woodland- to consider and resolve, to approve with any associated expenditure.*
 - f) *Emergency Contingency Plan. To consider and resolve, to approve with any associated expenditure.*
16. **The next Full Council Meeting** of The Parish Council will be held on the **22nd of March 2023** in the **Probus Village Hall** at **7.30**
Additional **agenda items** to be submitted to the parish clerk by Friday, **11th of March 2023**
17. To close the meeting.