

**Millbrook Parish Council
Full Council meeting
Tuesday 15th February 2022
at 7:30pm in Millbrook Village Hall**

Please note due to Coronavirus social distancing requirements the meeting can only accommodate up to 14 members of public.

AGENDA

1. **Apologies for absence**
 2. **Declarations of interest on any agenda item**
 3. **Declaration of gifts**
 4. **Dispensation**
To consider any requests for dispensations relating to agenda items.
 5. **Public forum and County Councillor report / update**
 6. **Chair's announcements**
 7. **To note the Clerk's report**
 8. **Matters arising from the previous meeting**
 9. **Approval of minutes from previous meetings**
To approve the minutes of the full parish council meeting held on 18th January 2022
 10. **Finance**
 - a. To note the Council's bank balance
 - b. To review the Clerk's finance report.
 - c. To agree the continuation of the payroll service provider, 1 Less Worry and the increase from £25.00 to £30.00 per month once new staff are recruited.
 - d. To approve the appointment of the internal auditor, Julie Snooks, as recommended during the Finance Committee meeting held on 18th November 2021.
 - e. To note payments made since the last meeting and to approve the payments as presented by the Clerk.
(Where applicable, amounts include V.A.T)
References:
C.D.A = Clerk's delegated authority
M.S.P = Millbrook Skatepark Project.
S.I. = Standing item (Employment terms / Utilities)
- (i) The list below includes payments made since the last meeting, not included on the payment listing for January 2022 Full Council meeting.

| Payee | Details | Minute / Ref | Amount £ |
|-----------------------------|-----------------------------------|---------------------|-----------------|
| Council staff / HMRC / Nest | Staffing costs – January 2022 | S.I. | 3,694.17 |
| Enhanscapes | Ground maintenance – January 2022 | S.I. | 580.00 |
| Flying Flags | Union and Cornish Flags | 123 | 169.86 |

| | | | |
|--------------|------------------|-------------|--------|
| Google Cloud | Google workspace | S.I. | 47.99 |
| Seadog IT | Website Hosting | 104f / D.D. | 150.00 |

(ii) Payments to be processed.

| Payee | Details | Minute / Ref | Amount £ |
|-------------------------------|--|--------------------|----------|
| Cornwall Council | Election fees | S.I. | 255.00 |
| Cornwall Council | Service Level Agreement | | 37.20 |
| LittleMops | Black bin bags | C.D.A. | 23.94 |
| 1 Less Worry Payroll Services | Monthly payroll service | 254c | 30.00 |
| Parish Online | Training | C.D.A. | 10.00 |
| Peake GB Ltd | Nappy & Sanitary disposal service | S.I. | 254.32 |
| Scribe / Starboard Systems | Scribe accounts package Annual Software license | 239e 16/02/2021 | 561.60 |
| Seadog IT | Digital form | C.D.A. | 68.75 |
| South West Water | Utility charge – The Tanyard | S.I. / D.D. | 15.94 |
| Source for Business | Utility charge – Millbrook Public toilets | S.I. / D.D. | 245.56 |

11. Grants, donations and community support

- a. **St Columba Rugby:** To consider the funding request of £1,000 from St Columba Rugby Ltd for replacement of post protectors, corner posts and flags.
- b. **Harfest:** To formally approve the request from The Family Foraging Kitchen to host the Harfest Event on 24th September 2022.
- c. **Rame Responders:** To consider the funding towards the Rame Responders operational vehicle running costs (see supporting document)
- d. **Christmas / Events Committee / Working Group:** Does the Council wish to form a Christmas / Events committee or working group? (see NALC legal topic LTN1)
- e. **Queen's Platinum Jubilee:** To approve a budget for the Village Enhancement Team to create a commemorative garden space by the Royal Oak.

12. Traffic & Transport

- a. To review the notes from the Traffic & Transport Advisory Task Group meeting held on 7th February 2022.
- b. To approve the Traffic & Transport Advisory Group Terms of Reference as recommended at that meeting.
- c. To approve the recommendation to co-opt Mr Jim Woffenden onto the Traffic & Transport Advisory Task Group.
- d. To approve the submission of expressions of interest to the Cornwall Gateway Community Network Panel for the 2022/23 highway improvement scheme funding
- e. To approve a community initiative working with Millbrook Primary School, highlighting the issues caused by drivers leaving engines running whilst vehicles are stationary and to agree a budget for publicity / signage.
- f. To approve the Traffic & Transport Advisory Task Group's priorities for addressing traffic issues in the parish.

13. Asset & Open Spaces Task Group

- a. To approve the recommended licence agreement for use of Council land.
- b. To consider recommendations regarding the grass cutting tender applications.
- c. To consider the group's recommendations regarding the restoration of the bier.
- d. To consider the purchase of street furniture to commemorate the Queen's Jubilee

14. Climate Change, Environment & Sustainability

EV Charging: To note the grant offer letter for the On-Street Residential Chargepoint Scheme (ORCS) from Office for Zero Emission Vehicles (OZEV)

- (i) To consider accepting the offer
- (ii) To agree locations
- (iii) To agree, in principle, whether the Council will contribute 25% of the costs

15. Policies and procedures

- a. **Lone Worker policy:** To approve the Lone Worker policy, as recommended by the Staffing Committee during the meeting held on 6th January 2022.
- b. **Health & Safety policy:** To approve the Health & Safety policy, as recommended by the Staffing Committee during the meeting held on 6th January 2022
- c. **GDPR / Use of personal emails:** To note the presentation from SLCC and to pass a resolution that all councillors acknowledge:
 - (i) The changes to the Joint Practitioners Guide, which include a section on the importance of smaller authorities using secure e-mail systems and gov.uk addresses.
 - (ii) No confidential documents are to be downloaded onto personal devices and the Clerk is given the authority to allow access to councillors using personal email addresses to view documents on the Council's shared Googledrive.
 - (iii) Councillors using personal email addresses give the Clerk the authority to provide current and new councillors with their designated email address and that by using personal email addresses those councillors accept the risk that they may be asked to provide copies of emails sent by me to or received by me from this address under the Freedom of Information Act 2000, General Data Protection Regulations 2018 and the Environmental Information Regulations 2004. (See Annual Parish Council meeting, 21/05/2021, Minute 21 iv)
- c. **Standing Orders:** To review the Council's Standing Orders and consider the following recommended changes detailed below. During the Annual Parish Council meeting it was agreed the Council would review policies and Terms of Reference as part of a rolling programme throughout the year.
 - 6. Ordinary Council meetings / Annual meeting of the Council
 - Remove SOj(vi) review of the terms of reference for committees
 - Remove SOj(xvi) review of the Council's complaints procedures
 - Remove SOj(xvii) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
 - Remove SOj(xix) review of the Council's employment policies and procedures.
 Replace the above with 'The Council's policies, procedures and terms of reference for committees and working groups will be reviewed during the year as part of a rolling programme. At the Annual meeting of the Council the Clerk will provide a list detailing the above, when each document was last reviewed and a recommendation for any new policies.

16. Millbrook Lake Moorings Association: Update from Cllr Taggart

17. Correspondence and matters to note

This list is for information only (received since the last meeting and up to the date of distributing the agenda for this meeting). If any Councillor or member of public requires further details, please contact the Clerk.

- **NALC:** Chief Executive Bulletins, online events.
- **NALC:** New Report on the 2021 local elections.
- **CALC:** AGM - 8 March 2022, at 7pm in the Community Centre at St Erme, near Truro.
- **Cornwall Council:** Planning News for Local Councils and Agents – January 2022
- **Cornwall Council:** Start of public consultation on Community Governance Review deferred proposals
- **The Rural Services Network:** Monthly bulletin and Bulletin Special - Compelling Rural Health and Care Evidence Released

- **Scope:** The charity is looking for new locations for, and to further expand their network of textile recycling banks.
- **Rame Peninsula Public Transport Users Group:** St Germans & Rame Integrated Public Transport Scheme progress report.
- **Great Western Railway:** Temporary timetable – short notice cancellations due to staff absence from Covid sickness or isolation.
- **Pete's Garage:** Formal complaint relating to vehicles parked outside Pete's Garage.
- **Access to Kiln Close:** Millbrook Planning application 19/06117: EGD Feedback to parishioner from Principal Development Support Officer.
- **Tree clearing contract:** Council procedures. (Query resolved).
- **Allotment enquiry**
- **Cubert Parish Council:** Discrimination in Affordable Housing allocation definitions
- Crantock, Cubert, and St Newlyn East Parishes
- **Cubert Parish Council:** Lack of enforcement, failure to collect Section 106 funding
- **Multi Marine Manufacturing:** Overgrown vegetation along New Road. Reported to Cormac Countryside Access team.
- **Devon & Cornwall Police OPCC Community Engagement - Project Wingspan**
A force-wide campaign to highlight the national wildlife crime priorities by working with partners to raise public awareness and to prevent wildlife crime across Devon and Cornwall.
- **Millbrook Model Boat Club Events:** 12th June – Charity Duck Race, 10th July – Warship Day, 18th September – Open Yacht sailing event.
- **Lanteglos by Fowey Parish Clerk:** Cornwall's Housing Crisis
- **Great Western Railway:** Rail improvements in Devon and Cornwall
- **Millbrook Village Hall Management Committee:** Minutes
- **Crowdfunder:** Possible funding for organisations in your parish
- **Cornwall Council, Health Works for Cornwall:** Information from the Change Coach
- **Cornwall Climate Care:** Jobs, Films, Schools.



Karenza Heald
Parish Clerk / RFO