

PROBUS PARISH COUNCIL

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Minutes of **the Ordinary Meeting of Probus Parish Council** held on **Wednesday 20th May 2026** in **Probus Village Hall** at commencing at 19:00 for the purpose of transacting the following business.

Members Present:

Cllr N Gillard, Cllr Ivan Myles; Cllr J Burr; Cllr J Vincent; Cllr W O'Callaghan;
Cllr J Faull. Cllr Ian Peters

Also attending: Mrs Laura Van Kempen-Wilson

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

It was noted that Cllr O'Callaghan & Cllr Vincent would be joining the meeting in approximately 15 minutes time.

26/064 Appointment of a 'proper/responsible financial officer' to the parish council

The position of Clerk to the council is currently vacant due to the resignation of the most recently appointed person. The parish council has offered the post to another appointable candidate. This offer has been accepted on the basis of a start date of 7th Sept. Consequently, the parish council is to consider appointing a locum clerk or a proper officer to act until 7th September. Approaches have been made to Cornwall Association of Local Councils (CALC) and to Aalgaard Renshaw Business Solutions to seek a temporary appointment. Neither approach has been successful.

The parish council can, as an emergency appoint a councillor to fulfil the role of Clerk - "proper/responsible officer" to the council. In these circumstances the role has to be undertaken voluntarily. This will involve covering the role of Clerk to ensure that the basic level of duties & responsibilities are carried out, e.g. monitoring & responding to correspondence (incl e mail), preparing for meetings and overseeing financial activity.

It was confirmed that the parish council, at this meeting is required to appoint a temporary proper/responsible financial officer and to elect a chair & vice chair. The position of "proper/responsible financial officer" and "chair" cannot be held by the same person. If it is proposed, seconded and resolved to appoint a councillor as its temporary 'proper/responsible financial officer' then it is also expected to continue to seek further support and to review this each month until September.

Councillors O'Callaghan. & Vincent joined the meeting at 18:48 hrs

Cllr Faull gave a summary of the discussions that had taken place so far.
Cllr Peters **proposed that** Mr Ivan Myles is nominated and appointed as the temporary 'proper/responsible financial officer' to the parish council and that the appointment is reviewed monthly. **Seconded** by Cllr Faull, **Carried** – unanimous.

26/065 Election of Chair of the parish council.

Cllr Gillard was nominated for the post of Chair of the Council. It was **proposed** by **Cllr Faull**, **seconded** by **Cllr Peters** and **RESOLVED unanimous** by the Council to elect Cllr Gillard as Chair of the Council for the year 2026-27. Carried.

26/066 Councillor Gillard duly signed the declaration of acceptance of the Office. Witnessed by the Clerk.

26/067 Election of Vice Chair

Cllr Faull was nominated for the post of Vice Chair of the Council. It was **proposed** by **Cllr Myles**, **seconded** by **Cllr Vincent** and **RESOLVED unanimous** by the Council to elect Cllr Faull as Vice Chair of the Council for the year 2026-27. Unanimous. Carried.

26/068 Councillor Faull duly signed the declaration of acceptance of the Office. Witnessed by the Clerk.

26/069 Apologies for Absence:

Cllr Dutton submitted his resignation from the council on 16th May. This was due to work and other commitments preventing him from giving enough time to the parish council. Councillors acknowledged his circumstances and thanked him in his absence for his commitment and contribution since November 2022.

No other apologies were recorded

Cllr Gillard **Proposed** that the resignation of Cllr Dutton is recorded and a formal letter of thanks is sent. **Seconded** by Cllr Faull, **RESOLVED unanimous**.

26/070 Declarations of Interest –

Register to declare interests on agenda items (both pecuniary and non-pecuniary) interests under the Code of Conduct) and issue dispensations if necessary.

Cllr Gillard declared an interest as a member of the Playing Field Committee.

Cllr Faull declared his interest in the planning application **PA26/01747**

26/071 Public Participation (15 Mins)

Mrs Laura Van Kempen-Wilson spoke about plans for restoration of the WW1 Rolls of Service which record the details of Old Probians that attended Probus College who served in the Great War. The names of pupils are recorded with dates attended and a legend recording whether they died in the war or later from wounds. The Rolls of Service have hung in Probus Village Hall for many years but are now infested with woodworm and in need of restoration for them to be preserved. Probus Old Cornwall Society (POCS) does not own the Rolls of Service, nor does it hold any funds to ensure their restoration.

Enquiries made over the last 12 months confirm that the Rolls of Service can be restored and that once restored can be deposited for safe keeping in a controlled environment at Kresen Kernow. Prior to be stored, professional copies will be made and framed for hanging in Probus Village Hall. The cost of restoration and provision of copies is estimated at £2,200.

Cllr Gillard proposed that Agenda item **26/084** is brought forward to this point in the meeting for consideration. Seconded by **Cllr Myles. RESOLVED unanimous.**

26/084 WW1 Rolls of Service – restoration

Councillors consider the information given by Mrs Laura Van Kempen-Wilson and a briefing paper which sets out a proposal that the restoration of the Rolls of Service is considered as a “community project”

Cllr Faull sought to establish which person/body owned the Rolls of Service. The existence of the Rolls of Service has been publicised with information about contacting the parish council with any intent to claim ownership. No claim has been made. It was acknowledged that the parish council is the statutory body representing the community and has responsibility for the ownership and maintenance of other memorials associated with the WW1 & WW2. If the parish council claims ownership of the Rolls of Service they can be added to its asset register. If the parish council were to fund the restoration and production of copies then it would own the copies for display. Cllr Burr asked whether the costs were a fair estimate. It was confirmed that three other conservators were approached by POCS before receiving a [positive response from one, Emily O’Reilly was prepared to undertake the work.

Cllr Gillard proposed that the parish council:

- a. Assumes ownership and responsibility for the Rolls of Service
- b. Funds the restoration work including production of copies to a maximum of £2,200
- c. Following restoration, deposit the Rolls of Service with Kresen Kernow
- d. Retain ownership of the copies for display in Probus Village Hall or other relevant venue as necessary.

Seconded by **Cllr Myles. RESOLVED unanimous.**

26/072 Minutes of the ordinary council meeting 15th April 2026:

It was clarified which councillors seconded the recorded resolutions. The amended Minutes of the Full Council Meeting on 15th April 2026 were noted. Cllr Faull **Proposed** they be accepted, **Seconded** by Cllr Vincent, **RESOLVED unanimous.**

26/073 General Power of Competence.

In accordance with standing orders & financial regulations the council noted that it continues to be ineligible to hold the general power of competence, due to its Clerk not holding the relevant qualifications.

26/074 Planning Applications Received.

- a. **PA26/01747** Construction of single storey-extension and alterations | Tresowga Cottage, Truck, Probus, Truro, Cornwall TR2 4JB.

Cllr Faull – declared interest – non voting

It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Myles**, and **RESOLVED unanimous** by the Council to support the planning application.

PA26/02166 Lychgateway And The Old Sorting Room Fore Street Probus TR2 4LA, change of use to residential.

It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Faull**, and **RESOLVED unanimous**.by the Council to support the planning application.

PA26/02767 Land at Tresillian Business Park. Erection of ancillary lightweight storage building.

It was **proposed** by **Cllr Faull**, **seconded** by **Cllr Myles**, and **RESOLVED unanimous**.by the Council to support the planning application, on the basis it is not used for storage of hazardous substances.

PA26/03167 1 Tiny Cottages Ladock Road Probus Truro Cornwall TR2 4LE. Tree works.

It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Faull**, and **RESOLVED unanimous**.by the Council to support the planning application.

- b. Planning Applications Received after dispatch of the agenda

PA26/03270 To be considered at the ordinary council meeting on 17th June

- c. Planning Decisions and Appeals - None
d. Planning Decisions and Appeals Received After Dispatch of Agenda. - **None**
e. Correspondence before dispatch of the agenda. - **None**
f. Any correspondence received after the dispatch of the agenda. **None**

26/075 Delegation arrangements.

Councillors considered a paper distributed with the agenda which sets out in ***bold italics*** the proposed changes/updates to the delegation arrangements required in order to bring these into line with policy changes approved during the municipal year 2025/26.

It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Peters**, and **RESOLVED unanimous**. by the Council to approve & adopt the updated delegation arrangements.

26/076 Terms of Reference for parish council committees & sub-committees – review terms of reference, finance committee; staffing committee.

It was noted that the ToR for the finance committee were last reviewed in Dec 2025.

Updated ToR for the staffing committee were issued with the agenda and included updates to clarify that implementing the “Clerk’s performance management policy” is the remit of the committee.

It was **proposed** by **Cllr Peters** to approve and adopt the ToR for both the finance and the staffing committee **seconded** by **Cllr O’Callaghan**, and **RESOLVED unanimous**.

26/077 Committees structures – appointment of members to existing committees.

It was **proposed** by **Cllr Peters** to approve and adopt the updated list of Cllrs appointed to committees & working groups. **seconded** by **Cllr O’Callaghan**, and **RESOLVED unanimous**.

26/078 Establishment of any new committees.

No new committees are required.

Cllr Faull left the meeting at 19:55 hrs

26/079 To review and approve the following policies and procedures -

- [Standing orders](#),
- [Code of Conduct](#)

These were reviewed no amendments required .

It was **proposed** by **Cllr Gillard** to approve and readopt the Standing orders **Seconded** by **Cllr Burr**, and **RESOLVED unanimous**.

It was **proposed** by **Cllr Gillard** to approve and readopt the Code of Conduct **seconded** by **Cllr Peters**, and **RESOLVED unanimous**.

26/080 Arrangements (including legal agreements) with other local authorities, not-for profit bodies and businesses – to review.

The parish council is unable to. Meet its contractual arrangement with St Erme Parish Council for the provision of work undertaken by its member of staff trained in the issuing of fixed penalty notices. This is unlikely to be resolved until Sept/Oct 2026.

It was **proposed** by **Cllr Gillard** to write to St Erme Parish Council confirming the position **Seconded** by **Cllr Myles**, and **RESOLVED unanimous**.

The remaining existing arrangements are in place for 2026/27.

It was **proposed** by **Cllr Gillard** to continue with these contractual arrangements **Seconded** by **Cllr Myles**, and **RESOLVED unanimous**.

26/081 Councillor Representation on, or work with external and/or associated bodies and arrangements for reporting back.

This item was addressed and resolved under agenda item 26/077

26/082 Reports from the Clerk and Councillors on previously resolved Agenda Items

Actions following the meeting dated 15th April 2026 –

26/050 Light on Village Hall reported

Report to CC Signs on Carne View & Gwel An Nans tbc.

26/053 Edging Stones at MUGA – work completed

26/053 Unsafe memorials at Probus Cemetery – **Agenda item for June 17th**

26/053 Fence behind removed wire fencing – **Cllrs to visit neighbour**

It was **proposed** by **Cllr Gillard** to proceed with obtaining quotes for repairs to the fence **Seconded** by **Cllr Vincent**, and **RESOLVED unanimous**.

It was **proposed** by **Cllr Peters** that two Cllrs arrange to visit the neighbour to discuss plans for screening **Seconded** by **Cllr Gillard**, and **RESOLVED unanimous**.

26/055 Skate Ramp Repair – Research update on age-appropriate equipment for this area

26/055 Play Area – Risk assessment – Following on from the last monthly

inspection, the Annual visit and assessment by ROSPA has been completed. This report and any implications to be considered as an **agenda item for 17th June**

26/061 Public Realm Improvement and Re-introduction of Weed Treatment – Cornwall Council – Further correspondence to be noted

26/083 Cornwall Councillor Report

Verbal report from Cllr Karen Glasson. Key issue raised was of road safety & speed awareness in the village. Possible relocation of moveable speed indicator device. Longer term traffic management solutions.

26/085 Finance

To receive the financial statement of accounts for the year to date, including forecast expenditure **Chair**

Due to the circumstances of not having a Clerk/RFO in post the reports on income, expenditure for the first 2 months are not available.

Schedule payments – an amendment to the recorded date on for receipt of one invoice was corrected.

It was **proposed** by **Cllr Myles** to approve the schedule of payments **Seconded** by **Cllr O’Callaghan**, and **RESOLVED** unanimous.

26/086 Unsafe Memorials at Probus Cemetery – Action point 26/053 from meeting on 15th April

The expected report had not been completed. Outstanding issues are to be considered at the next ordinary meeting of the parish council on 17th June.

26/087 Asset Management

Skate Ramp – Report – Quotes have been received for two options for a replacement ramp. Option 1. Is for a 3ft high Option 2 is for a 2ft high ramp. Both replacement ramps would cover the same area as the previous ramp. A discussion took place about the range of options to be explored ranging from concrete construction skate ramps to fabricated skate ramps with and without enclosure of the structures.

Councillors concurred that whatever replaces the damaged skate ramp needs to be age-appropriate in keeping with the fact that the Play Area is designated for children up to the age of 14yrs.

Visits to other play areas and skate facilities are needed to help inform the council’s decision making.

It was **proposed** by **Cllr Gillard** that council is not in a position to approve any decision nor expenditure on a replacement for the skate ramp, and that visits to other related facilities are to be carried out by councillors **Seconded** by **Cllr Myles**, and **RESOLVED** unanimous.

Signage arrangements for car parks – update on progress deferred until the next ordinary council meeting.

Play Area Risk Assessment – Since the last report from Greens Ltd the annual inspection by ROSPA has been carried out. The ROSPA report will be circulated to Councillors. Any required repairs/maintenance are to be considered at the next ordinary council meeting.

26/088 POLICIES/TERMS of REFERENCE REVISION

Draft policy documents for **Information Technology** and **Freedom of Information** were circulated to Councillors for review prior to the meeting. No comments or suggested amendments were put forward.

It was **proposed** by **Cllr Gillard** that both policies are adopted and published to the council's web site. **Seconded** by **Cllr Peters**, and **RESOLVED unanimously**.

26/089 Reports and feedback from outside bodies, local community groups/committees and organisations to receive any reports/minutes to and consider recommendations:

- a) Report from the Playing Field Committee - verbal
- b) Report from the Village Hall committee – **verbal – Chairman of the committee is to attend the next council meeting to discuss the PVH CIL bid and future use of the portacabin.**
- c) Report from the Roseland & Truro Community Area Partnership - none

26/090 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be PROPOSED, SECONDED and RESOLVED that the public and press should not be present.

It was **proposed** by **Cllr Gillard** that the press & public are excluded from the meeting for this agenda item. **Seconded** by **Cllr Peters**, and **RESOLVED unanimously**.

26/091 STAFFING COMMITTEE REPORT

RECRUITMENT.

The post of Clerk/RFO has been offered [REDACTED] The offer has been accepted with the proposed and confirmed start date of 7th September this year. Details of the salary, terms & conditions et al have been confirmed and circulated to councillors following the staffing committee held on 6th May this year.

The parish council will contact ARBS with a request to provide a level of interim clerical & RFO support until the new Clerk starts in post and continue to seek the services of a locum Clerk. The council will continue with its nominated proper officer and temporary arrangements until such time as additional support becomes available or until the newly appointed Clerk takes up post.

It was agreed to advertise locally to recruit a maintenance officer

[REDACTED]

26/092 CORRESPONDENCE - TO NOTE OR CONSIDER

- a. Various emails circulated to members on receipt for information to note.
Public Realm information relating to the reintroduction of weed treatment by Cornwall Council was circulated for information.
- b. Correspondence received before the dispatch of agenda-
- c. Urgent correspondence received after the dispatch of the agenda.

26/093 Future Agenda Items - Review current list, adjust priorities and consider adding any new items to the future agendas list. **To consider & make recommendations. All Cllrs**

26/094 Diary Dates

Parish Council meetings:

Tuesday 26th May 6pm – Annual Parish Meeting

Wednesday 17th June 7pm – Parish Council Meeting

26/095 To close the meeting

Meeting was closed at 21:05 hrs