



Millbrook Parish Council

The Village Hall, The Parade, Millbrook, Cornwall, PL10 1AX
Telephone 01752 823128 Email theclerk@millbrook-pc.gov.uk
Website: millbrook-pc.gov.uk

Minutes of remote full Council Tuesday 15th December 2020 @ 19:30hrs by Zoom.

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

In Attendance: Mrs K Heald (Clerk/RFO), PC Wilson and four members of the public

The Chair opened the meeting at 19:34 apologising for the delay, which was due to an overrun planning committee meeting.

200. County Councillor report & public forum

Two members of the public representing Millbrook All Saints Church and Millbrook Methodist Church attended the meeting offering to answer any questions the Council may have in relation to item 206 relating to use of the Tanyard for the church choirs.

Mr Clive O'Shaunessy, Millbrook's Town Crier, informed the Council an event will take place at Millbrook Football Club from 5:45pm on Christmas Eve. A poster has been forwarded to the Clerk for circulation and to promote '*Ringing a bell for Santa to help him find his way to Millbrook*'. Mr O'Shaunessy has public liability insurance for the event, social distancing measures will be in place, families will be required to remain in their own bubbles, risk assessments will be completed and a there will be a list of attendees. The Tanyard was initially considered as a location but having carefully considered safety measures, the football club was considered a more suitable location.

PC Wilson provided an update on recent crimes in the parish. He stressed if anyone witnesses a crime, they should call 999. Information relating to previous crimes can be reported on the Devon and Cornwall Police website by searching for 'my local policing team'. If necessary, information can be submitted anonymously.

201. Apologies for absence

Cllr Edwards was absent from the meeting.

202. Declarations of interest

Cllr Wood declared an interest in item 213

203. Approval of minutes from the previous meeting

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the minutes of the parish council meeting held on 17th November were a true and accurate record of the meeting. **Resolved.**



Millbrook Parish Council

The Village Hall, The Parade, Millbrook, Cornwall, PL10 1AX
Telephone 01752 823128 Email theclerk@millbrook-pc.gov.uk
Website: millbrook-pc.gov.uk

204. Chair's announcements

The Chair reported Cllr Don Wood has registered to represent the Council with the Devon and Cornwall Police [Councillor Advocate Scheme](#). The Clerk is also a point of contact.

The Chair thanked Cllr Wood and Cllr Lewis for checking the drains. She also expressed her thanks to all those who helped put up the Christmas tree and the lighting in the Tanyard.

205. Clerk's report

Noted

206. Matters arising from the minutes of the previous meeting

179a **Hedge planting in New Road** - See minute 207

189 **Code of Conduct training** – some Councillors have completed training. The most recent training session, scheduled for 2nd December 2020 was cancelled by Cornwall Council. Further training will be available in the new year.

207. To note the cost of routing of the Hedge Planting in New Road

Following the delivery of 500 trees, renovation and site preparation work, on Friday 27th November 2020, the appointed contractor alerted the Clerk that when digging the planting holes, he discovered tarmac. A site meeting was held between the contractor and Councillor Taggart. On 28th November, Cllr Taggart sent an email to all Councillors recommending, in order to plant the hedging plants (which had already purchased) before they deteriorate, the proposed line of hedging is relocated. A quotation had been received for £400 which covered the extra labour costs. On Monday 30th November 2020, following electronic consultation, with the majority of the Councillors confirming they were in support of Cllr Taggart's proposal, the Clerk advised the contractor to complete the works.

The Chair highlighted, prior to discovering the position of the tarmac, which would only have been noticed by someone with local knowledge, the plants had already been purchased. The additional costs covered the contractors' labour. **Noted.**

208. To consider the request from Millbrook All Saints and Millbrook Methodist Churches for use of the Tanyard.

The Chair opened the meeting to allow representatives on behalf of the churches to speak.

It was confirmed the churches' insurance was covered for Covid-19. There was a discussion regarding the use of electrics. The chair advised due to the Council's lighting being on a timer, they were unable to allow use of the Tanyard electrics. The organisers said they would approach the owner of Kernow Lounge, who had previously indicated he would be able to assist with use of his electric supply.

The Chair resumed the Council meeting.

It was proposed by Cllr Roberts, provided the organisers complete the necessary risk



Millbrook Parish Council

The Village Hall, The Parade, Millbrook, Cornwall, PL10 1AX
Telephone 01752 823128 Email theclerk@millbrook-pc.gov.uk
Website: millbrook-pc.gov.uk

assessments and ensure they are complied with, and a copy of their current insurance policy is provided, the Council support this application. The motion was seconded by Cllr Wood and carried with a Councillor voting against the motion and another Councillor abstaining. **Resolved.**

209. Review of the parish play park opening times, agree associated costs and to consider recommendations relating to tackling anti-social behaviour in the parish.

The Clerk informed the Council she had investigated the possibility of locking the play park up at night and reopening it in the mornings. A text message had been sent to the parents of Millbrook Primary School asking for volunteer support. The Clerk reported the Council does not currently have the staffing capacity to carry out this role. Having carefully considered various options it was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by all Councillors that the Council does not progress locking the place park however other deterrents could be investigated. Cllr Wood volunteered to investigate the costs of providing solar lighting. **Resolved.**

210. To review the Council's Standing Orders and to consider recommended Amendments

The Chair read the supporting document from the Clerk and agreed with the recommendation to remove "*and stand when speaking*" from Standing order 3i.

Cllr Roberts proposed Standing Order 31 remains as stated below. However, Councillors need to be aware, as detailed in recent correspondence from Sarah Mason, Cornwall Association of Local Councils, any electronic communication is a 'consultation' not a 'vote'. The motion was seconded by Cllr Wilton and unanimously agreed by all Councillors. **Resolved.**

"Where no meeting of the Parish Council is scheduled within the necessary timescale to enable a decision concerning an urgent matter to be taken, Clerk may, in consultation with the Chair and Vice Chair, determine that matter, after seeking a majority verbal or electronic approval from the remainder of the Parish Council which includes financial payments. All decisions to be taken under this standing order, together with the reasons for the urgency which required a decision to be taken, shall be placed before the next Parish Council meeting in order that confirmation of the resolution can be minuted.

It was noted, the Clerk in consultation with the Chair and Vice Chair, has a budget of £500.00, in respect of Health & Safety (Minute 194, 17/11/2020).

Action: Clerk to incorporate amendments within the Standing Orders.

211. To review the Council's Finance Regulations and to consider recommended amendments

Deferred. To be reviewed in January's meeting, with supporting information on office expenditure to be provided by the Clerk.



Millbrook Parish Council

The Village Hall, The Parade, Millbrook, Cornwall, PL10 1AX
Telephone 01752 823128 Email theclerk@millbrook-pc.gov.uk
Website: millbrook-pc.gov.uk

212. To note the correspondence from Cornwall Association of Local Council (CALC) and to consider the adoption a Scheme of Delegation policy

Due to time limitations this item was deferred until January's meeting.

213. To approve the payments as circulated by the Clerk

Due a payment for reimbursement of Christmas Lighting, for £54.99, Cllr Wood vacated the meeting.

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors present, that the payments circulated by the Clerk (see pages 5 and 6) were approved for payment. **Resolved.**

The Clerk highlighted that the Unity Trust funds are scheduled to be transferred on 21st December 2020. In order to make the payments sooner the Clerk requested, provided the Council is in agreement, one of the bank signatories telephones NatWest to complete a transfer covering the funds listed from NatWest Bank by Unity Trust. It was proposed by Cllr Roberts that £6,000 is transferred from NatWest bank to the new Unity Trust bank account. Cllr Woods seconded and agreed to complete the task. The motion was unanimously agreed by all Councillors. **Resolved.**

214. Training and development

a Code of conduct training – Details of future courses to be circulated next year.

b CALC Internal control training – Cllr Roberts is attending a course on 19th February 2021. Cllr Lewis expressed an interest in also attending this course.

215. Correspondence and matters to note

- Hawthorns development
- Anti-social behaviour in the parish
- Child safety in New Road *
- Foamstream weed control
- South West Water – Case 0008914355 (St Johns Road)
- Plug n Go / EV Charging

* A resident had written direct to Cormac, regarding a request for pedestrian safety crossing in New Road in which a query was raised regarding the Council's statement that Cormac would veto this. Cllr Wilton raised that matter that the Highways Manager had advised a crossing in this area this would not a viable option. Cllr Wood, Roberts and Lewis confirmed they were present in the meeting when the Highways Manager made his comments. 'Slow children crossing' signage had been offered.

216. Date of next meeting

19th January 2020

Appendix: Agenda item 213 – Parish Council meeting on 15th December 2020

Payments made since the last meeting

Date	Payee	Details	Gross	Tax	Net	Further information	Method
19/11/2020	The Peninsula Trust	Rame Christmas Hampers - Section 137 donation	100.00	0.00	100.00	Minute 192, PC meeting 17/11/2020	Chq 380
25/11/2020	Council staff	November wages	1887.77	n/a	n/a	Standing item	Chqs 377 & 378
25/11/2020	HMRC	PAYE	599.32	n/a	n/a	Standing item	Chq 379
26/11/2020	Sustainable Furniture	Seating in the Tanyard	333.25	55.54	277.71	Minute 175b, PC meeting 20/10/2020	Chq 381
01/12/2020	Cornwall Council	Non domestic rates - public toilets	53.00	0.00	53.00	Standing item	DD
01/12/2020	NEST	Staff Pension	285.52	n/a	285.52	Standing item	DD
03/12/2020	Tartendown Nursery	Christmas tree	144.00	24.00	120.00	Minute 181, PC meeting 20/10/2020 - £200 budget (1)	Chq 384
11/12/2020	Bulb	Public toilets electric	20.00	0.00	20.00	Direct debit installment	DD

Payments to note and for approval

Date	Payee	Details	Gross	Tax	Net	Further information	Method	Approval required
12/11/2020	Screwfix	Materials - open spaces	62.97	10.49	52.48	Minute 179b & 179c, PC meeting 20/10/2020	Outstanding	Yes (1)
12/11/2020	Screwfix	Materials - open spaces	144.81	24.14	120.67	Minute 179b & 179c, PC meeting 20/10/2020	Outstanding	Yes (1)
23/11/2020	Seadog IT	Website design	795.50	0.00	795.5	Minute 142b, PC meeting 18/08/2020	Outstanding	Yes (2)
01/12/2020	Seadog IT	Managed website hosting & routine maintenance	25.00	0.00	25.00	Minute 150, PC meeting 18/09/2020	Outstanding	
01/12/2020	Dale Blackler	Repairs to the gate by the playing field	270.00	0.00	270.00	Minute 141, PC meeting 18/09/2020	Outstanding	Yes (3)
01/12/2020	SLCC	Clerk's membership subscription	234.00	0.00	234.00	Training policy & contractual agreement	Outstanding	
02/12/2020	Premier Forest Products	Materials - open spaces (Duchy Timber)	348.00	58.00	290.00	Minute 179b & 179c, PC meeting 20/10/2020	Outstanding	Yes (1)
03/12/2020	Seadog IT	Logo & branding design	157.50	0.00	157.50	Minute 195, PC meeting 17/11/2020	Outstanding	
04/12/2020	Screwfix	Materials - open spaces	318.29	53.04	265.25	Minute 196a & 196b, PC meeting 17/11/2020	Outstanding	Yes (1)
05/12/2020	Premier Forest Products	Materials - open spaces (Duchy Timber)	624.90	104.15	520.75	Minute 196a & 196b, PC meeting 17/11/2020	Outstanding	Yes (1)

05/12/2020	Cllr Wood	Lighting for the Tanyard	54.99	0.00	54.99	Clerk authority: Standing order item 3.4a	Outstanding	
06/12/2020	Xero	Monthly subscription for accounting package	28.80	4.80	24.00	Clerk will be looking to review package	DD	
10/12/2020	Enhanscapes	Indigenous hedge planting	1690.00	0.00	1690.00	Minute 179a, PC meeting 17/11/2020 and electronic consultation. See agenda item 207 for meeting 15/12/2020	Outstanding	Yes (4)
10/12/2020	Switched on Electrical	Christmas lighting	59.95	0.00	59.95	Minute 181, PC meeting 20/10/2020 - £200 budget (1)	Outstanding	(5)
11/12/2020	Jed Gibson	Drain clearance and litter picking in Southdown area	50.00	0.00	50.00	Clerks delegated spent in consultation with Chair & Vice Chair. Works verified by Cllr Wood.	Outstanding	
13/12/2020	J Moore	Public cleaning contractor	130.00	0.00	130.00	Agreed works in August 2020 (13 days)	Outstanding	
13/12/2020	J Moore	Public cleaning contractor	300.00	0.00	300.00	Contracted work – September 2020	Outstanding	
13/12/2020	J Moore	Public cleaning contractor	310.00	0.00	310.00	Contracted work – October 2020		
		Total to be paid	5604.21	254.62	5350.09			(6)

Notes:

1. The Council's appointed contractor requested payment up front for the materials (tractor park works, Tanyard seating and tennis court kick boards). Rather than pay the contractor up front the Clerk has set up account facilities with Premier Forest (Duchy Timber) and Screwfix. The Council can reclaim the V.A.T. The amounts have been verified and the contractor will be charging purely for the labour costs.
2. The website is now live. The Clerk and the Chair have received online training. The payment listed above is the final balance. The initial payment was approved during the meeting held on 15th September 2020, Minute 154b.
3. Works repairing the gate by the playing fields have been checked by Cllr Wood.
4. The Clerk has requested Cllr Taggart verifies the works completed by Enhanscapes.
5. Invoice is for materials only.
6. The Unity Trust account is now set up. It is anticipated the switch will take place on 21st December. Next week Councillors should be able to set up online banking facilities. Does the Council wish approve the transfer of funds from NatWest Bank to cover the above outstanding payments?
7. The contractor has advised the Clerk that he anticipates completing the repairs to the tractor in the play park and producing the Tanyard seating over the Christmas period. Rather than wait until January's meeting, if these works are completed, subject to satisfaction of the works, does the Council authorise payment.