



# Millbrook Parish Council

The Village Hall, The Parade, Millbrook, Cornwall, PL10 1AX  
Telephone 01752 823128 Email [theclerk@millbrook-pc.gov.uk](mailto:theclerk@millbrook-pc.gov.uk)  
Website: [millbrook-pc.gov.uk](http://millbrook-pc.gov.uk)

## Minutes of remote Full Council meeting held on Tuesday 17<sup>th</sup> November 2020 @ 19:30hrs held by Zoom.

**Present:** Cllrs N. Roberts (Chair), S. Lewis (Vice-Chair), P Polák, R Vincent, B Taggart, S Woffenden, H. Wood.

**In Attendance:** Mrs K Heald (Clerk/RFO), two members of the public and CC G Trubody.

The Chair opened the meeting at 19:34

### 185) County Councillor report & public forum

#### Report / update from CC George Trubody

CC Trubody provided the Council with details of [Cornwall Council Covid-19 funding support](#). Information, which includes housing support, council tax support for families on low income, crisis care awards and test and trace support payments is available on Cornwall Council's website. See [appendix 1](#).

CC Trubody stated following Cornwall Council's budget there will need to be additional cuts and savings of £58 million over the next four years, which will see a reduction and redesign in Council services.

#### Update from Mr Simon Ryan, The Peninsula Trust

**Christmas hampers:** A grant application form has been submitted to the Council requesting contribution towards the funding of Christmas hampers for people in the community on low income, (agenda item 192). The Peninsula Trust were approached by the leader of the project and agreed to act as the facilitator and accountable body.

**Covid-19 ongoing support:** Mr Ryan advised a report will be send to the Clerk next week detailing the support the Trust has provided. 59 households have been assisted with a range of services such as shopping and longer term financial support.

**Traffic & Transport:** A member of the public noted the Traffic & Transport working group had met and asked if the notes would be available. The Chair agreed there was no reason why these should not be publicly available. The Clerk confirmed now the new website is live the notes will be uploaded.

### 186) Apologies for absence

Apologies received from Cllr Vincent, Cllr Meeson & Cllr Wilton. The Clerk notified the Council of the reasons for absence.

### 187) Declarations of interest

Cllr Lewis declared a pecuniary interest in item 193a, due to the reimbursement of a payment for the Village Enhancement Team (VETs) payment.



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Cllr Woffenden declared a potential interest in West Street / Hounster Hill traffic and transport issues.

**188) Approval of minutes from the previous meeting**

Cllr Roberts proposed the minutes of the meeting held on 20<sup>th</sup> October were approved as a true and accurate record of the meeting. The motion was seconded by Cllr Lewis and unanimously approved. **Resolved.**

**189) Chair's announcements**

**Code of Conduct Training:** Cllr Roberts and Cllr Wood attended virtual Code of Conduct training today. The training was organised by Cornwall Council Corporate Governance Officer, Legal Services. An additional course is being held for Councillors on 3<sup>rd</sup> December. The Clerk will be attending a training course, specifically for Clerks, hosted by Cornwall Association of Local Councils. The Chair stressed all Councillors should attend Code of Conduct training, even if they only require refresher training. If Councillors are unable to attend the dates provided, they should inform the Clerk so that alternative dates can be sourced.

**Village Enhancement Team:** Cornish Pod and Rame Refuse have kindly agreed to continue sponsorship payments, which covers the reimbursement payment to Cllr Lewis for the Village Enhancement Team expenses.

**Clerk's report:** The Clerk's report is not available for this meeting. Additional updates will be added to the report and the report will be circulated the first week in December.

**Website:** The new accessibility compliant website is now live. Councillors who have not yet supplied biographies were asked to do so.

**190) Matters arising from the minutes of the previous meeting**

**Minute 152 – Light up Millbrook 2020:** Several attempts have been made to arrange a meeting with the Light up Millbrook 2020 representatives. The Clerk reported she has not had a response from the group confirming whether they are a constituted group with its own bank account. Cllr Wood reported one of the organisers has kindly offered to help put the Christmas tree up.

**Minute 177a – Pedestrian safety signage in Hounster Hill:** The Council had agreed to fund £380.00 for signage however, this is now being funded by Cormac.

**Minute 182 – Christmas tree and associated costs:** A qualified electrician has offered to install and check connections for the Christmas Lights free of charge.

**Action:** Clerk to organise delivery of the Christmas tree.



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## 191) Traffic & Transport

Summary of recommendations to the full council from the Traffic & Transport Working Group meeting held on 9<sup>th</sup> November 2029:

- A village gateway sign is provided with the a 'pedestrians in road' signage incorporated. Subject to Council's approval – the Council's request to be submitted to Cormac. Depending on costs the Council may consider contributing.
- Cllr Woffenden to take on the role of Parish Council / Millbrook Primary School liaison.
- Blindwell Hill pedestrian safety improvements to be followed up. Update on costs and inclusion on January agenda.
- Investigate permanent no parking signage in the Tanyard. (in place of the temporary banner).
- Tanyard highway improvements to be reviewed in the new financial year
- Ongoing consultation once the new website is set up to include polls on Facebook.
- Investigate addition parking solutions in the village, particularly in the green space between West Street play area and West Street car park.

*Cllr Woffenden vacated the meeting.*

**Houster Hill / West Street speed tables:** Cllr Lewis proposed the Council continue investigating the feasibility of speed tables. Cllr Wood seconded the motion, which was agreed by all Councillors present in the meeting. ***Resolved.***

*The Clerk admitted Cllr Woffenden back into the meeting.*

**Village Gateway signage:** The Clerk advised she had received communication from Mr Paul Allen, Cormac Highways Manager regarding the village gateway sign and will be clarifying whether Cormac will be funding the signage to incorporate 'pedestrians in the road' within the 'Millbrook' entrance sign. It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by all Councillors that, subject to funding, the Council would like to progress with this signage. **Resolved.**

**Tanyard parking signage:** It was noted the Clerk is reviewing planning permission requirements to apply for permanent signage to be located on the Tanyard corner. **Noted.**

**Traffic & transport consultation:** Traffic & transport consultations will commence shortly with the Clerk creating Facebook polls and other methods of engaging with the community. **Noted.**

**West Street parking:** Cllr Wood has measured the grassed area next to the play park and reported there is potential to easily create six parking spaces. It was agreed to review this once the Council has clarified the land ownership of this space. **Noted.**



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## 192) Rame Christmas Hampers

The Council considered the grant application and agreed it was a valuable project. It was proposed by Cllr Roberts, seconded by Cllr Wood and agreed by all Councillors that the Council donate £100 towards the Rame Christmas Hampers project, which will support local people on low income. **Resolved.**

*Cllr Lewis vacated the meeting.*

## 193) Finance

### a. Approval of payments - as presented to the Councillors

The payments listed below had been circulated to the Council for noting / approval:

Supplier	Details	Amount
Royal British Legion	Poppy wreath	£ 50.00
S Lewis	Village Enhancement Team	£ 81.89
Nisbets	Heavy duty dustbin bags	£ 23.38
Enhanscapes	Groundwork maintenance – two months	£1,144.00
Staff / Nest & HMRC	Staffing costs	£3,096.27

Cllr Roberts proposed the Council approve the payments which require the Council's approval. The motion was seconded by Cllr Wood and agreed by all Councillors present. **Resolved.**

*Cllr Lewis returned to the meeting.*

### b. Recommendations from the Finance Committee

(i) **Finance Committee's Terms of Reference:** It was proposed by Cllr Wood, seconded by Cllr Roberts and agreed by all Councillors present that the Council approve the Finance Committee's Terms of Reference. **Resolved.**

(ii) **Budget & precept:** Cllr Taggart noted £200 was allocated for this year's section 137 budget but the Council had spent significantly more. The Clerk responded the total budget for 2021-22 for section 137, to include community grant funding, will be £15,200. This figure includes £200 allocated from the precept funding and the balance from other funding sources, namely the Cornwall Council Council tax support grant and predicted underspend from 2020-21. The Chair noted in previous years the Council had increased the precept in order to build up reserves to address traffic & transport issues. It was proposed by Cllr Roberts and seconded by Cllr Lewis that the Council agrees the budget and precept as circulated by the Clerk. **Resolved.**  
[See appendix 2](#)

(iii) **Appointment of internal auditor:** It was proposed by Cllr Roberts, seconded by Cllr Woffenden and agreed by all Councillors present that the Council agrees to the Clerk's recommendation to appoint Julie Snook, who has specialist experience in Council auditing, as the Council's internal auditor.

Approved during the Full Council meeting on 11<sup>th</sup> December 2020, Minute 203



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Based on last year's figures the fees for the internal audit will £375.00.

**Resolved.** [See appendix 3](#)

## 194) **Scheme of delegation for emergency actions and decisions**

The Chair advised whilst the Council has a system in place for electronic voting this is cumbersome and a specific scheme of delegation needs to be in place particularly during periods when the Council does not have meetings such as over Christmas and the summer holidays and councillors might not respond quickly enough to emails. The Clerk advised she had spoken to CALC and whilst it is acceptable for electronic voting to be ratified in the next Council meeting it is not best practice to do this too often. It was proposed by Cllr Roberts the Clerk be allocated a budget of £500 to spend on emergency work on the grounds of Health & Safety, in consultation with the Chair and Vice Chair .

The motion was seconded by Cllr Wood and agreed by all Councillors present.

**Resolved.**

## 195) **Official Logo for Millbrook Parish Council**

It was proposed by Cllr Lewis, seconded by Cllr Roberts and agreed by all Councillors present that the Council accepts the proposal from Seadog IT to produce a new website compliant logo. The quoted cost was £157.50. **Resolved.**

## 196) **Open Spaces / Public Amenities**

### a. **Multi-play equipment in the tractor park**

The Clerk supplied photographic images, taken during a recent visual inspection, of the rotten timber on the multi-play equipment in the tractor park. The Council reviewed the quotations supplied by the Clerk. It was proposed by Cllr Lewis, seconded by Cllr Polák and agreed by all Councillors present that the Council accept the quotation of £300 to repair and replace the timber. **Resolved.**

### b. **Replacement kick boards in the tennis courts**

The Council reviewed the quotations submitted by the Clerk. It was proposed by Cllr Roberts, seconded by Cllr Taggart and agreed by all Councillors present that the Council accepts the quotation of £1,050 from Dale Blackler to replace the kick boards in the tennis courts. **Resolved.**

### c. **Seating in Millbrook Skate park**

The Council reviewed the report submitted by Cllr Polák. It was noted the Council had an unspent amount of over £2,300 from the agreed budget £4,000 for the cost of seating in the Tanyard (Minute 128 from the meeting held on 21<sup>st</sup> July 2020) and funds could be reallocated for seating in the skate park. The use of recycled plastic was considered preferable in this instance because of the increased fire- and vandalism-resistance.

It was proposed by Cllr Roberts that the Council allocated a budget £800, to cover the cost of a picnic bench, using recycled material, with a multicoloured table top, and the

Approved during the Full Council meeting on 11<sup>th</sup> December 2020, Minute 203



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installation costs. The motion was seconded by Cllr Polák and agreed by all Councillors present. **Resolved.**

**Action:** Clerk to organise the purchase and installation of the picnic bench, within the agreed budget.

The Council agreed Cllr Polák will liaise with Pigshill Woods CIC and local contractors to obtain prices for a timber shelter covering the picnic bench. The proposal will be included in the January agenda.

**Action:** Cllr Polák to obtain quotations for the construction of a shelter.

## 197) **Awenek Studios CIC**

It was noted the communication from Awenek Studios for a Christmas trail was not on Parish Council land. However, it was proposed by Cllr Roberts, seconded by Cllr Polák and agreed by all Councillors that should Awenek Studios wish to use Parish Council owned land, provided the area is tidied afterwards the Council support their proposals.

## 198) **Correspondence and matters to note**

- Parking issues and disability access
- Lack of parking in West Street car park
- Pedestrian safety concerns in West Street / Hounster Hill
- Pedestrian safety proposal consultations completed by residents in West Street
- Anonymous letter regarding excessive mud on the road from the housing development in St John's Road and contractor vehicles parking on the pavement.
- Draining corners and water defect in St Johns Road
- Discharged planning conditions associated to the Old Pottery / Hawthorns housing development in St Johns Road
- Muddy access in the lane behind Gordon's Terrace
- Caravans parked along Lower Anderton Road.
- Pluss CIC Health Works for Millbrook (ESF funded offering free work, support, rehabilitation, and employment services to local people).
- Representative of Rame History Group re arrangements to photograph burial records.
- New City Bus timetables.
- Light up Millbrook 2020
- Cornwall Council Code of Conduct training (via teams)

In addition to the correspondence detailed on the agenda the Chair noted an email had been received from Kudos SW, the developers at site at the Old Pottery / The Hawthorns on St Johns Road, responding to the Clerks query over the condition of the road and access points for the development.

## 197) **Date of next meeting – 19<sup>th</sup> January 2021**

**The Chair closed the meeting at 21:18**

## Appendices for Millbrook Parish Council meeting held on 17<sup>th</sup> November 2020

### Appendix 1

#### 185) County Councillor report

##### Cornwall Council Discretionary funding support:

- [Discretionary Housing Payments](#): for residents who
- rent their home, are in receipt of Housing Benefit or Universal Credit and need extra help to pay their rent.
- Council tax support: [Exceptional Relief](#) for working age residents in receipt of Council Tax Support and who need further financial help to pay their Council tax
- [Crisis and Care Award scheme](#): provides extra help in emergency or disaster situations.
- [Test & Trace support payment scheme](#): Crisis and Care Award scheme which can provide extra help in emergency or disaster situations.

## Appendix 2

### 193b) Millbrook Parish Council's 2021-22 budget & precept submission

<u>Budget Line</u>	<u>Budget 20 - 21</u>	<u>Budget 21 - 22</u>	<u>From Precept</u>	<u>From car park income</u>	<u>From other income</u>	<u>C/fwd contingency / reserves</u>	<u>Check totals</u>
Precept	104346	£104,185	£104,185				
Council Tax support grant	4494	£3,896			£3,896		
Car park	7500	£8,180		£8,180			
Graveyard		£3,500			£3,500		
Total receipts	116341	<b>£119,761</b>	<b>£104,185</b>	<b>£8,180</b>	<b>£7,396</b>	<b>£0</b>	<b>£0</b>
Forecasted balance as at 31/03/2020		£166,370				£166,370	
plus V.A.T. repay		£1,500			£1,500		
<b>TOTAL FUNDS</b>		<b>£287,631</b>	<b>£104,185</b>	<b>£8,180</b>	<b>£8,896</b>	<b>£166,370</b>	<b>£287,631</b>
<b><u>Council administration</u></b>							
Members Expenses	£100.00	x					
Chairman's Allowance	£100.00	x					
Audit Fees	£1,000.00	£1,000	£1,000				
Meetings	£400.00	£400	£400				
Insurance	£1,100.00	£1,155	£1,155				
Office Expenses & Admin	£2,400.00	£2,000	£2,000				
Subscriptions	£850.00	£930	£930				
Legal fees	£1,000.00	£1,500	£1,500				
Web Hosting & PC	£500.00	£300	£300				
Staff Training	£1,600.00	£1,000	£1,000				
Councillor Training	£500.00	£500	£500				
Neighbourhood Plan	£20.00	£20	£20				
Footpaths (net of grant)	£150.00	£0					
Graveyard & Burials	£300.00	£1,750			£1,750		

<b>Staffing costs</b>	£41,300.00	£36,300	£36,300				
Loan Repayments	£13,880.54	£13,881	£13,881				
Election Costs	£500.00	£4,735	£735			£4,000	
<b>Grants and funding</b>							
Section 137 to include grants	£200.00	£15,200	£200		£5,396	£9,604	
Millbrook Youth Project	£3,840.00	x					
<b>Council assets and public amenities</b>							
Public Toilets	£2,000.00	£3,022		£3,022			
Car Park Costs	£1,200.00	£3,138		£3,138			
Services No Longer Done by CC	£5,000.00	£5,000	£750			£4,250	
Traffic & Transport	£15,000.00	£15,000	£15,000				
Bin Services	£2,200.00	£7,000	£7,000				
Plants & Tree Maintenance	£1,500.00	£1,500	£1,500				
Repairs Through MPC	£3,500.00	£3,000	£3,000				
Grass Cutting & Lake flail	£8,200.00	£7,960	£6,960		£1,000		
Tennis Courts	£200.00	£200	£200				
Play Park Equipment & Football Pitch	£1,000.00	£5,000	£5,000				
Lake Flail	£500.00	£0					
Root Damaged Paths	£1,000.00	£0					
Strimming	£100.00	£0					
Cleaning Vehicle (Sweeper)	£500.00	£0					
General Groundworks (Contract)	£3,120.00	£10,400	£4,354	£2,020	£750	£3,276	
Tanyard repairs and development	£500.00	£500	£500				
Contingency	£1,000.00	£1,500				£1,500	
<b>Total payments</b>	<b>£116,260.54</b>	<b>£143,891</b>	<b>£104,185</b>	<b>£8,180</b>	<b>£8,896</b>	<b>£22,630</b>	<b>£143,891</b>

<b>Earmarked reserves</b>							
Traffic & Transport		£40,605					
Council assets: Recreation facilities		£30,000					
Council assets: Buildings & street furniture		£2,800					
Devolved services contingency		£18,000					
<b>General Reserves</b>							
<a href="#">See relevant section in the Joint Practitioners Guide</a>							
General reserve contingency fund (50% of precept / 3 – 6 months operating costs)		£52,235					
Plus budgeted payments for 2021-22		£143,891					
		£287,631	<b>£104,185</b>	<b>£8,180</b>	<b>£8,896</b>	<b>£22,630</b>	£143,891
Predicted opening balance + income		£287,631					
Bank and cash balance as at 31/03/2020	141053						
Closing forecasted balance as at 31/03/2021	166370						
	-25317						

### Appendix 3

#### 193b) Internal audit fees for 2021-22

Scale of audit charges – based on fees payable on the higher of receipts/income or payments/expenditure in the previous year.

£100,000	£325
£150,000	£375
£175,000	£425