



## Millbrook Parish Council meeting Tuesday 15<sup>th</sup> June 2021 at 7:30pm

**Minutes of the Annual Parish Council Meeting held in the main hall of Millbrook Village Hall on Tuesday 18<sup>th</sup> May 2021.**

**Councillors' Present:** Cllrs N. Roberts (Chair), S. Lewis (Vice-Chair), K. Hall, P. Polák, B. Taggart, E Woffenden, S. Woffenden, H. Wood and Co-opted Parish Councillor R Mattholie.

**In Attendance:** Mrs K Heald (Clerk / RFO) and four members of the public.

The meeting was set up to comply with Coronavirus requirements, which included social distance seating arrangements, masks worn during the meeting.

The Chair opened the meeting at 19:30hrs.

### **27. Public forum and County Councillor report**

#### **(i) Comments from Mr Rogers Bews**

- Compliments raised regarding the way the green spaces have been cut and managed.
- Concern raised over the Kiln Close development and the occupancy regarding the annexes of the houses. See appendix 1.
- He is looking forward to an update following the meeting with Cormac and seeing the notes.

#### **(ii) Clare Watkins, Chair of Millbrook Village Hall Management Committee**

- Air source heat pump installation will be going ahead in August.
- The quotation is more than expected. The prices have gone up.
- The hall committee will be putting in a Section 137 grant application for the next meeting.
- The Annual General Meeting will take place in July, hopefully two new members will be joining the committee.

#### **(iii) Mrs Margaret Parker, update on behalf of Rame Public Transport Users Group and information relating to Nat West Bank**

- The long overdue Rame Peninsula Public Transport Users Group will take place next Tuesday (22<sup>nd</sup> June 2021)
- Mrs Parker heard this evening that the Nat West mobile bank will not be coming to Millbrook for the first two weeks in July. The driver will be on holiday and the trainee driver is not permitted to drive on her own.

#### **(iv) Report / update from County Councillor Kate Ewert**

CC Kate Ewert had previously advised the Clerk that she would likely arrive late to the meeting but had submitted a report. The Clerk read the report, which included an update on County Hall meeting, Cornwall Housing, Rame Cluster Group and the Antony circulatory system and Millbrook issues. In the report CC Kate Ewert said she had received several communications from residents and visitors complimenting us on the look of the village, particularly the rewilding and bee verges. For full report see appendix 2.



## 28. Apologies for absence

Apologies received from Cllrs, Meeson and Wilton. The Council were advised of their reasons of absence.

## 29. Declaration of interests, gifts and dispensations

Cllr Hall declared an interest on agenda item 10 in relating to the grant funding request for Millbrook Football Club (Minute reference 36).

## 30. Chair's announcements

- **The Earl of Mount Edgecumbe.** The Parish Council sends its condolences to the family and friends of The Earl of Mount Edgecumbe, who sadly passed away on Saturday. He will be very much missed locally and was a very big part of the community.
- **Vandalism to the picnic benches in the Tanyard:** Thank you to the parishioner who reported the vandalism she witnessed to the picnic benches in the Tanyard and to Cllr Wood who kindly fixed back rests into place. If anyone witnesses any antisocial behaviour, please report it to the police.
- **20's plenty campaign:** There has been a movement to increase awareness of the 20mph limit. A Zoom meeting has been organised. Clerk will publicise details on the Council's website and facebook page but if anyone requires further information please contact the Clerk.
- **Southdown Road resurfacing:** There is going to be major disruption whilst resurfacing works take place around this area. The latest information is that works will take place late September and it is anticipated the works will be over a period of three nights and four days. The night time work will finish at midnight. Mrs Margaret Parker suggested the Council makes sure Rame First Responders are aware.
- **Street lighting:** An enquiry has been received regarding solar lighting in the parish. The Clerk forward the enquiry to Cornwall Council and received a response stating "We currently have no solar powered street lights as success through trials has been very disappointing. In this country we don't seem to get enough sunlight throughout the year to maintain a reliable amount of illumination from the technology that is available. We instead are changing to LED lanterns which use far less electricity and help us save money through reduced energy consumption. Cornwall's lighting policy is currently all night operation although this may change in the future with our commitment to become carbon neutral by 2030. We are soon to begin a trial for part night switching in Mylor."

## 31. Clerk's report / update

The circulated Clerk's report was noted. Councillor's were asked to contact the Clerk if they have any queries.

## 32. Co-option of Parish Councillor

The Chair announced an application to join the Council has been received by Mr Robert Mattholie. All Councillors had received a copy of the application. Councillors were given votes slips which were collected and verified by the Clerk. Mr Robert Mattholie was unanimously voted to be co-opted as a member of Millbrook Parish Council. He took part in Council discussions but did not participate in voting. **Action:** Clerk to forward a Declaration of Office form and Registration of Interest form to Mr Mattholie for completing.

Cllr Mattholie moved from the public seating area to join the Councillors.



### 33. Update on Councillors attending Code of Conduct training

Cllr Roberts reminded Councillors of their obligation to attend Code of Conduct training. Viewing the Cornwall Council youtube video does fulfil the training requirement however Councillors need to inform the Clerk of the date they watched the video. The Clerk will be maintaining a register of Councillors who have attended Code of Conduct training.

The following Councillors have booked to attend Cornwall Council Association of Local Councils' Code of Conduct Training.

Wednesday 21<sup>st</sup> July 2021: Cllrs K Hall, R Meeson, S Woffenden

Wednesday 28<sup>th</sup> July 2021: Cllrs S Lewis, B Taggart.

### 34. Approval of minutes from Parish Council meeting held on 18<sup>th</sup> May 2021.

It was proposed by Cllr Wood, seconded by Cllr Lewis and unanimously agreed by all Councillors that the minutes of the meeting held on 18<sup>th</sup> May 2021 are approved as a true and accurate record of the meeting.

### 35. Finance

#### a. To note the internal audit report for the year 2020/21

The Clerk asked if all Councillors had received the internal audit report and whether anyone has any queries. Action: Clerk to publish the report on the website.

#### b. To approve Millbrook Parish Council's Annual Governance Statement for 2020/21

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council approves the Annual Governance Statement for 2020/21.  
**Resolved.**

#### c. To approve Millbrook Parish Council's Annual Accounting Statements for 2020/21.

It was proposed by Cllr Roberts, seconded by Cllr Hall and unanimously agreed by all Councillors that the Council approves the Annual Accounting Statements for 2020/21.  
**Resolved.**

#### d. To note the dates for the Period for the Exercise of Public Rights, being from Monday 21st June 2021 to Friday 30th July 2021.

#### e. To note the Council's bank balance

Cllr Roberts confirmed she had checked the bank balance which was £220,053.90. The bank balance submitted by the Clerk on 11<sup>th</sup> June 2021 was £226,949.14 but since then a Direct Debit of £6,940.24 for the Public works Loan Board has come out the bank account and a car park payment of £45.00 had been received.

#### f. To note the Clerk's finance report

The Council noted the Clerk's finance report. No queries received. **See appendix 3.**

#### g. To approve the payments as circulated by the Clerk

The circulated payment listing included standing payments made since the last meeting and payments for approval totalling £7,790.28.



The Clerk also advised the Council of additional payments on an updated supporting document, which included:

Institute of Cemetery and Crematorium Management (ICCM)	£ 95.00
Jed Gibson – Weed clearance / litter picking / ground maintenance	£252.58
Karenza Heald – Zoom reimbursement June 2021	£ 14.39
Karenza Heald – Zoom reimbursement August 2021	£ 14.39

The updated supporting document report included petty cash transactions for April & May 2021.

**See appendix 4.**

The Clerk said one of the findings in the internal audit report highlighted inconsistency of the payment approval in the minutes and that it is fine to include as an appendix in the minutes but the Council should approve the payments, even if it is confirming the payments full under the delegated authority of the Clerk. It was proposed by Cllr Roberts, seconded by Cllr Wood and agreed by all Councillors that the payments as presented, totalling £8,166.54, including V.A.T are approved by the Council. **Resolved. See appendix 5.**

20:01 Cllr Hall vacated the meeting room.

### **36. Grants and donations**

**To consider the request from Millbrook Football Club for grant funding support.**

A section 137 grant application form had been received from Mr Mark Pratten, Chairman of Millbrook Community Football & Social Club.

The Club requested £3,500 to provide a decked and tastefully fenced seating area for community. Following the request of Cllr Wood, the Chair opened the meeting to Mr Nick Hall, treasurer of Millbrook Football Club.

Mr Hall responded to questions from the Councillors.

The Clerk had circulated the accounts received from the football club.

The Clerk was asked to provide information regarding the funds available from Section 137.

£10,200 had been allocated for the year and £5,000 has been awarded to The Peninsula Trust.

Following discussion, it was proposed by Cllr Taggart, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council award a grant of £1,200. It was agreed if the football club was unable to obtain funding from other sources, they could come back to the Council with a request for further funding. **Resolved.**

Cllr Hall returned to the meeting room.

### **37. Traffic & Transport Advisory Task Group**

a. **To review the notes from Traffic & Transport Advisory Task Group meeting held on 3rd June 2021.** Noted.

b. **Update on the Traffic & Transport Advisory Task review group walkabout meeting held on 9<sup>th</sup> June 2021, with Cormac Highways Manager, Mr Will Glassup.**

Cllr Roberts said a meeting had taken place with Mr Will Glassup, CC Kate Ewert, members of the Traffic & Transport Advisory Task Group (Cllrs Roberts, Lewis, Wilton & Wood) and the Clerk.

The group did a walkabout around the village and discussed traffic & transport issues, which included speeding and inconsiderate parking. An email will be sent from Mr Glassup, which will include information relating to costs and timescales of producing a feasibility study for the traffic issues affecting the Hounster Hill area.



## 38. Asset & Open Spaces Task Group

### a. To approve the Terms of Reference for the Asset & Open Spaces Task Group

It was proposed by Cllr Lewis, seconded by Cllr Roberts and approved all Councillors that the Council approves the Terms of Reference for the Asset & Open Spaces Task Group. **Resolved**

### b. To approve the recommendations from the Asset & Open Spaces Task Group meeting held on Wednesday 9th June 2021:

#### (i) To offer the dance floor to a local Community Group

It was proposed by Cllr Roberts, seconded by Cllr Hall and unanimously agreed by all Councillors that the Council offers the dance floor to a local Community organisation. **Resolved.**

#### (ii) To arrange a meeting with the Environment Agency to discuss the management of the lake.

It was proposed by Cllr Roberts, seconded by Cllr Taggart and unanimously agreed by all Councillors that the Council proceeds with arranging a meeting with the Environment Agency to discuss the management of Millbrook Lake. **Resolved.**

#### (iii) To produce a statement regarding legislation and introduction of wildfowl into the lake.

It was proposed by Cllr Taggart, seconded by Cllr Woffenden and unanimously agreed by all Councillors that the Council approves the statement relating to the introduction of ducks in Millbrook Lake. **See appendix 6. Resolved.**

#### (iv) To replace the lifebuoy housing equipment around Millbrook lake.

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council purchases safety rescue / lifebuoy housing units. The cost from Glasdon UK is £159.38 excluding V.A.T. plus delivery. **Resolved.**

#### (v) To seek quotations for restoration work of Millbrook War Memorial

It was proposed by Cllr Roberts and seconded by Cllr Lewis that the Council seeks quotations for restoration works of Millbrook War memorial. The motion was carried with one Councillor abstaining from voting. **Resolved.**

#### (vi) To note the communication and consider the groups recommendation regarding the installation of an additional flowerboat.

Since producing the agenda an email has been received advising that a memorial boat will be situated at the bottom of Blindwell Hill. It was noted the land is not owned by Millbrook Parish Council and the boat will be managed by group of residents and will not be the responsibility of the Parish Council or Village Enhancement Team, who do not have the capacity to take on responsibility for any more boats or flower displays.

#### (vii) To sell the Green Machine

The Green Machine has been taken away by Torpoint Town Council who will be arranging to have the machine serviced. If it is found suitable for their requirements Torpoint Town Council will use the machine on the tennis courts and may be interested in purchasing it. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Council sells the Green Machine. **Resolved.**

#### (viii) To sell the trailer

Noting the trailer has not been used for several years, it was proposed by Cllr Roberts, seconded by Cllr Woffenden and agreed by all Councillors that the Council sells the trailer. **Resolved.**



**(ix) To approve the request for memorial seating in the Tanyard, subject to the seating being in keeping with the existing street furniture.**

Cllr Hall led the discussion explaining that the Council needs to have a policy in place detailing the Council's procedures for approval and the installation of memorial benches and trees in the village. During recent months the Council has received an increasing number of requests for memorial benches and does not want a mismatch of furniture. She is aware it is a sensitive issue and having reviewed Wembury Parish Council's policy for benches and trees believes Millbrook Parish Council would benefit from having clear guidelines. Cllr Roberts proposed that Cllr Hall is delegated to produce a draft policy for the purchase of memorial benches and trees in Millbrook. The motion was seconded by Cllr Woffenden and agreed by all Councillors. **Resolved.**

**(x) To investigate whether there are bats in the Lime Kiln.**

It was proposed by Cllr Roberts, seconded by Cllr Woffenden and agreed by all Councillors that the Council investigates whether there are bats in the Lime Kiln. **Resolved.**

**(xi) To investigate the possibility of registering ownership of land in Radford Lane where the old asset register shows there was once a council-owned bench.**

Agreed action: Cllr Lewis to produce a report for the next meeting.

## **39. Millbrook Skate Park Fundraising**

It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council agrees to be the accountable body for any funds raised by individuals and community groups in respect of future refurbishing the skatepark to a concrete skatepark. **Resolved.**

## **40. Environmental Issues & Climate Change**

### **a. Climate & Ecology Emergency bill CEEbill.**

It was proposed by Cllr Roberts and seconded by Cllr Taggart that the Council expresses its support for the Climate & Ecology Emergency bill CEEbill. The motion was carried with one abstention. **Resolved.**

### **b. Election Charging Points**

**(i) Does the Council wish to progress with the installation of an Electric Charging Point in the Village Hall car park?**

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council agrees to proceed with the installation of an electric charging point in the Village Hall car park.

**(ii) If yes, does the Council agree a budget for legal fees?**

It was proposed by Cllr Roberts, seconded by Cllr Woffenden and unanimously agreed by all Councillors that the Council approves a budget of £1,000 to cover legal costs for reviewing and signing of the draft lease agreement.

## **41. Training and development**

### **a. To approve the attendance of Cornwall Association of Local Council's Chairmanship training.**

It was proposed by Cllr Woffenden and seconded by Cllr Hall that the Council approves the attendance of both Cllr Roberts and Cllr Lewis for the Chairmanship training course on 25<sup>th</sup> August 2021, which is being hosted by Cornwall Association of Local Councils. **Resolved.**

### **b. To approve the attendance of Cornwall Association of Local Council's Benchmark support training session.**



It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by all Councillors that Councillor Lewis attends Cornwall Association of Local Councils' Benchmark training course on 5<sup>th</sup> July 2021.

## 42. Correspondence & Matters to note

The following is a list of some of the recent correspondence:

- NALC Chief Executive Bulletins
- Parking and traffic enforcement issues
- Zero Carbon workshop event: 14 June 2021 at The Eden Project
- Traffic flow issues and child safety arising from the development at Kiln Close (PA19/09713).
- Torpoint Town Council: Team Rubicon Event to take place 18<sup>th</sup> September in Torpoint and 19<sup>th</sup> September in Millbrook.
- Awenek Studio Millbrook Tractor Park event to coincide with the Team Rubicon event.
- Torpoint Town Council weekly reports for the Service Level Agreement for Dog Enforcement Officer.
- G7 summit
- Crowdfund Cornwall
- Survey from a university student about bringing together different and missing perspectives and values to increase inclusivity and understanding of each other.  
[Survey's about your community | Millbrook Parish Council \(millbrook-pc.gov.uk\)](https://www.millbrook-pc.gov.uk/survey)
- Well done Millbrook council for leaving a huge amount of the fields by the lake in Millbrook free for wildflowers. The insect life is going to thrive and the sight of all of those wildflowers absolutely brightened up my day when I saw it for the first time. Well done man with the mower.

Meeting closed at 20:54



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## Appendices

### 1. Kiln Close, St Johns Road – Planning conditions

Email received from Senior Planning Officer at Cornwall Council

I can confirm:

- There is no planning restriction preventing use of any of the properties as second homes. The original consent was approved prior to introduction of the principal residency clause within the NDP, hence the lack of this type of restriction.
- The ‘annexes’ must be occupied ancillary to the main dwelling, occupied by non-paying guests. They cannot be occupied independently of the main dwelling (i.e. cannot be holiday homes or let separate to the main dwelling).

### 2. Report from County Councillor Kate Ewert

Millbrook PC Meeting report – 15<sup>th</sup> June 2021

**Kate Ewert – Cornwall Councillor for Rame Peninsula & St Germans**

#### County Hall

Meetings are back face to face at New County Hall, as they are here. We are conducting all informal meetings and training via MS Teams until at least September, but any full council or committee meetings must be held in person. The Councils AGM was held at the end of May.

I attended the first Childrens and Families OSC meeting at County Hall last week. I was pleased to take part in the debate to decide the work programme for the next year. After speaking to local Early Years Providers, from right across the division, I am deeply concerned about the widening gap between funding and costs and the precarious financial state this leaves our local settings in. I have managed to ensure that this is discussed and looked into over the next year by the committee, as well as looking at the severe lack of under 2s childcare provision, of which we are seriously lacking here.

#### Cornwall Housing

I am being made aware of an increasing amount of Cornwall Housing repairs and maintenance that has not been completed, some for some quite considerable time and some causing quite dangerous conditions. A large percentage of these are in this Parish sadly; I have been working closely with the residents effected and have escalated the complaints through our internal Case Work System – I will continue to push for these repairs to be brought up to standard.

#### Rame Cluster

I will be restarting the Rame Cluster meetings in July, which will be extended to invite a representative from the 2 new Parishes included within the larger division – namely St Germans and the far West of



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Torpoint. We will be inviting Adam O'Neill (transport officer) to come and update the cluster group on the Rame Circulatory system.

## **Millbrook issues**

I was pleased to join members of the PC for a walk about with Will Glassup from Highways – I think the meeting proved useful and I hope we will be able to move forward with some of the ideas proposed fairly quickly.

The resurfacing of Southdown Rd will undoubtedly cause issues for residents, myself included!

I continue to get regular correspondence regarding the Kiln Close development and the disruption to pedestrians and road users – unfortunately there were no conditions imposed at the time of planning approval so there is little that can be done about it. I spoke to the site manager a few days ago who has promised he will instruct his tradespeople to park more considerately and on-site when possible. There will be a road closure 11<sup>th</sup> – 27<sup>th</sup> July for services and the entrance to be established – they are sure it won't be closed for that long, and I have asked them to communicate with us so we can let residents know.

I have received several communications from residents and visitors complimenting us on the look of the village, particularly the rewilding and bee verges – please do pass this on to the contractor, it really is beautiful!

## **Committees**

Committees for Cornwall Council have now been decided – I am on

1. Childrens and Families Oversight and Scrutiny Committee
2. Central Planning
3. Miscellaneous Licencing

I am substitute on Audit OSC, Health and Adult Social Care, Pensions, Neighbourhoods, Strategic Planning and Fishing.

I should hopefully be put on the Mount Edgcombe Joint Committee and I have applied for the Cornwall AONB committee as well.

## **Community Policing**

I had a productive first meeting with the neighbourhood policing team in Torpoint, they are happy to provide PCs with crime figures if requested of them. They have reiterated that if there is issues with ASB etc please do report it, it feeds into their data systems which allow for more resources.



### 3. Finance report for Parish Council meeting held on 15<sup>th</sup> June 2021

Budget Line	From Precept	From car park income	From other income	Budget 21 - 22
Bank				
Petty Cash				
Total opening funds				
Predicted balance as at 31/03/2020				£166,370
Plus VAT repay / to be reclaimed			£1,500	£1,500
<b>TOTAL FUNDS</b>	£0	£0	£1,500	£167,870
<b>Plus receipts (sources of income)</b>				
Precept	£104,185			£104,185
Council Tax support grant			£3,896	£3,896
Car park		£8,180		£8,180
CIL Funding				
Graveyard			£3,500	£3,500
Village Enhancement Team (VETs)				
Other income				
V.A.T. on sales (V.A.T. output)				
Total receipts	<b>£104,185</b>	<b>£8,180</b>	<b>£7,396</b>	<b>£119,761</b>
<b>Council administration</b>				
Audit Fees	£1,000			£1,000
Meetings	£400			£400
Insurance	£1,155			£1,155
Office Expenses & Admin	£2,000			£2,000
Subscriptions	£930			£930
Legal fees	£1,500			£1,500
Web Hosting & PC	£300			£300
Staff Training	£1,000			£1,000
Councillor Training	£500			£500
Neighbourhood Plan	£20			£20
Footpaths (net of grant)				£0
Graveyard & Burials			£1,750	£1,750
<b>Staffing costs</b>	<b>£36,300</b>			<b>£36,300</b>
Loan Repayments	£13,881			£13,881
Election Costs	£735			£4,735
<b>Grants and funding</b>				
Section 137 to include grants	£200		£5,396	£15,200
<b>Council assets and public amenities</b>				
Public Toilets		£3,022		£3,022



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Car Park Costs		£3,138		£3,138
Devolved services	£750			£5,000
Traffic & Transport	£15,000			£15,000
Bin Services	£7,000			£7,000
Plants & Tree Maintenance	£1,500			£1,500
Repairs Through MPC	£3,000			£3,000
Grass Cutting & Lake flail	£6,960		£1,000	£7,960
Recreation sports / play facilities	£5,200			£5,200
General Groundworks (Contract)	£4,354	£2,020	£750	£10,400
Tanyard	£500			£500
Contingency				£1,500
V.A.T. on expenses / purchases (V.A.T. input)				
<b>Total payments from precept income</b>	<b>£104,185</b>	<b>£8,180</b>	<b>£8,896</b>	<b>£143,891</b>
Contingency				£1,500
General groundworks				£3,276
Elections				£4,000
Grant Funding				£9,604
Services no longer carried out by CC				£4,250
Budgetted from carried forward reserves				<b>£22,630</b>
<b><u>Earmarked reserves</u></b>				
Traffic & Transport				<b>£40,605</b>
Council assets: Recreation facilities				<b>£30,000</b>
Council assets: Buildings & street furniture				<b>£2,800</b>
Devolved services contingency				<b>£18,000</b>
Total spent from earmarked reserves				
<b><u>General Reserves</u></b>				
Balancing contingency fund				
<a href="#">See relevant section in the Joint Practitioners Guide</a>				
Contingency fund (50% of precept)				£52,235
<b><u>Plus budgeted payments for 2021-22</u></b>	<b>£104,185</b>	<b>£8,180</b>	<b>£8,896</b>	<b>£143,891</b>
Total spent				
<b>Balance</b>				
	<b>£104,185</b>	<b>£8,180</b>	<b>£8,896</b>	<b>£287,531</b>



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Budget Line	Apr-21	May-21	Receipts and payments to date	Budget less receipts & payments to date	Notes
	Opening balance				
Bank	<b>172468.43</b>				
Petty Cash	<b>39.39</b>				
Total opening funds	<b>172507.82</b>	<b>217753.61</b>	<b>172507.82</b>		
Predicted balance as at 31/03/2020					
Plus VAT repay / to be reclaimed	<b>263.78</b>		263.78		
<b>TOTAL FUNDS</b>					
<b>Plus receipts (sources of income)</b>					
Precept	52092.50		52092.50	£52,092.50	
Council Tax support grant	1948.39		1948.39	£1,947.61	
Car park	600.00	383.83	983.83	£7,196.17	
CIL Funding		13468.88	13468.88	-£13,468.88	1
Graveyard	245.00		245.00	£3,255.00	
Village Enhancement Team (VETs)	10.00	5.00	15.00	-£15.00	
Other income		8.00	8.00	-£8.00	
V.A.T. on sales (V.A.T. output)	120.00	76.77	196.77	-£196.77	
Total receipts	<b>55279.67</b>	<b>13942.48</b>	<b>69222.15</b>	<b>50802.63</b>	
<b>Council administration</b>					
Audit Fees			0.00	£1,000.00	
Meetings			0.00	£400.00	
Insurance			0.00	£1,155.00	
Office Expenses & Admin	592.52	304.56	897.08	£1,102.92	
Subscriptions	731.29		731.29	£198.71	
Legal fees			0.00	£1,500.00	
Web Hosting & PC			0.00	£300.00	
Staff Training	65.00		65.00	£935.00	
Councillor Training	175.00		175.00	£325.00	
Neighbourhood Plan			0.00	£20.00	
Footpaths (net of grant)			0.00	£0.00	
Graveyard & Burials			0.00	£1,750.00	
			0.00	£0.00	
<b>Staffing costs</b>	<b>1999.40</b>	<b>3509.73</b>	<b>5509.13</b>	<b>£30,790.87</b>	<b>2</b>
			0.00	£0.00	
Loan Repayments			0.00	£13,881.00	
Election Costs			0.00	£4,735.00	
<b>Grants and funding</b>			0.00	£0.00	
Section 137 to include grants	5000.00		5000.00	£10,200.00	3
<b>Council assets and public amenities</b>			0.00	£0.00	
Public Toilets	124.21	336.20	460.41	£2,561.59	



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Car Park Costs	6.11		6.11	£3,131.89
Devolved services			0.00	£5,000.00
Traffic & Transport			0.00	£15,000.00
Bin Services			0.00	£7,000.00
Plants & Tree Maintenance			0.00	£1,500.00
Repairs Through MPC	15.94		15.94	£2,984.06
Grass Cutting & Lake flail		580.00	580.00	£7,380.00
Recreation sports / play facilities	672.43	23.74	696.17	£4,503.83
General Groundworks (Contract)	133.83		133.83	£10,266.17
Tanyard		4.86	4.86	£495.14
Contingency	83.92		83.92	£1,416.08
V.A.T. on expenses / purchases (V.A.T. input)	434.24	44.03	478.27	£-478.27
Total payments from precept income	10033.88	4803.12	14837.00	£129,054.00
Contingency				
General groundworks				
Elections				
Grant Funding				
Services no longer carried out by CC				
Budgetted from carried forward reserves				
<b><u>Earmarked reserves</u></b>				
Traffic & Transport				
Council assets: Recreation facilities				
Council assets: Buildings & street furniture				
Devolved services contingency				
Total spent from earmarked reserves	0.00	0.00	0.00	
<b><u>General Reserves</u></b>				
Balancing contingency fund				
<a href="#">See relevant section in the Joint Practitioners Guide</a>				
Contingency fund (50% of precept)				
<u>Plus budgeted payments for 2021-22</u>				
Total spent	10033.88	4803.12	14837.00	
<b>Balance</b>	<b>217753.61</b>	<b>226892.97</b>	<b>226892.97</b>	
Closing bank balance	217728.79	226,872.45		
Closing petty cash balance	24.82	20.52		
	<b>217753.61</b>	<b>226892.97</b>		



**Note 1:** CIL funding for Kiln Close, Hawthorns Development. Approval for signing of the agreement to be included in the July agenda.

**Note 2:** Staffing costs: April 2021 no payments to HMRC. Payment covering month 1 and month 2 to HMRC.

**Note 3:** £5,000 Section 137 payment made to The Peninsula Trust.

#### 4. Petty cash payments for April & May 2021 – Minute 35g

01/04/2021	PCV01	Millbrook News	Paper	£	5.75	
14/04/2021	PCV02	Ebay	Caps for barrier	£	6.11	
14/04/2021	PCV03	Karenza Heald	Zoom	£	14.39	
14/04/2021	PCV04	Millbrook News	Stationery	£	5.72	
30/04/2021	PCV05	Millbrook News	Triplicate book for V.E.T.s	£	6.99	
<b>April 2021</b>			<b>Total petty cash payments</b>			<b>£38.96</b>

02/05/2021	PCV06	Torpoint Hardware	Key	£	4.00	
06/05/2021	PCV07	Premier stores	card	£	2.58	
03/05/2021	PCV08	Premier stores	Envelope (audit)	£	2.59	
24/05/2021	PCV09	Premier stores	Polypockets	£	2.58	
24/05/2021	PCV10	Millbrook News	Stationery	£	1.36	
25/05/2021	PCV11	Millbrook News	Cling Film (used for unblocking toilet)	£	1.19	
<b>May 2021</b>			<b>Total petty cash payments for</b>			<b>£14.30</b>

Opening balance as at 01/04/2021	£45.04
Plus receipts	£20.00
	£65.04
Less payments	-£53.26
	£11.78
Less receipt banked	-£10.00
Petty cash balance as at 16/06/2021	£0.78

#### 5. Payment approval listing – Minute 35g

Payments since last meeting, not included on the previous payment listing.

Payment date	Payee	Details	Amount
27-28/05/2021	Council staff, HMRC & Nest	Staffing costs	£3,810.75
01/06/2021	Cornwall Council	Public toilets non-domestic rates	£ 53.00
03/06/2021	BT	Telephone & Broadband	£ 131.14
09/06/2021	Xero	Accounting package	£ 28.80
10/06/2021	Bulb	Public toilets - electric	£ 20.00



## Payments to process

Payee	Details	Approval / notes	Amount
Torpoint Town Council	Caretaking & Enforcement	Min 249b, 16/02/2021	£ 648.00
Enhanscapes	May groundworks maintenance	Contracted	£ 580.00
Flowbird Smart City	Car park machine maintenance	Min 173a, 20/04/2021	£ 721.93
Enhanscapes	Dangerous fallen tree	Clerk's delegation	£ 50.00
Julie Snooks	Internal audit	Min 193b, 17/11/2020	£ 375.00
Trade UK (Screwfix)	Materials for tennis courts	Clerk's delegation	£ 48.38
BHIB Insurance	Council's approved insurance policy	Min 12(ii), 18/05/2021	£1,116.88
Play Safety	Inspection	Min 256c, 16/03/2021	£ 206.40
ICCM	Subscription - Cemetery	Min 274c, 20/04/2021	£ 95.00
Jed Gibson	Maintenance - April & May	Budgeted	£ 252.58
Karenza Heald	Zoom – June 2021	Admin cost	£ 14.39
Karenza Heald	Zoom – August 2021	Admin cost	£ 14.39

## 6. Statement relating the introduction of wildfowl in Millbrook Lake

The Parish Council is continuing to investigate ways to provide more security for the ducklings around the lake. The idea of laying brash in the water needs approval from the Environment Agency because the Lake is a flood defence. We will be asking the EA for permission and if given will hope to do this in the autumn. In the meantime leaving the edge vegetation uncut does provide some protection.

We are also aware that some people have suggested releasing more ducks onto the lake. This is in fact illegal. Schedule 9 of the Wildlife and Countryside Act lists numerous species of wildfowl that cannot be deliberately released because of the impact this might have on our native bird populations.

The Animal Welfare Act 2006 covers domestic species like Muscovy Ducks with fines of up to £20000! This is because abandoning domestic ducks in a wild and alien environment may cause them undue stress and suffering. The link below gives a broad summary of the issues. However, the release of wild birds that have been taken into care and rehabilitated, for example a Mallard that has been injured is allowed.

<https://poultrykeeper.com/blog/releasing-domestic-ducks-into-the-wild/>

We probably all have fond memories of feeding the ducks as children. The Parish Council are well aware that the ducks bring pleasure to many people and will strive to ensure their welfare on and around the lake.”