

**Minutes of Millbrook Parish Council Full Council meeting
held on Tuesday 15th March 2022 at 7:30pm
In Millbrook Village Hall**

Councillors Present: N. Roberts (Chair), S Lewis, M Beadnall, P Polák, B Taggart, E Woffenden, S Woffenden and H Wood,

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

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

Apologies received from Councillors K Hall, R Mattholie, R Meeson and C Wilton.

The Chair gave the reasons for the Councillors' absence adding Cllr K Hall will be taking a break of approximately two / three months from Council duties for personal reasons.

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

Cllr Lewis declared an interest in agenda item 10a, Minute 154. Cllr Lewis is a director of The Peninsula Trust. Cllrs Wood, Taggart and Roberts also declared an interest due to their friendship with Cllr Lewis.

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

None

148. Dispensation (A.I.4): To consider any requests for dispensations relating to agenda items. As the remaining Councillors in the meeting would have been in quorate Cllrs Wood, Roberts and Taggart requested dispensation for agenda item 154. Cllr Wood is Cllr Lewis's partner. Cllr Roberts and Cllr Taggart are friends and socialise with Cllr Lewis. Cllr Roberts said having taken advice from Cornwall Association of Local Councils (CALC) and Cornwall Council's monitoring officer as they are associated with Cllr Lewis they could be perceived by the public as having a prejudicial interest. Cllr Roberts went on to say that they would remain objective in their decision regarding this agenda item. It was proposed by Cllr S Woffenden, seconded by Cllr Beadnall and agreed by the remaining Councillors, who had not declared an interest, that Cllrs Wood, Roberts and Taggart should remain in the meeting for agenda item 154 and participate in the discussion and voting for the grant of funding towards the Rame Community Kitchen.

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

(i) Cornwall Councillor Kate Ewert

A combined report had been submitted for the area's CC Kate Ewert covers.

CC Kate Ewert added regarding Millbrook specific issues she has had a meeting with the Aecom engineer. The majority of the residents from West Street / The Narrows came out to speak to engineer. Camera work will commence from 12th to 18th April 2022.

(ii) Traffic issues: A member of the public said he was asked by the Clerk if he had any information relating to when the red walkway in Dodbrook was first installed. Following investigation records it was installed in 2009/10 and has never been resurfaced.

(iii) Data retention: The Council was shown a historic map from the 1950s of the parish. The Clerk was asked to obtain a copy of the map and look into getting it digitalised.

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

(i) The Queen's Platinum Jubilee: The Clerk sent an email on 24/02/2022, which included an update on what Millbrook Parish Council is doing to commemorate the Queen's Platinum Jubilee. The Parish Council has agreed to:

- purchase a commemorative picnic bench for the skate park,
- create a jubilee themed garden area by the Royal Oak, near the doctor's surgery

Approved Minute ref _____ during the meeting held on _____ Signed _____



- the restoration of the bier, which will have a commemorative plaque. It is hoped this will be completed in time for the Queen's Platinum Jubilee.

The Chair said another parish is providing coins and if any councillors have any other suggestions, which are achievable with the timescales, to contact the clerk so these can be included on the agenda for the next meeting. Cllr Wood said the lights in the Tanyard need replacing and could be displayed in a red, white and blue theme.

- (ii) **Annual Parishioners' meeting:** The Chair said last year, due to Covid restrictions, the Council did not host an Annual Parishioners' meeting. The Chair and the Clerk have been having discussions and it would be nice to host an event with refreshments that encourages public engagement. The Chair said the Annual Parishioners' meeting has to take place between 1st March and 1st June and recommended it takes place the Saturday after the Annual Parish Council meeting (scheduled to take place on 17th May 2022). Either before or after the formalities of approving the minutes of the last annual parishioners' meeting, the Council could include guest speakers and perhaps a guided walk from the Council's contractor.
- Councillors were asked to put forward any ideas to the Clerk and a budget could be agreed at the next Council meeting. Cllr Wood added when he was involved in the Village Plan, the Council did an open day – 'Have your say', speak to the Councillors'.
- (iii) **Cornwall and Isles of Scilly Ecological Emergency Summit:** Councillors are invited to attend 1st (online) Cornwall and Isles of Scilly Ecological Emergency Summit on 24 March. Details are available on the Town & Parish Council Newsletter sent to the Clerk.
- (iv) **Climate Literacy Training:** If anyone is interested in a short course let the Clerk know and log in details will be provided.
- (v) **St Columba Rugby:** An email has been received from the director of St Columba Rugby thanking the Council for the donation. The requirement of the licence agreement form was acknowledged. The club are waiting for the ground to dry out and for the lighter and better weather before returning.

151. To note the Clerk's report A.I.7)

The Clerk's report containing actions outstanding was noted. Cllr Roberts asked the Clerk to delete a duplication regarding the water refill stations.

152. Approval of minutes from previous meetings (A.I.8)

a. Minutes of the Full Council meeting held on 15th February 2022

It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all Councillors who were present in the meeting held on 15th February 2022 that the minutes of this meeting are agreed as a full and accurate record of the meeting. **Resolved.**

b. Minutes of the Staffing Committee meeting held on 1st March 2022

It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by Cllr Wood that the minutes of the Staffing Committee meeting held on 1st March 2022 are agreed as a true and accurate record of the meeting. **Resolved.**

153. Finance (A.I.9)

a. Council's bank balance: To note the Council's bank balance

The Chair confirmed she had verified the reported Unity Trust bank balance of £168,536.93. The balance in Nationwide Building Society is £50,000.

b. Finance report: To review the Clerk's finance report.

Cllr Wood highlighted the opening balance date on the Finance Report states 2022 but should say 2021. The Clerk was thanked for producing such a detailed report.

c. Bank reconciliation report

A copy of the most recent bank reconciliation report was circulated and noted.

d. Monthly payments

Approved Minute ref _____ during the meeting held on _____ Signed _____



It was proposed by Cllr Roberts, seconded by Cllr Beadnall and agreed by all Councillors that the Council approves the payments as presented by the Clerk. **Resolved.**
See appendix 1 detailing payments made since the last meeting but not included on the payment listing of last meeting totalling £5,201.33 and payments for approval totalling £4,037.58.

20:05hrs Cllr Lewis vacated the meeting

154. Grants, donations and community support (A.I.10)

a. **The Peninsula Trust / Rame Community Kitchen**

The Council discussed the grant funding application request from The Peninsula Trust for the Rame Community Kitchen project. The application of £2,600 was for 50% of the overall costs of the project. The Clerk said if the Council was minded to approve funding towards the project it could use the funds from the Council Tax Support funding received from Cornwall Council. It was proposed by Cllr Roberts and seconded by Cllr Wood that the Council awards a funding of £2,000. The motion was carried with one councillor abstaining from the vote and two councillors voting against the motion. **Resolved.**

20:16hrs Cllr Lewis returned to the meeting room.

b. **Millbrook Arts and Crafts**

To approve the request for use of Millbrook Arts and Crafts to use the Tanyard on 2nd April, 7th May, 4th June, 2nd July, 6th August and 3rd September and to note the request for covering over the pergola.

(i) It was proposed by Cllr Beadnall, seconded by Cllr Roberts and unanimously agreed by all Councillors to approve the request from Millbrook Arts and Crafts to host events in the Tanyard. An email had been received from the Council's insurers confirming the cover for the event was commensurate with the risk.

(ii) The Council discussed the request to consider a cover over the pergola in the Tanyard. It was agreed the Clerk would investigate the costs for providing two retractable awnings.

155. Asset & Open Spaces (A.I.11)

a. **Play park and skate park inspection:** It was noted the annual play park inspections will take place next month.

b. **Insworke Bus Shelter:** The Council considered the quotation from Coastal Clean for £150.00 to clean and remove the graffiti in the bus shelter. It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors to accept the quotation. **Resolved.** It was noted once the work is completed the contractor would take photographs and advise what panels need replacing. Cllr Roberts suggested following the works, the Council may wish to consider a community project to refurbish the shelter. It was agreed the Clerk would publicise some information and contact Awenek Studios.

c. **Millbrook Lake:** The Clerk's report regarding the recent meeting with the Environment Agency and communication regarding the future of Millbrook Lake was noted.

d. **Grass cutting & maintenance:** Cllr Roberts informed the Council a meeting had taken place with the Council's appointed grass cutting contractor, Enhanscapes, and the contract had been signed. The meeting was attended by Cllr Roberts, Cllr Taggart and the Parish Clerk.

156. Policies and procedures (A.I.12)

a. **Retention policy**

The Council was presented with a draft SLCC Model retention policy and draft appendix, to include a list of documents for retention or disposal, for approval. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve the Retention policy and appendix. **Resolved.**

Approved Minute ref _____ during the meeting held on _____ Signed _____



b. Planning Terms of Reference

The Council was presented with the revised Planning Committee Terms of Reference, which had been reviewed by the Planning Committee during the meeting held at 7pm on 15th March 2022. It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors the revised Planning Committee Terms of Reference are approved.

Resolved.

c. GDPR / Use of personal emails:

The Council was asked 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)

(vi) The advice from SLCC that the Council should incorporate the fact Councillors are using their personal email addresses within its Annual Risk Assessment.

Cllr Roberts proposed as two of the Councillors were not present in the meeting this item should be deferred. Cllr Taggart said as this is the second time this item has been deferred; at the next meeting the Council should make decision. Cllr Wood seconded Cllr Robert's proposal adding if the two Councillors using personal email addresses are not in support of the above and are not able to attend the next meeting, they should send a written representation. The motion was unanimously agreed by all Councillors. **Resolved.**

157. Housing (A.I.13)

The Council reviewed the correspondence from Calstock Town Council lobbying the government for policy on holiday lets and second homes requiring change of use when dwellings are being used for holiday / tourism purposes. Following discussing it was agreed the Council would produce something more specific to the Millbrook / Rame Peninsula. It was agreed the Clerk would contact CC Kate Ewert to see if she could lead on an approach involving Millbrook, Maker with Rame and St John Parish Council.

158. The Council Office (A.I.14)

The Clerk presented the Council with information relating the purchase of office chairs and the disposal of historic documents. It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council approves a budget of £200 for the purchase of two office Chairs. **Resolved.** It was agreed the cost of confidential document disposal, to include reclaim of mileage would fall within the Clerk's delegated authority.

159. Climate Change, Environment & Sustainability

EV Charging Points in West Street Car park: To receive an update and to agree a budget for fees relating to amendments of the Cornwall Council lease for West Street Car Park / Millbrook Public Toilets.

(i) Cllr Mattholie, who was unable to attend the meeting, submitted a summary report:

- Preferred supplier: at this stage POD Point are the preferred supplier as lowest quote and most cooperative
- Western Power Distribution (WPD) connection: we have requested them to issue formal connection offer, but this is currently still outstanding.

Approved Minute ref _____ during the meeting held on _____ Signed _____



- Contestable Works: POD point are coming to carry out site survey on 30th March. The main purpose of this survey is so that they can also quote for the “Contestable Works” element. This is the part of the WPD connection offer that can be carried out by Independent Connection Providers (ICPs). This is usually more cost effective than getting WPD to do whole lot.
- Lease amendments: Preliminary enquiries made to Cornwall County Council ref lease amendments to grant rights to install EV charger.

Before formally accepting the POD point quote the following will need to have been completed:

- Acceptance of WPD connection offer
- Confirmation that rights will be granted by Cornwall Council

The Cornwall Council EV2 project continues in parallel but we are still yet to hear any formal update as to whether Millbrook will be included as part of this scheme. Cllr Wood asked if Cornwall Council were to provide the charging points in West Street Car park who would benefit from the income. Cllr Roberts responded at this stage it is not known.

(ii) **Budget for the costs incurred to amend the lease agreement**

It was proposed by Cllr S Woffenden, seconded by Cllr Polák and unanimously agreed by all Councillors that the Council agrees a budget of £2,000 to cover the legal fees required to amend the lease agreement for West Street Car Park / Millbrook public toilets. **Resolved.**

159. Correspondence and matters to note (A.I.16)

The list of correspondence received since the last meeting and up to the date of distributing the agenda was included in the agenda and is detailed within appendix 2.

159. Closed session (A.I.17)

It was proposed by Cllr Roberts, seconded by Cllr Beadnall and unanimously agreed by all Councillors to resolve that pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 S100 (2) the public and press be excluded from the meeting because of the confidential nature of the business to be transacted.

160. Staff recruitment and the conditions of employment of the current staff (A.I.18)

(i) **NALC Salary Award 2021/22:** The Council noted the announcement of the National Salary awards for 2021/22.

(ii) **Review of the confidential report and to consider the staffing committee recommendations relating to:**

a) the employment of the Council Caretaker

It was proposed by Cllr Roberts, seconded by Cllr S Woffenden and unanimously agreed by all Councillors to accept the recommendations of the Staffing Committee regarding the recruitment of the caretaker. **Resolved.**

b) the employment of the Admin Support Officer

It was proposed by Cllr Roberts, seconded by Cllr S Wood and unanimously agreed by all Councillors to accept the recommendations of the Staffing Committee regarding the recruitment of the Admin Support Officer. **Resolved.**

c) the review of the Council’s Street Cleaner’s employment terms

It was proposed by Cllr Roberts, seconded by Cllr Beadnall and unanimously agreed by all Councillors to accept the recommendations of the Staffing Committee regarding the review of the Council’s Street Cleaner’s employment terms. **Resolved.**

The meeting closed at 20:49hrs.

Approved Minute ref _____ during the meeting held on _____ Signed _____

Appendix 1: Monthly payments

(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 / Contractors – general maintenance / Utilities)

(i) Payments made since the last meeting, not included on the payment

Payee	Details	Minute / Ref	Amount £
BT	Office telephone and broadband	S.I.	130.98
Council staff / HMRC / Nest	Staffing costs – February 2022	S.I.	3,694.17
Cornwall ALC	Code of Conduct training (2 invoices)	Min 63	120.00
Google Cloud	Monthly workspace subscription	S.I.	56.18
The Rame Responders	Grant / donation	Min 138c	700.00
St Columba Rugby	Grant / donation	Min 138a	500.00

(i) Payments to be processed.

Payee	Details	Minute / Ref	Amount £
1 Less Worry	Payroll Service	Min 254c	30.00
Cormac	Houster Hill Feasibility Study Time spent to date up to January 2022	Min 82(ii)	2,435.50
Cornwall Council	Service Level Agreement	Min 178	39.00
Enhanscapes	Ground maintenance, February instalment	S.I.	580.00
Enhanscapes	Emergency tree work: Sunday 20/02/22 and Monday 21/02/2022	C.D.A.	150.00
Enhanscapes	Emergency tree work – 24/02/2022	C.D.A.	250.00
J Gibson	Cleaning drains & culvert, litter picking, cleaning offensive graffiti at skatepark	S.I.	62.50
Alex Keating	Installation of hand sanitiser, removal and replacement of flag, placing on signs at tennis courts.	S.I.	32.70
Alex Keating	Removal and installation of life saving equipment boxes	S.I.	30.00
Little Mops	Hand sanitiser soap & dispenser for public toilets.	C.D.A.	25.14
Little Mops	Toilet rolls for public toilets	C.D.A.	19.80
Little Mops	Heavy duty refuse bags	C.D.A.	23.94
Millbrook Skatepark Project	Repayment from Twisted Metal Art	104e	100.00
Print Options	No dogs allowed signs for tennis courts	C.D.A.	60.00
Seadog IT	Website online form for licence for use of Council land and property.	C.D.A.	55.00
SLCC	Financial Introduction to Local Council Administration (FILCA)	92a	144.00

Appendix 2: Correspondence

- **NALC:** Chief Executive Bulletins, online events.
- **NALC:** New Report on the 2021 local elections.
- **NALC:** Star Council awards
- **CALC AGM:** 8 March 2022, Annual Report and agenda.
- **CALC Briefing:** Platinum Jubilee celebrations and memorabilia,
- **CALC:** NALC legal update and Chief Executive's Bulletin
- **CALC:** 2020/21 pay agreement
- **CALC:** Pledge for nature campaign and local Ecological Emergency Summit

Approved Minute ref _____ during the meeting held on _____ Signed _____

- **CALC:** Support for Ukraine
- **CALC:** NALC Announces National Salary Award 2021/22.
- **Great Western Railway:** Storm Eunice – branch line closures, speed restrictions and reduced service levels tomorrow (18/02/2022)
- **Cornwall Council's Community Network Officer:** Message regarding help for those without power - Storm Eunice / Franklin: Help available for people without power (Sunday 20 February)
- **Overgrown hedge in Mill Road.** Action: Chased Cormac Countryside Officer.
- **Cornwall Council:** Media relations – Storm Eunice Upload, help for communities.
- **Cornwall Council, Community Link Officer:** Liskeard and Looe foodbank newsletter.
- **Cornwall Council / Climate Change:** March is Green Month with Carbon Neutral Cornwall and Pirate FM
- **Cornwall Council, Carbon Neutal Cornwall:** New, interactive Climate Change Centre Opens in Cornwall.
- **Cornwall Council:** Heightened level of cyber threat - a message from the National Cyber Security Centre
- **Cornwall Streetworks:** Temporary prohibition of traffic order on 13th March 2022 at Southdown Road due to overhead works by Openreach.
- **Cornwall Streetworks:** Temporary prohibition of traffic order on 7th March 2022 at Newport Street due to works required by Western Power to Road to move an electric pole.
- **Cornwall Streetworks:** Event Intention - Black Prince Flower Boat Procession
- **Rame Peninsula Public Transport Users Group:** Revised bus services proposed for our Rame Peninsula Area.
- **Rame Peninsula Public Transport Users Group:** News Update for Bus Users.
- **Cornwall Council positive planning:** Planning training for Local Councils: Supporting Sustainable Development, Flood anCd Coastal Risk Management - the Environment Agency's role and responsibilities
- **Cornwall Council – Localism:** Storm Eunice / Franklin: Help available for people without power (Sunday 20 February)
- **Cornwall Council:** Overgrown tree B3247 between Military Road and Withnoe Lane, reference: W2278662. Action taken.
- **Cornwall Council Community Link Officer:** Pothole Factsheet
- **Cornwall Council, Head of Communities:** Community Link Officers - Allocation to Community Network Areas
- **Great Western Railway:** Storm Eunice update.
- **Parishioners:** Reports of damaged trees from Storm Eunice.
- **Torpoint & Rame Peninsula Lions Club:** Confirmation that the Event Management Plan and Traffic Management Plan for Black Prince Procession has been accepted by Cornwall Council.
- **Mevagissey Parish Council:** Housing Manifesto
- **Cllr C Green, Maker with Rame Parish Council:** Copy of communication received with positive feedback on the Rame Green Guide.
- **Rame Peninsula Public Transport Users Group:** Cuts to the bus service.
- **Boots hanging off telephone wire:** Action – reported to Openreach.
- **Rame Peninsula Public Transport Users Group:** Department for Transport – Written Statement to parliament.
- **St Columba Rugby:** Thanking the Council for the grant donation and acknowledging the licence agreement and procedures for use of Council owned land and property.
- **Millbrook Lake:** What the Council are doing about the midge infestation problem and who is responsible for the flushing routine / process.
- **Millbrook Lake:** Feedback to the Council's website post and the 1998 report provided by the Environment Agency - Report from 1998: Nuisance problems associated with emergence of midges – special reference to Millbrook Lake.

Approved Minute ref _____ during the meeting held on _____ Signed _____