

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

Councillors Present: N. Roberts (Chair), S Lewis, R Mattholie, B. Taggart, H Wood, E Woffenden and S Woffenden.

In Attendance: Mrs K Heald (Clerk / RFO) and 3 members of the public.

Minutes of meeting

The Chair of the Council opened the meeting at 19:30 hours thanking everyone for attending.

128. Apologies for absence (A.I.1)

Apologies received from Cllrs M Beadnall, K Hall, C Wilton, R Meeson, Polák.

The Chair gave the reasons for the absence which included the imminent birth of Cllr Beadnall's baby, health issues, work commitments and the attendance of a funeral wake.

129. Declarations of interest on any agenda item (A.I.2)

None

130. Declaration of gifts (A.I.3)

None

131. Dispensation (A.I.4)

None received

132. Public forum and County Councillor report / update (A.I.5)

- **Cornwall Councillor Kate Ewert:** A new combined report covering the whole of CC Kate Ewert's division has been circulated.
- **Grass cutting:** A member of public noted that grass cutting is on the agenda (item 13b) and said how they appreciate the creative grass cutting in the parish.
- **LiveWest:** A member of the public asked if the Council were aware of the consultation. The Chair responded the Council was aware consultation would take place but had not been informed the postcards would be distributed. Concern was raised over child safety and the lack of a pavement coming from the potential development from Southdown Road. Cllr Roberts advised no planning application has been submitted so the Council is not aware of the proposals. CC Kate Ewert added she has highlighted the access concerns and has requested a pavement is installed.
- **Rame Responders:** The Chair of The Friends of Rame Community First Responders addressed the Council to highlight (a) the organisations need to promote more Rame Responders, particularly as some of the volunteers are over 70 and looking to take a step back, (b) the issues relating to organising training from South West Ambulance Service (c) loss of income through not being able to host coffee mornings during Covid and (d) the vehicle's running costs involved in keeping the organisation going. Cllr Taggart asked if there had been many responses from the recruitment advertisement. There have been four or five responses.

133. Chair's announcements (A.I.6)

- **Parish Council vacancies:** Interviews for the positions of caretaker and admin support officer are scheduled to take place on Monday 21st February 2022.
- **Crazy Golf Event / Welcome Back Fund:** CC Kate Ewert has been able to arrange a Crazy Golf Event. This is part of a Welcome Back Scheme promoting local businesses. The initial plan was to host the event in the tennis courts but due to forecasted weather conditions the Clerk is looking into relocating the event to an indoor venue.
- **Housing:** An email from Lanteglos-by-Fowey Parish Council has been received about their manifesto regarding Cornwall's Housing Crisis. An additional email has been received from Calstock Parish Council which included a motion passed noting the number of holiday lets and second homes and issues Calstock Parish Council would like to see addressed. The Chair said Millbrook Parish Council will include this on the agenda for the next council meeting and asked all Councillors to read the email from Calstock Parish Council. Cllr S Woffenden felt any proposal from Millbrook Parish Council should highlight the issues over affordable housing.
- **Black Prince Parade:** The Black Prince Flower Boat Procession is scheduled to take place on Mayday, Monday 2nd May 2022. The Clerk has circulated the Event Management plans and Traffic Management plans.
- **CPR Training:** The Clerk has been asked to look into CPR Training. A quotation has been received from St John Ambulance of £1,870 for a three-hour course. Heartswell will also be contacted. Maker with Rame Parish Council will be purchasing some defibrillators and the suppliers will be providing training, to which Millbrook Parish Council will be invited.

134. Clerk's report (A.I.7)

Noted. No comments received

135. Matters arising from the previous meeting (A.I.8)

Nothing. All items included on the Clerk's report.

136. Approval of minutes from previous meetings (A.I.9)

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all councillors that the minutes of the full council meeting held on 18th January 2022 are approved as a true and accurate record of the meeting. **Resolved.**

137. Finance (A.I.10)**a. To note the Council's bank balance**

Cllr Roberts confirmed she had verified the Council's bank balance.

Unity Trust £176,731 and Nationwide £ 50,000

Action: Clerk to verify the Council's position regarding the protection under the Financial Services Compensation Scheme (FSCS)

b. Finance report: The Clerk showed the Finance Report on the overhead screen.

Cllr Mattholie queried the amount available under grants / funding.

c. Payroll Services: It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to continue with One Less Worry as the Councils payroll service provider. Once new staff are recruited the service will increase from £25.00 per month to £30.00 per month. **Resolved.****d. Internal Auditor:** It was proposed by Cllr Roberts to accept the Finance Committee's recommendation, from their meeting held on 18th November 2021, to appoint Julie Snooks as the Council's internal auditor. The motion was seconded by Cllr Wood and unanimously agreed by all Councillors. Based on the scale of charges and last year's figures the costs will be £375.00. **Resolved**

Approval of payments: To note payments made since the last meeting and to approve the payments as presented by the Clerk. For full lists see appendix 1.

The agenda included (i) a list of payments processed since the last meeting and not included on the minutes for approval of the last meeting totalling £4,642.02 and (ii) Payments to be processed totalling £1,502.31.

During the meeting the Clerk also asked for approval of the following items (which were included on the supporting documents but not the agenda):

- | | | | |
|-------------------------------|----------------------------------|---|-----------|
| • Jed Gibson | General maintenance costs | = | £ 112.50 |
| • Jan Moore | Public toilet cleaning costs | = | £ 600.00 |
| • Millbrook Skatepark Project | Approved minute 104e, 16/11/2021 | = | £2,816.74 |

It was proposed by Cllr Roberts, seconded by S Woffenden and unanimously agreed by all Councillors that the Council notes and approves the payments as presented by the Clerk.

Resolved.

138. Grants, donations and community support (A.I.11)

- 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.

It was proposed by Cllr Taggart, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council donates £500 towards the St Columba Rugby project. **Resolved.**

- b. **Harfest:** To formally approve the request from The Family Foraging Kitchen to host the Harfest Event on 24th September 2022.

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Council approves the request from Harfest. (Further documentation, full details of the event and risk assessments will be provided nearer the time). **Resolved.**

- c. **Rame Responders:** To consider the funding towards the Rame Responders operational vehicle running costs (see supporting document).

The Council discussed the requests for funding from The Rame Responders. All Councillors agreed it was an invaluable service for the community and some Councillors had personally benefited from the service. It was proposed by Cllr Taggart, seconded by Cllr Roberts and unanimously agreed by all Councillors to donate the amount requested of £700.00

Resolved.

- d. **Christmas / Events Committee / Working Group:** Does the Council wish to form a Christmas / Events committee or working group? (See NALC legal topic LTN1).

The Council discussed the differences of committees and working group. It was agreed the formation of working group, which provide recommendations to the full Council, provides fewer restrictions on the processes required for operating committees (such as official agenda notifications) and would provide more flexibility for non-Councillors to join. It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors that a Christmas working group is formed. At a later date, the group may expand to include events.

Cllr Beadnall had said he would be interested in joining. Cllrs Lewis, Roberts and Wood also said they would like to be part of the group. Cllr Lewis knows of some members of the public who would be keen to join. **Resolved.**

- e. **Queen's Platinum Jubilee:** To approve a budget for the Village Enhancement Team to create a commemorative garden space by the Royal Oak, near Millbrook Doctors' Surgery. Cllr Lewis said she has been looking at prices with members of the Village Enhancement Team. Costs of plants have gone up. The Village Enhancement Team plan to create a scheme to include annuals and permanent planting. Following discussions, it was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors to approve a budget of up to £500. **Resolved.**

139. Traffic & Transport (A.I.12)

- a. **Traffic & Transport Advisory Task Group meeting held on 7th February 2022**

Cllr Lewis noted that under point 2 Mr Jim Woffenden was titled Cllr in error.

b. **Traffic & Transport Advisory Task Group Terms of Reference**

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Council approves the group's Terms of Reference. **Resolved.**

c. **Co-option of Mr Jim Woffenden onto the Traffic & Transport Advisory Task Group.**

It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council approves the co-option of Mr Jim Woffenden onto the Traffic & Transport Advisory Task Group.

d. **Cornwall Gateway Community Network (CGCN) Highway Improvement Scheme.**

Cllr Roberts said the deadline for expressions of interest for the CGCN is 25th February 2022. The Traffic & Transport Advisory Task Group has looked at the schemes which could be put forward with the potential of being funded through the Community Network Highways Scheme. The group's recommendation is to apply for funding addressing child safety issues in St John's Road and Blindwell Hill. Options would include build outs and traffic calming measures. In addition, a holding expression of interest would be put forward for works required on The Narrows. It was proposed by Cllr Roberts, seconded by Cllr Mattholie and unanimously agreed by all Councillors to accept these recommendations. **Resolved.**

e. **Tackling issues of traffic fumes whilst drivers leave engines running whilst stationary**

The Council was asked to consider a community initiative working with Millbrook Primary School to highlight the issues caused by drivers leaving engines running whilst vehicles are stationary and to agree a budget for publicity / signage. The Clerk provided costings of an aluminium composite sign at £19.90 ex V.A.T.

It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all Councillors to agree a budget of £150.00 for this project. **Resolved.**

f. **Traffic & Transport Advisory Task Group priorities**

The Council was asked to approve the Traffic & Transport Advisory Task Group's priorities for addressing traffic issues in the parish.

Recommended during the Traffic & Transport Advisory Task Group meeting on 07/02/2022

Parish Council led / funded (more immediate action)	Cornwall Community Gateway Network Panel
Require a TRO <ul style="list-style-type: none"> • 'No loading' on the Tanyard corner • Review double yellow lines along New Road • Redesign the play park entrance points and install drop kerbs. • Installation of dropped kerbs along Millpool Head. (Correspondence also received for yellow lines along this road) 	Immediate action Child Safety measures <ul style="list-style-type: none"> • Bottom of Blindwell Hill • St Johns Road
<ul style="list-style-type: none"> • Investigate bike racks / cycle security options. • Disabled parking bay in the village hall car park. • Pursue a community led 'turn of car engine' project. • Remarking of tarmac in Dodbrook (CC Kate Ewert to check with Highways when scheduled). 	Highlight as priority for next year Hounster Hill / The Narrows.

It was proposed by Cllr Roberts, seconded by Cllr S Woffenden and unanimously agreed by all Councillors to approve the Traffic & Transport Advisory Task Group's priorities. **Resolved.**

140. **Asset & Open Spaces Task Group (A.I.13)**

a. **Licence agreement for use of Council land.**

Cllr Roberts said the licence agreement should state 'a' month.

It was proposed by Cllr Roberts, seconded by Cllr S Woffenden and unanimously agreed by all Councillors, subject to the above correction, the Council approves the licence agreement and license application form. **Resolved.**

b. Grass cutting tender applications

Cllr Roberts reminded the Councillors of the confidentiality of this item. The Asset & Open Spaces Task Group had reviewed the application documents for the grass cutting tenders. The relevant documents had been available to all Councillors a day before the meeting and a summary document presented with the supporting documents. It was proposed by Cllr Roberts to support the Asset & Open Spaces Task Group's recommendation to appoint applicant A as the Council's grass cutting & maintenance contractor. The motion was seconded by Cllr Taggart and carried with one abstention. The accepted quotation is £7,200 for 2022-23, £7,320 for 2023-24, £7,400 for 2024-25. **Resolved.**

Cllr Mattholie queried recent correspondence received from a parishioner regarding the grass cutting. Cllr Roberts said the lake flail has always been done once a year.

Cllr E Woffenden queried the fact some grass is left longer in the cemetery, and it would be useful to have an explanation as to why this is the case. It was noted the closed cemetery is the responsibility of Cormac, on behalf of Cornwall Council. The Clerk had previously contacted them regarding signage.

Actions

(i) The Clerk to investigate signage options for the cemetery and bring to the Asset & Open Spaces Task Group for review.

(ii) The Asset & Open Spaces Task Group to review the correspondence regarding grass cutting comment.

(iii) A meeting to be arranged with the appointed contractor.

c. Restoration of the bier

The Council was presented with a document to include images and costings of a bier. The volunteer labour would be provided by a local engineer, a carpenter and a leather worker. It was proposed by Cllr Roberts, seconded by Cllr Taggart and unanimously agreed by all Councillors to approve the budget of £1,450. **Resolved.**

d. Picnic bench to commemorate the Queen's Jubilee

When the picnic bench was installed in the skatepark requests were received for additional seating. The Clerk presented a report with costing to purchase a picnic bench, provide a plaque commemorating the Queen's Platinum Jubilee and the installation costs. It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors to agree a budget of £1,000. **Resolved.**

141. Climate Change, Environment & Sustainability (A.I.14)

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

Cllr Mattholie updated the Council. A grant offer of up to £21,720 has been received.

It was proposed by Cllr Mattholie to accept the grant offer, that the Council budgets to contribute up to £4,000 and that the electric charging points are located in West Street car park. The motion was seconded by Cllr Roberts and unanimously agreed by all Councillors. **Resolved.**

142 Policies and procedures (A.I.15)

- a. **Lone Worker policy:** The Staffing Committee reviewed the Lone Worker policy during their meeting held on 6th January 2022. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to accept the Staffing Committee's recommendation to approve the lone worker policy. **Resolved.**

- b. **Health & Safety policy:** The Staffing Committee reviewed the Health & Safety policy during their meeting held on 6th January 2022. Cllr Mattholie recommended the following inclusion “To ensure all approved contractors have the appropriate risk assessments, health & safety procedures and insurance policies in place”
Subject the above amendment it was proposed by Cllr Roberts, seconded by Cllr Wood and agreed by all Councillors that the Council approves the Health & Safety policy. **Resolved.**
- 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)
Cllr Roberts proposed, due to the high number of councillors absent and given that two of the Councillors who are using personal email addresses were not present, this item is deferred and included on the agenda for next month’s meeting. The Clerk added it was not a legal requirement but it is best practice, it makes it easier for email circulation and she has not been given permission on what email address can be given to Councillors. **Deferred.**
- d. **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. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve the clerk’s recommendation to amend the Standing Orders, as detailed above. **Resolved.**
- 143. Millbrook Lake Moorings Association: Update from Cllr Taggart (A.I.16)**
Cllr Taggart, the Council’s MLMA liaison representative, provided the Council with an update. The organisation, who administers the moorings, has three major items it would like to achieve:
1. Remove the abandoned pontoon near the mill
 2. Clear and tidy the dinghy park
 3. Negotiate a new lease with the Duchy.

The lease expires in 2025. When the lease was first drawn up it was agreed the Council would be the leaseholders, as the Duchy did not want to deal with a non-registered newly formed entity. The Council was asked whether it wanted to continue being the leaseholders. It was noted the lease commenced in April 2000 but was not signed until August 2005. Action: The Clerk to contact the Duchy to find out (a) the options for extending the lease (b) whether it is possible for the MLMA to be leaseholders.

144. Correspondence and matters to note (A.I.17)

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.

Appendix 1: Payments to note and for approval

(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 (included on the agenda)

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

(iii) Additional payments not included on the agenda

Payee	Details	Minute / Ref	Amount £
Jed Gibson	Maintenance – clearing footpath, checking and clearing drains, grave marking and litter picking	S.I.	112.50
Jan Moore	Public toilet cleaning November 2021 & December 2021	S.I.	600.00
Millbrook Skatepark project	Fundraising community group's new bank account.	104e	2,816.74