# PROBUS PARISH COUNCIL

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Minutes of the **Ordinary Meeting** of **Probus Parish Council** held on **Wednesday17th June 2026** in **Probus Village Hall** commencing at 19:00 for the purpose of transacting the following business.

**Members Present:** Cllr N Gillard (Chair), Cllr J Burr, Cllr J Faull, Cllr I Peters, Cllr J Vincent, Cllr I Myles, Cllr Cope (co-opted following agenda item 26/098councillor during meeting)

**Also attending:** Members of the public including: Mr Kevin Cope (Co-option applicant), and applicants for planning item PA26/03000.

A short prayer was spoken by the Chair and all present were welcomed to the meeting.

**26/096 Apologies for Absence.** Apology received from **Cllr O'Callaghan**.
It was **proposed by Cllr Gillard**, **seconded by Cllr Peters**, and **RESOLVED** to accept the apology.

**26/097 Co-option of Parish Councillor**
The Chair confirmed a vacancy arising from the resignation of Cllr Dutton.
A co-option application had been received from **Mr Kevin Cope**, who was invited to address the Council. Mr Cope outlined his background, long residence in the village, community involvement, and wish to contribute to the parish council.

Councillors asked questions and confirmed they had received his written application.
**Proposal:** Cllr Burr proposed that **Mr Kevin Cope** be co-opted to Probus Parish Council. Seconded by Cllr Faull. No amendments were raised. **RESOLVED unanimous.**
Mr Cope signed the declaration and joined the meeting table.
The Chair issued Cllr Cope with:
Register of Interests form
Induction pack
Code of Conduct
Standing Orders
The Chair confirmed that Code of Conduct training must be completed within six months and that a parish council email address would be issued.

**26/098 Declarations of Interest**
Cllr Gillard – Playing Field Committee (non-pecuniary). Cllr Burr – Pecuniary interest relating to an invoice under the Finance agenda item. Cllr Vincent – Interest in item 26/102(c) due to prior involvement.
All declarations were noted. Councillors with pecuniary interests will leave the room at the relevant agenda item.

**26/099 Public Participation (15 minutes)**
Two applicants for planning application **PA26/03000** addressed the Council. They explained:

- They are self-builders seeking to replace an existing 1960s/70s dwelling.
- The current structure is poorly insulated, contains asbestos, and shows signs of instability.
- The proposed dwelling is energy-efficient, meets modern standards, and reduces overall ridge height by approx. 1.4m compared to the existing roof and 2.3m compared to the chimney.
- Privacy measures include obscure glazing and internalised balcony design.
- Materials include low-carbon brick, timber cladding, and a muted colour palette.
- A planning consultant was engaged to ensure compliance with current policy.

Councillors asked questions regarding design, conservation area status, neighbour impact, and materials.
No further public comments were made.

**26/100 Minutes of the Meeting held on 20th May**
Minutes were reviewed page by page. No amendments were raised.
**Proposal:** Cllr Faull proposed acceptance of the minutes. Seconded by Cllr Burr.
**RESOLVED unanimous.**
The Chair signed the minutes under clerk supervision.

**26/101 Responsible Financial Officer Appointment**
Councillors reviewed the temporary appointment of **Mr Ivan Myles** as Proper Officer/RFO.
**Proposal:** Cllr Burr proposed continuation of the appointment. Seconded by Cllr Peters.
**RESOLVED unanimous.**

**26/102 Planning Matters**
**Planning Applications received:**
**PA26/03000 – Replacement dwelling, Mandeville/Hill House**
Site visit was undertaken by councillors. Planning considerations discussed included:

- Not within conservation area
- Not adjacent to listed buildings
- Reduction in ridge height beneficial to properties behind
- Design and materials considered acceptable in the absence of an agreed local design code.
- No objections from neighbours visited

**Proposal:** Cllr Faull proposed **supporting** the application. Seconded by Cllr Burr.
**RESOLVED unanimous.**

**PA26/03541 – Rear and side extension, ground and first floor flats**
Councillors raised concerns including:

- Overlooking and loss of privacy to rear neighbours
- Proposed first-floor windows facing directly into neighbouring gardens
- Ridge height increase out of keeping with surrounding bungalows
- 21m separation guideline not met

**Proposal:** Cllr Faull proposed **not supporting** the application on the grounds that:

- The design is **not in keeping** with surrounding properties
- The proposal creates **significant privacy impacts** for immediate neighbours

Seconded by Cllr Cope. **RESOLVED unanimous.**

**PA26/03381 – Tree works (six trees including Monterey pines)**

Councillors noted that an update to the Tree Officer's report has been requested. In principle the trees continue to present a safety risk due to the following:

- Trees are close to boundaries
- Evidence of storm damage and ongoing risk
- Residents behind the site expressed safety concerns
- Public amenity impact of their reduction/removal is considered limited

**Proposal:** Cllr Myles proposed to support the application, noting the reported and observed safety concerns, subject to an updated arboriculture report. Seconded by Cllr Vincent. **RESOLVED unanimous**.

**PA26/03270 – Tree works in a conservation area –** Pittosporum – Full removal
**Proposal:** Cllr Gillard proposed **supporting** the application. Seconded by Cllr Burr. **RESOLVED unanimous.**

**PA26/02965 – Alterations to covered wash area –** detached spray booth & extension of building comprised of 2no spray booths – **Retrospective**
**Proposal:** Cllr Gillard proposed **supporting** the application. Seconded by Cllr Peters. **RESOLVED unanimous.**

a) **Planning Applications Received after despatch of the agenda.**
None recorded
b) **Planning decisions & appeals**
**PA26/03940** Land North of Fore St – Appeal reported as upheld
**PA26/01747** Tresowga Cottage – approved
c) **Planning decisions & appeals received after dispatch of the agenda.**
None recorded
d) **Correspondence received before dispatch of the agenda.**
None recorded
e) **Correspondence received after dispatch of the agenda.**
None recorded

**26/103 Reports from the Clerk & Councillors on previously resolved agenda items.**

26/050 Reporting missing signs etc – **completed – response from CC requires a follow up question to determine when CC decided not to repair/replace the signs in question.**
26/053 b – agenda item
26/053 c Fence repairs – visit with resident - **not completed**
26/055 Skate Ramp – agenda item
26/055 Play area – risk assessment – agenda
26/084 WW1 Rolls of Service restoration - **instigation action - completed**

**26/104 Cornwall Councillor Report**

Cllr Glasson provided an update on planning matters, neighbourhood policing and road safety initiatives. Councillors noted proposals for installation of a pole to locate the council's mobile vehicle radar sign and welcomed the introduction of a new 'neighbourhood beat officer.

**26/105 Probus Village Hall.**

a. <u>**PVH application for CIL funding – presentation**</u>

Mr Budden, Chairman of Probus Village Hall Committee, joined the meeting to present details of the Committee's application to the Community Infrastructure Levy (CIL) Round 5 funding programme. The presentation forms part of the evidence required for the grant submission and has been delivered to several stakeholder groups.
Mr Budden stated that the proposed works relate to infrastructure renewal and improvements needed to respond to the population growth in the parish. Elements of the required works were previously identified during the Levelling Up project but were not completed due to funding constraints or eligibility issues. The village continues to grow, with increased housing and population placing additional demand on the hall as a community asset.

**Proposed Works**
The Committee proposes three workstreams, all within the existing building footprint:

1. **Replacement of the deteriorating rear roof elevation**, including addressing leaks beneath the solar panels.
2. **Improvements to the main loft**, including laying existing insulation, extending flooring above the kitchen area, and replacing ageing strip lighting with LED lighting to improve safety, storage capacity, and energy efficiency.
3. **Construction of a mezzanine floor** within the double-height storage room to increase storage capacity and create a new hireable space.

**Financial Overview**

- Total estimated project cost: **£87,500**
- CIL grant request: **£83,000**
- Village Hall Committee match funding: **5%**

**Process and Timeline**

- Full application to be submitted by end of July 2026.
- Funding decision expected late 2026.

**Engagement and Evidence**
The Committee is gathering stakeholder support, including presentations to local groups and publication in Probus News. A QR-code survey will invite parishioners to indicate support for the project.

**Request to Parish Council**
Mr Budden asked the Parish Council to provide a formal letter of support for inclusion in the grant application.
**Declaration**
Cllr Cope declared a potential interest, noting he had, as a sub contractor, submitted prices to several contractors which may be involved in the proposed works. He took no part in the vote.

**Proposal:** Cllr Gillard proposed that:
The Parish Council supports the Village Hall Committee's CIL Round 5 application with a formal letter of support is issued from the parish council to the Chair of the Probus Village Hall Committee. S**econded by Cllr Myles**. **RESOLVED** (Cllr Cope abstaining)

**b. <u>Use of Portacabin</u>**
Mr Budden wished to open a dialogue between the Village Hall Committee and the Parish Council regarding the portacabin located in the rear car park. He noted that the roof has now been repaired and that the Parish Council appears is using the space regularly. He enquired about clarification on the Council's intentions for the building

and how both organisations might work together, particularly in relation to facilities management and utility costs.

The Chair summarised the Parish Council's current position:

- The incoming Clerk has been appointed on the basis of working **three half-days per week** from the portacabin.
- The Chair has also been using the space regularly and intends to continue doing so.
- The portacabin is a Parish Council asset and is included on the Council's insurance & asset register.

It was noted that the Village Hall currently bears the cost of utilities for the portacabin. The Chair confirmed that this could be resolved by installing **sub-meters** for electricity and water, enabling accurate reimbursement.

Mr Budden outlined two possible approaches:

**Exclusive Parish Council Use**

The Parish Council assumes full responsibility for utilities, insurance, cleaning, fire safety checks, and general management.

**Shared Use Arrangement**

The Parish Council retains priority for its operational needs.

When not in use by the Council, the Village Hall Committee may hire out the space to offset utility costs.

Utility costs would be apportioned based on metered usage.

**Next Steps**

The Chair thanked Mr Budden for initiating the discussion and confirmed that councillors would consider the options and seek any further information required. A clear position will be agreed at a future meeting, taking into account budget planning and precept implications which will need to be addressed from October.

**26/106 Finance**

Cllr Burr left the meeting room due to declared pecuniary interest.

Schedule of payments was reviewed. No issues raised.

**Proposal:** Cllr Gillard proposed approval of the payment schedule. Seconded by Cllr Peters. **RESOLVED unanimous.**

Cllr Burr returned to the meeting.

**26/107 End of year accounts & Annual Governance & Accountability Return Forms.**

a. Appointment of Binder Dijker Otte (BDO) LLP as external auditor.
   **Proposal:** Cllr Gillard proposed that Council declare that there is no conflict of interest regarding this appointment and the declaration form be duly signed & dated. Seconded by Cllr Cope. **RESOLVED unanimous.**
b. The internal audit report for 2025/26 presented By Aalgaard Renshaw Business Solutions (ARBS) was received by council. The report is positive with very few areas of non compliance restricted to procedures & policies not related to finance.
   **Proposal:** Cllr Gillard proposed that Council accepted the report and that an action plan to address priorities for improvement be prepared at the next meeting of the Finance committee for full Council to consider. Seconded by Cllr Peters. **RESOLVED unanimous.**
c. The annual governance statement.

**Proposal:** Cllr Gillard proposed that council adopt the annual governance statement to be signed by the Clerk and the Chair. Seconded by Cllr Faull. **RESOLVED unanimous.**

d. Year-End accounts 2025/26.
**Proposal:** Cllr Gillard proposed that council approve the end of year 2025/26 accounts. Seconded by Cllr Peters. **RESOLVED unanimous.**

e. The accounting statements 2025/26 were considered by Cllrs
**Proposal:** Cllr Gillard proposed that council approve the accounting statements 2025/26. Seconded by Cllr Peters. **RESOLVED unanimous.**

f. Public Right of Inspection. Cllrs considered the required period of public right for inspection of the audit.
**Proposal:** Cllr Gillard (Chair) proposed that the period of public right of inspection run from 30th June 2026 to 10th August 2026. Seconded by Cllr Myles. **RESOLVED unanimous.**

**26/108 Asset Management**

a. Play Area – risk assessment.
The Council received the Play Area Risk Assessment report, including an updated risk list. The inspections are carried out regularly by Greens Ltd, with reports submitted identifying maintenance issues of varying risk levels.
It was noted that, although these reports are received and referenced, there has been limited progress in addressing identified actions. Many routine items can be handled by the Maintenance Officer, while more complex repairs require external contractors. Members discussed the need for improved follow-up and coordination to ensure that reported issues are actioned appropriately and in a timely manner.
**Proposal:** Cllr Cope proposed that a Councillor (himself) works directly with the Clerk on a regular basis to review inspection reports, prioritise actions by risk level, and coordinate required maintenance or contractor works. Seconded by Cllr Faull.
**RESOLVED unanimous.**

b. Skate Ramp – report
Discussion took place regarding safeguarding concerns, age-appropriate provision within the play area, and the suitability of any replacement. Members acknowledged that a like-for-like replacement is unlikely to be appropriate, and that alternative options and community engagement will be required before a decision is made.
**Proposal:** Cllr Gillard proposed to convene an informal councillor session on 24th June at 7:00 pm in the Parish Council Office to determine an appropriate engagement approach and consider potential options for the site. Seconded by Cllr Peters.
**RESOLVED unanimous.**

c. Signage for parish council Car Parks . No progress to date

d. Cemetery improvement Plan – briefing report scheduled for ordinary council meeting in July.

**26/109 Unsafe memorials at Probus Cemetery**

Members considered the briefing report on statutory requirements for three-yearly professional inspection of memorials. It was noted that a professional inspection identified **16 memorials requiring remedial action**.
Members discussed the absence of a specific budget provision for such works, balanced against its responsibility to ensure public safety. Members agreed that making the memorials safe is a priority and noted the reputational risk associated with alternative actions such as laying memorials flat.

It was further noted that some relatives have engaged with the Council and indicated a willingness to contribute towards costs. The importance of implementing a more systematic and budgeted approach for future inspections and maintenance was highlighted.

**Proposal:** Cllr Gillard proposed that:

- the council instruct Kerrow Memorials Ltd to undertake and complete the work in line with their quote and make all 16 memorials safe.
- Contact those relatives that have corresponded with the parish council over contributing. Towards the costs of making their relative's memorial safe and confirm a contribution up to 50% of the cost of each repair. Each agreement is to be recorded and documented.
- Publicise the scheduled works through the parish council web site, social media and 'Probus News', incorporating the actions as part of the programme of cemetery improvements for 2026/26

Seconded by Cllr Cope. **RESOLVED unanimous.**

**26/110 Grass Cutting Contract 2026-29**

Members received an update on the grass cutting contract awarded to **Ace of Spades** in December 2025, which includes a six-month review period. It was noted that a review meeting has been arranged with the contractor for **1 July**. The purpose of the review is to assess performance, address any issues, and identify required improvements following the initial contract period. Members acknowledged that some issues have arisen, including missed areas, variable standards, and mapping discrepancies. It was further noted that public feedback has been mixed and that clarification of areas being managed is required. Councillors were invited to submit any feedback from residents in advance of the review meeting. It was noted that potential outcomes of the review may include contract adjustments, revised specifications, or cost considerations (e.g. mulching vs. collection). **Proposal:** Cllr Gillard proposed that a report be brought back to Council at the next ordinary meeting with recommendations following the review meeting. Seconded by Cllr Myles. **RESOLVED unanimous.**

**26/111 Reports & Feeback from outside bodies, local community groups/committees and organisations.**

a. Playing Field Committee – **next meeting scheduled for Thursday 25th June**
b. Village Hall Committee – **next meeting scheduled for Wednesday 24th June**
Cllr Vincent to attend
c. Roseland & Truro Community Area Partnership – **next meeting Tuesday 7th July**

**26/112 Correspondence**

General correspondence circulated to councillors was noted.

**26/113 Future Agenda Items**

Councillors reviewed ongoing items and agreed to maintain the current list.

**26/114 Diary Dates**

Next Parish Council Meeting: **Wednesday 15th July, 7pm** A

**26/108 Close of Meeting**

The meeting closed at 9:10 pm.