

**Millbrook Parish Council meeting**  
**Tuesday 21<sup>st</sup> September 2021**  
**at 7:30pm in Millbrook Village Hall**

**Minutes of the Parish Council Meeting held in the main hall of Millbrook Village Hall on Tuesday 21<sup>st</sup> September 2021.**

**Councillors' Present:** Cllrs N. Roberts (Chair), S. Lewis (Vice-Chair), M Beadnall, R Mattholie, B Taggart, P. Polák, C Wilton, E Woffenden, S Woffenden and H Wood.

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

**The Chair opened the meeting at 19:30hrs**

**58. Public forum, to include a presentation from Mr Simon Ryan, The Peninsula Trust, and County Councillor report. (A.I.1)**

**(i) The Peninsula Trust**

The Chair welcomed Mr Simon Ryan and said there will not be any decision regarding any requests for funding during this evening's meeting. Should the Peninsula Trust wish to apply for funding this will be included on the agenda for the next meeting. Following the presentation if any Councillors have any queries, please could they email the Parish Clerk, and these will be forwarded ahead of the next Parish Council meeting.

A summary of the presentation is included in Appendix 1.

The communication circulated to the Council included a request for funding from the precept, Mr Ryan noted this was not possible.

**(ii) Cornwall Councillor Kate Ewert**

**• West Street / The Narrows**

- Residents are continuing to contact Cllr Ewert regarding incidents. A child was hit by a vehicle over the summer, luckily there were no serious injuries at this time.
- We are very near to the point of completion for the feasibility study quotation, which has been very difficult and complex process. The initial quotation has been completed but as there are sections within the 2014 study included, which have not been changed, the quotation is being reviewed and revised. The final quotation is expected to be considerably less than the advised budget of £12,000. Cllr Ewert hopes the Parish Council will support this.
- Housing: Cornwall Councillors have been asked by the Portfolio Holder to identify sites within each parish that have the potential for Council house building delivery and the Council's plan to address the housing crisis in Cornwall. The Portfolio Holder is keen for council housing to be built in rural areas, not just towns.
- Rame Peninsula Green Guide: Maker-with-Rame Parish Council are keen to spread the guide across neighbouring parishes.
- Parking: Cllr Ewert has been contacted regularly about parking issues in Millpool Head.
- Foamstream: There has been interest from neighbouring Councils. It will be discussed at the Rame Cluster meeting in November.
- Covid-19: We are into enhanced measures. Cornwall continue to have high numbers but are in the one of the highest areas for vaccination rates. There has been an increase in the over 60's getting double jabbed but getting quite poorly with it.

**(iii) West Street / Hounster Hill traffic & transport / pedestrian safety issues**

Three members of the public spoke in support of the Hounster Hill feasibility study. The current state on what is going on in The Narrows cannot continue. This is a serious health & safety issue. A question was asked whether the feasibility study would include an air quality emissions test. Cllr Ewert confirmed she believed this was included.

The Chair closed the public forum and opened the main council meeting at 19:53.

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59. **Apologies for absence (A.I.2)**  
Apologies received from Cllr Meeson and Cllr Hall.
60. **Declaration of interests, gifts and dispensations (A.I.3)**  
Agenda item 13b(ii) Cllr Wilton declared an interest in this item, due to his offer to purchase a Council asset.  
Agenda item 10: Cllr E Woffenden declared an interest in the Hounster Hill feasibility Study due to living in the Hounster Hill area.  
Agenda item 10: Cllr S Woffenden queried whether she should declare an interest. The Chair advised Cllr S Woffenden to consider (i) do you feel you could make a dispassionate decision on an item (ii) to you feel the public would feel you have made a dispassionate decision on an item. The Clerk added Cllr S Woffenden needs to bear in mind there is monetary value associated with this decision.
61. **Chair's announcements (A.I.4)**  
**Green Guide:** Cllr Cathy Green from Maker with Rame Parish Council has sent an email in connection with Green Guide for the whole of the Rame Peninsula. The email was not received in time to include on the agenda for tonight's meeting but if any Council has any queries, please contact the Clerk.  
**Remembrance Day:** Given the Council has declared a Climate Change Emergency the Chair suggested the Council ought to investigate getting a more sustainable wreath paid from recyclable materials and reused. A donation could still be sent to the Royal British Legion. Cllr Wilton suggested the wreath is returned to storage and relayed the following year.  
The Chair read an email from Sheryll Murray's MP's office regarding a representative from the MP's office at a remembrance service event.  
**Skatepark event and fundraising for The Millbrook Skatepark project:** The Chair reported the Team Rubicon event was very well attended. Fundraising a new concrete skatepark, to include raffle prizes and donations from local businesses, totals just over £1,300.
62. **Clerk's report / update (A.I.5)**  
Noted.
63. **Update on Councillors attending Code of Conduct training (A.I.6)**  
An email has been received from Cornwall Association of Local Councils regarding additional session for Code of Conduct training, on Wednesday 17<sup>th</sup> November 2021, 6.30pm – 8.30pm.  
Cllrs Beadhall, Woffenden, Mattholie and Hall would like to attend.
64. **Approval of minutes from previous meetings (A.I.7)**  
a. **Full Parish Council meeting held on 20<sup>th</sup> July 2021:** It was proposed by Cllr Lewis, seconded by Cllr Wood and agreed by all members who were present in the meeting held on 20<sup>th</sup> July 2021, that the minutes are approved as a true and accurate record of the meeting. **Resolved.**  
b. **Extra ordinary Parish Council meeting held on 7<sup>th</sup> August 2021:** It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by all members who were present in the meeting held on 7<sup>th</sup> August 2021, that the minutes are approved as a true and accurate record of the meeting. **Resolved.**  
c. **Finance Committee meeting held on 7<sup>th</sup> September 2021:** It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by all members who were present in the Finance Committee meeting held on 9<sup>th</sup> September 2021, that the minutes are approved as a true and accurate record of the meeting. **Resolved.**
65. **Finance (A.I.8)**  
a. **Council's bank balance**  
The Chair reported the Council's bank balance on 20<sup>th</sup> September 2021 was £251,600.85.  
b. **Clerk's finance report**  
The finance report using the new Scribe accounting package was noted.  
c. **Payment's approval listing**  
Two payment listings had been circulated by the Clerk (i) payments made in August 2021, under delegated authority, in consultation with the Council (ii) payments due to be made in September 2021. The Clerk said an invoice, of £250.00, has just been received from Mr Dale Blackler for installation of the

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kick boards in the tennis courts. The timber has been cleared from site. Cllr Wood agreed to check the work.

**Action:** Cllr Wood to check the work completed by the contractor on the tennis courts and report back to the Clerk.

It was proposed by Cllr Lewis, seconded by Cllr Beadnall, and unanimously agreed by all Councillors that the payments, as presented by the Clerk:

- Payments made in August 2021 total £5,955.15, including V.A.T.
- Payments to be processed total £11,214.82, including V.A.T

are approved. **Resolved.** For the full lists see appendix 2.

**d. To agree the recommendations from the Finance Committee meeting held on 7<sup>th</sup> September 2021:**

In the supporting documents the Clerk highlighted, in addition to the recommendations below, the Finance Committee also recommended increased the car park fees to £100 with the option to pay for the permits in installments. A report will be produced for the October meeting detailing how many permits are purchased each year.

**i) Approval of the Investment Policy, FCM, Minute 6**

It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors that the Council approves the draft investment policy. **Resolved.**

**ii) Review of burial and memorial fees, FCM, Minute 7,**

It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council accepts the recommendation from the Finance Committee that the memorial and burial fees remain the same, but the memorial and plot reservation fees are increased to £100.00. **Resolved.**

**iii) Budget allocation for locum cover, FCM, Minute 9,**

It was proposed by Cllr Beadnall, seconded by Cllr Lewis and agreed by all Councillors that the Council accepts the recommendation from the Finance committee that a budget 2021-22 is allocated of £10,000, this to cover 'up to' 3 months (approximately 3 months cover @ £20.00 per hour). **Resolved.**

**66. Community Infrastructure Levy agreement (A.I.9)**

Cllr Wilton raised the question if the Parish Council accepts the CiL agreement does it leave the Council open to challenge on the grounds of planning application decisions.

Action: Clerk to investigate Cllr Wilton's query.

It was proposed by Cllr Roberts, seconded by Cllr Beadnall and unanimously agreed by all Councillors that the Council approves the Cornwall Council Community Infrastructure Levy Agreement. **Resolved.**

**20:20: Cllr E Woffenden & S Woffenden left the meeting.**

**67. Traffic & Transport (A.I.10)**

**To consider the quotation from Aecom, via Cormac Highways, for a West Street / Hounster Hill feasibility Study.**

Cllr Mattholie said he was not against the spending the money, but will there be the opportunity to put action the findings from the survey. Cllr Wilton said as a study was completed in 2014 what does the Council hope to achieve, what are the specific options and the costs. The Chair read an extract of an email from Cormac which stated, "This newly requested study would build on this older study to see what specific options might now be available and their costs."

It was proposed Cllr Wilton, seconded by Cllr Mattholie and unanimously agreed by all Councillors to progress with feasibility study with a budget of up to £12,000. The Council noted there is likely to be a reduction in the budget. **Resolved.**

The Chair opened the meeting for Cllr Ewert to address the Council. Cllr Ewert explained about the opportunity to apply for Cornwall Gateway Network Panel Highway funding.

**20:25: Cllr E Woffenden & S Woffenden returned to the meeting.**

**68. To consider the email from CALC supporting Bude Town Council's proposal for a motion to lobby the government for Housing Solutions (A.I.11) :**

- i) End the 'Right to Buy' scheme

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- ii) Scrutinise the principles of Affordable Housing with a view to creating links to local earnings
  - (a) New homes must be prioritised for local need and occupancy
  - (b) Second Homes:
- iii) To allow a multiplier of council tax which is passed to local communities
- iv) Scrutiny of the principle of registering houses as businesses
- v) Additions to our housing stock should be delivered to high sustainable living standards and offered with secure and humane tenancy agreements

The Chair opened the meeting for Cllr Kate Ewert, who explained she has been in Cornwall Council meetings today regarding this issue. This is something Cornwall Council will be taking forward. It was proposed by Cllr Lewis and seconded by Cllr Beadnall that the Council supports the above proposals. The motion was carried with one abstention. **Resolved.**

**69. Grants and donations (A.I.12)**

**a. Grant application from request from Millbrook Football Club**

It was noted the submitted grant application from Millbrook Football Club has now been withdrawn.

**b. Millbrook Football Club defibrillator**

It was noted following completion of a survey Millbrook Football Club have received a defibrillator funded by the Premier League. The Clerk has advised the Football Club will reimburse the Council with the grant paid out less the costs of spare pads and parts for the new defibrillator.

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

**a. Installation of a memorial tree**

Following a request from a parishioner, it proposed by Cllr Taggart, seconded by Cllr Wilton and unanimously agreed by all Councillors that a Council accepts a donation of £200 for the purchase and installation costs of a memorial Rowan tree between the doctor's surgery and Stone Quay. **Resolved.**

**b. To review the notes from AOSWG meeting and consider the following recommendations:**

**i) Increase in the Council's insurance policy**

The Clerk advised following the RICS valuation completed by Bailey Partnership, the increase on the Council's insurance policy is £258.46. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Council accepts this cost. **Resolved.**

**20:38 Cllr Wilton left the meeting.**

**ii) Sale of the green machine for £200.00.**

Cllr Roberts advised the Council had previously been offered £50.00 for the disposal costs of the Council's green machine. Cllr Wilton has offered £200.00 and is also willing to cover the costs of repairs. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Council accepts Cllr Wilton's offer for the purchase of the green machine. **Resolved.**

**20:40 Cllr Wilton returned to the meeting.**

**iii) Noise assessment from Millbrook Skatepark**

Cllr Roberts said the survey was completed during a quiet weekend, but the Council has done all it can do. Funds are being raised for a concrete skatepark which will be quieter. It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors not to proceed with any additional noise assessment costs at this stage. **Resolved.**

**iv) Costs associated for contracted works on the jumpbox**

An email has been sent to Twisted Metal Art reminding them of his agreement to refund payments made. It was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed by all Councillors that the reimbursed funds are allocated to the new Millbrook Skatepark project. **Resolved.**

**v) Proposal from the football club to utilise the dog walking area**

It was proposed by Cllr Roberts, second by Cllr Taggart and unanimously agreed by all Councillors to agree with recommendations from the Asset & Open Spaces Task Group not to accept the proposal from the football club but to work with the club and support alternative options. **Resolved.**

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**vi) Review of the grass cutting tender.**

It was proposed by Cllr Roberts, seconded by Cllr Wilton and agreed by all Councillors the grass cutting proposal is deferred until the October meeting. **Resolved.**

**vii) Licence agreement for any business or organisation using the Tanyard.**

It was noted the draft agreement will be bought to full Council in October

**viii) Path in the new section of Millbrook Cemetery.**

It was proposed by Cllr Roberts and seconded by Cllr Beadnall that the Council approves the specification for a new path in the new section of Millbrook Cemetery. The motion was carried with one Councillor abstaining. **Resolved.**

**Action:** Clerk to publicise information on the website, facebook page and to email local contractors.

**ix) Use of Foamstream demonstration.**

It was noted following the recent works by the contractor using Foamstream the review is still ongoing. **Action:** Cllr S Woffenden to investigate use of gas / hot weeding.

**x) Overhanging branches at the roadside between the mini roundabout near the tractor park to the tennis courts**

The Council reviewed the quotation for the removal of overhanging branches at the roadside, between the mini roundabout, near the tractor park to the tennis courts and dead hedge into the existing hedgeline. Total cost £945 which includes a licence from Cornwall Council for temporary road closure. Cllr Wilton suggested using hedge trimmers rather than manpower.

It was proposed by Cllr Taggart that the Council allocates a budget of £945.00 with a view to Cllr Wilton getting quotations for alternative options. The motion was seconded by Cllr Taggart and unanimously agreed by all Councillors. **Resolved.**

**Action:** Cllr Wilton & Cllr Taggart work together to obtain quotations.

**xi) Proposal for Hounster Hill triangle**

The Council reviewed the images circulated from Cllr Taggart.

It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors to revamp the triangle subject to a design and budget. **Resolved.**

**Action:** Clerk to publish information on the website and facebook.

The Village Enhancement Team confirmed they would continue to be responsible for the upkeep of this area.

The Council discussed the potential sale of the container. It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors that the decision to sell the container is deferred for a year. **Resolved.**

**71. Administration / website amendments (A.I.14)**

To consider the estimate received from Seadog IT for the creation of online forms:

- i) Grant application form - £82.50
- ii) Cemetery Internment form - £55.00
- iii) Burial Rights Application form - £24.75
- iv) Contractor application form - £82.50

It was proposed by Cllr Wilton, seconded by Cllr S Woffenden and unanimously agreed by all Councillors that the Council accepts the quotation from Seadog. **Resolved.**

**72. Car Park (A.I.15)**

It was noted new car park permits have been designed to include space for the car registration numbers.

It was proposed by Cllr Wilton, seconded by Cllr Beadnall and unanimously agreed by all Councillors that the Council agrees a budget of £200 for the printing of new car park permits from Print Options. **Resolved.**

**73. Village Enhancement Team (A.I.16)**

The Council was presented with a proposal to place a paving circle in the Tanyard. Costs include a budget for materials, replacing the membrane, chippings and cement. Labour would be provided voluntarily. It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors that a budget of £300 is approved. **Resolved.**

**74. Climate Change, Environment & Sustainability (A.I.17)**

**a. Election Charging Points**

Cllr Mattholie provided an update on the electric charging points. The grant funding is available until March 2023. One of the aspects of the funding is to demonstrate a need.

Cllr Mattholie suggests the Council continue to progress with grant funding route.

**b. Water Re-fill Stations**

The Council was asked to consider if it wished to progress providing Water Filling Stations, apply for Sustainability Funding or in line with neighbouring parishes to promote local businesses to sign up to the Refill scheme.

Cllr Roberts said the Council did previously investigate this, but the former Clerk was waiting for RAS approval. Due to a change in the personnel and the Covid pandemic this was not pursued. Cllr S Woffenden agreed to investigate the Refill scheme.

Action: (i) Clerk to look into sustainability funding. (ii) Cllr S Woffenden to forward information regarding the Refill scheme.

**75. Correspondence & matters to note. (A.I.18)**

This list is for information only but if any Councillor member of public requires further details, please contact the Clerk.

- NALC: Chief Executive Bulletins, Election survey, online events
- ICCM bulletins
- Rural Services Network Bulletins
- CALC: Reissue of the Code of Conduct
- CALC: Housing Resolutions – Bude Town Council
- CALC: leaflet outlining the services provided by Kernow Connect (Action for Children) for Young People in Cornwall.
- CALC Executive Board vacancies - nomination deadline 1st October 2021
- Request for a proposal to put one or two speed bumps on West Street due to the influx of summer traffic with many vehicles speeding along the part of street between the Co-op and the junction of West Street car park.
- Torpoint Town Council - Weekly inspection sheets for Dog Enforcement / Maintenance Service Level Agreement.
- Additional extensions ('granny-flats' ) to properties in construction, Kiln Close, Millbrook.
- Environment Agency / Member of public – ducks in Millbrook Lake.
- West Street resident – inappropriate sized vehicle blocking the road.
- Kiln Close, Lack of walk to school route at Kiln Close during the road closure.
- Kiln Close, does the road need to be closed for an additional week.
- Maker with Rame Parish Council Environment & Conservation Committee invitation and report of Community Dialogue.
- Resident & Cornwall Council Environmental Protection Officer – re van parked along Lower Anderton. Road
- GWR Annual Customer and Stakeholder Report 2020/21
- Highways England – A38 Trerulefoot to Carkeel Safety Package
- Summer Food Bank collection at All Saints Church.
- Three incidents of people being hit by vehicles on The Narrows (i) cyclists hit (two knocked over) entering The Narrows (ii) a resident was clipped by a van near the pub (iii) a young girl was hit significantly whilst walking on the virtual pavement. The car drove completely in the red, which was witnessed and reported by a resident.
- Cornwall ANOB Draft Management Plan 2022-2027 survey.
- Overgrown vegetation on Greenlands – Reported to Cornwall Council ref W2168627.
- Overgrown vegetation on Newport Street – Reported to Cornwall Council W2167837
- The maintenance of Millbrook Cemetery.
- Cornwall ANOB – Job vacancies and draft Cornwall ANOB Management Plan.
- Community Network Panel - Campaign to ban the sale of environmentally damaging body boards.
- Plymouth Model Boat Club insurance documents.
- CALC - Consultation on the Police and Crime Plan priorities for 2021-2025.

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- CALC – Additional Code of Conduct training 16<sup>th</sup> November 2021.
- CALC – NALC Rural Housing online event 17<sup>th</sup> November 2021
- Requesting support from the Climate & Ecological Emergency Bill (CEE Bill).
- Cornwall Gateway Network Panel seeking view on Adult Social Care.
- Cornwall Gateway Network Panel Tamar Bridge resurfacing press release.
- The Peninsula Trust – September Bulletin: Coastguard Cottages, The Old Ship, Local Support, AGM & More.
- Fishing in Millbrook lake: A parishioner reported to the RSPCA that a gull had fishing line in its mouth that then went over his back, was wound around his feet with some small brightly coloured balls attached.
- Access during the road closure.
- Nat West Bank – future parking suggestions.
- Cornwall Community Link Officer invitation to attend a Teams meeting on 24<sup>th</sup> September regarding the Looe Valley Trails – Route to Cremyll.
- EN21 00057 (development site additional access)
- Request for an update on Electric Charging Point installation.
- Funding for businesses. Green Travel Grants.  
<https://www.plymouth.gov.uk/newsroom/pressreleases/greentravelgrantsavailablelocalbusinesses>
- Cornwall Cllr Martin Avey, Cabinet Member for Climate & Environment Change - Campaign to ban the sale of environmentally-damaging body boards.
- Report from The Governors of Furlanesend School. Email via CC Kate Ewert, to include update from Will Glassup, Cormac.
- Konsel Kernow / Cornwall Council, Strategy and Engagement (sent via Cornwall Council's Community Link Officer) Enhanced response area communications - for CC members and town and parish councils.
- "Loading at walk-to-school route - hazard - Kiln Close, Millbrook": alleged breach of planning in respect of the access to the site.
- Plymouth City Council: Sustainable travel grants.
- Cornwall Council Cabinet, Civic & Member Developer Officer: Campaign to ban the sale of environmentally-damaging body boards.
- Closure order St Andrews Street: 27<sup>th</sup> September to 5<sup>th</sup> October 2021, Contact South West Water - Tel: 0344 346 2020 or [Streetworks.mail@kier.co.uk](mailto:Streetworks.mail@kier.co.uk)
- Amanda Lush, Clerk for Camelford Town Council – Camelford Skatepark
- Request for information on local baby groups.

**76. Closed session (A.I.19)**

It was proposed by Cllr Roberts, seconded by Cllr Wilton 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. Carried unanimously. **Resolved.**

**77. Recommendations from the Staffing Committee's meeting held on 17th August 2021. (A.I.20)**

**(i) Caretaker / maintenance employee proposal**

The Council discussed the Staffing Committee's proposal to recruit a caretaker / maintenance operator for 15 – 20 hours a week, the rates of pay depending on experience.

It was proposed by Cllr Roberts and seconded by Cllr Roberts that the Council accepts the staffing committee's recommendation to advertise a position for a caretaker / maintenance employee. The motion was carried with three abstentions and one Councillor voting against the proposal. **Resolved.**

**(ii) Council support Officer**

Cllr Roberts stated the Staff recommendation is the council employs a part time admin support to the Clerk. The Council discussed the reasons behind this.

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**The Clerk vacated the meeting and the meeting continued.**

It was proposed by Cllr Lewis and seconded by Cllr Wood that the Council advertises for a temporary part time admin support for the clerk of 12 months to be reviewed after a year of employment with 3, 6 and 9 month reviews. The motion was carried with one Councillor voting against the proposal.

**Resolved.**

Cllr Roberts stated there is an action for the staffing committee to draw up a job specification for the caretaker/maintenance employee and the Council Support Officer and bring back to the full Council.

**(ii) Benchmarking for the Parish Clerk.**

It was noted the Parish Clerk had completed her probationary year. Following a review of the benchmarking exercise, a motion was passed relating to an increase in the Clerk's pay, details of which are contained in a confidential report. **Resolved.**

The meeting closed at 22:00hrs.



## 1 Presentation from Mr Simon Ryan, The Peninsula Trust

*“We have already discussed the idea of me attending the September council meeting to update on our Local Support work. This is to ask about turning that into a slightly bigger presentation to update the parish council about the Trust’s overall work in the parish. I thought I’d write now to see whether this is a good idea.”*

Mr Ryan provided a PowerPoint presentation, which included a summary of the Trust’s overall work, membership and aims:

- The Peninsula Trust in a nutshell – local members, objectives. Climate Change was added at the last AGM. The Rame Centre is still the Trust’s base and is currently open part time but will be going back to opening up six days a week.
- Housing – news on the Cawsand Coastguard Cottages, and our expected new family flat in Millbrook.
- The Old Ship – progress there.
- Our “Local Support” and Rame Community Kitchen services, which started in April 2021: update on user numbers/actions in the parish, and a request for further financial support from the parish council. Currently feeding 180 people / 55 households.
- Our ideas for a quarterly newsletter to go door-to-door to every home in the area. We wonder if the parish council would like to use it as a platform.
- An outline for a Rame Community Directory. We would set this up in the winter for publication in early Spring.

## 2 Payments listings (Minute

### (i) Email sent to all Councillors 18<sup>th</sup> August 2021

Payment date	Payee	Details	Amount
20/09/2021	Employees & HMRC	Staffing costs	2,829.02
02/08/2021	Millbrook AFC Football Club	Grant for defibrillator	1,500.00
03/08/2021	Play Safety Limited	Play park inspection meeting	50.40
03/08/2021	Damien Golder	Emergency bench repair work	30.00
03/08/2021	Coastal Clean	Charity boxes for skatepark fundraising	28.74
09/08/2021	Nest	Staff pension	334.16
06/08/2021	Google Ireland	Google workspace	52.17
10/08/2021	Bulb	Public toilet electric consumption	20.00
11/08/2021	UK POS	Noticeboards for public toilets	164.40
11/08/2021	Amazon	Lead for projector	13.99
11/08/2021	Julie Snooks	Internal auditor	375.00
14/08/2021	Zoom	Remote meeting facility August 2021	14.39
17/08/2021	Vistaprint	Plaques for Tanyard seating	67.52
23/08/2021	Source for business (SWW)	Water bill Public toilets	176.26
23/08/2021	South West Water	Water bill for the Tanyard	10.62
31/08/2021	Wordpress	Rame Peninsula NDP	100.00
31/08/2021	Cornwall ALC	Chairmanship training	24.00
31/08/2021	Nisbets	Jumbo toilet rolls	49.16
31/08/2021	Cornwall Council	Parking SLA	23.40
31/08/2021	Viking	Key box & key rings	37.14
31/08/2021	Millbrook Village Hall	Grant for ground source heat pump	1,600.00
31/08/2021	Employees & HMRC	Staffing costs	2,261.48

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31/08/2021	Millbrook Village Hall	Meeting room hire	20.00
31/08/2021	Seadog IT	Website hosting	150.00
31/08/2021	Millbrook AFC Football Club	Meeting room hire	155.00
31/08/2021	Jed Gibson	Maintenance	100.00
31/08/2021	Sally Turner	Materials for work on – tractor park	47.97
31/08/2021	Enhanscapes	Tree maintenance	100.00
31/08/2021	Enhanscapes	Ground maintenance – July 2021	580.00
31/08/2021	Sally Turner	Maintenance on tractor park	195.00
31/08/2021	Millbrook Village Hall	Meeting room	105.00
		<b>Total</b>	<b>11,214.82</b>

**Payments to process (where applicable amounts include V.A.T.)**

Payee	Details	Approval / notes	Amount £
HMRC	PAYE	Paid 20/09/2021	372.64
Glasdon UK	Memorial seating	Paid by S Cameron	907.31
1 Less Worry Payroll Services	April, May, June, July & Aug	Min 254c, 16/03/2021	150.00
Nisbets	Jantex toilet roll holders	Min 53c, 20/07/2021	215.95
One Point Hire & Sales Ltd	Skatepark fencing		174.72
Torpoint Town Council	Caretaking & Enforcement SLA	Min 241B, 35G	909.24
Sustainable Furniture	Picnic bench for the Tanyard	Min 8, 18/05/2021	620.00
Microsoft	Office 365 Annual subscription	Office laptop	135.36
PKF Littlejohn	External Audit		480.00
Print Options	Skatepark image display		32.50
Print Options	A3 Highway notice		13.50
Trade UK / Screwfix	Padlocks		31.98
Tool Money	Solvent Cleaner		13.95
Tim Brooks Gardens Services	Foamstream	Min 61, 16/08/2021	480.00
Cornwall ALC	Finance 4 Councillors	Min 56a, 20/07/2021	36.00
Cornwall Council	SLA Parking Enforcement	Min 178, 20/10/2021	102.00
Enhanscapes	Ground Maintenance Aug 2021		580.00
Alex Keating	Play park equipment repairs & installation of seating		20.00
Jan Moore	March, April, May, June, July		610.00
Damien Golder	Skatepark jumpbox inspection		25.00
Damien Golder	Fixing noticeboards to the exterior walls of the public toilets		35.00
Alex Keating	Cleaning Hounster Hill road sign		10.00
		<b>Total</b>	<b>5,955.15</b>

Approved during the full council meeting held on 19<sup>th</sup> October 2021, Minute 85a