

# MILLBROOK PARISH COUNCIL CLERK'S REPORT FOR PARISH COUNCIL MEETING ON 21/09/2021

## Actions from meetings

I have met with the Chair and Vice Chair. Some actions, which have not been completed, have been removed.

Completed actions to be removed after each full Council meeting

DATE ACTION AGREED	MIN REF	TOPIC	MOTION & AGREED ACTION	NOTES / STATUS / ACTION TAKEN	R A G
16/08/2021	62a	Reimbursement from contractor	Noted Twisted Metal Art will reimburse funds paid out	Motion included on agenda proposing funds that would have been spent to be allocated to the skatepark.	
16/08/2021	61	Foamstream works and demonstration	Completed 6 <sup>th</sup> September 2021	See report	
20/07/2021	57	Emergency Plan	Inefficient time and Councillors available to complete in during the workshop meeting.	Suggest this is reviewed once additional staff are in place.	
20/07/2021	54a	Skatepark fundraising	CLlr Beadnall and members of the Millbrook Skatepark Project have been fundraising	Tickets on sale in local shops. Over 20 raffle prizes Approx £600 has been raised in raffle ticket sales to date.	
20/07/2021	53c	Noticeboards and vandal proof toilet roll	Order from suppliers and arrange delivery	Toilet roll holders were delayed arranging. Delivery was w/c 13/09/2021. Damien Golder is due to install them. The noticeboards with contact details have been installed by Damien Golder.	
20/07/2021		Introductory Councillor Training	Join Maker with Rame Parish Council in Introductory Councillor Training Course	21/07/2021 – Email sent to Maker with Rame Parish Clerk confirming CLlr Mattholie & CLlr Woffenden will would like to attend. <b>Has this taken place?</b>	
15/06/2021	40b	Electric Charging Point	Appointment of solicitors	Updates from CLlr Mattholie <b>15/06/2021</b> – Council approved a budget of £1,000 for reviewing and signing off lease agreement for electric charging point. <b>30/06/2021</b> – Email sent to Wellers Hedley confirming acceptance of quotation	

15/06/2021	38b (xiii)	Disposal of assets	Sell the trailer	To be actioned. Was advised it may be useful to be retained for Emergency Plan use.	
15/06/2021	38b (xii)	Disposal of assets	Sell green machine/ road sweeper.	Mtg 21/09/21, A13b(ii) – Following communication with Frank Thomas Mobile Servicing and Cllr Wilton, an offer has been received from Cllr Wilton to purchase the machine for £200.00.	
15/06/2021	38b (v)	Millbrook War Memorial	Quotations to restore memorial to be sourced	<b>Suggested maintenance work for new caretaker.</b>	
15/06/2021	38b (iv)	Damaged broken asset	Agreed to replace lifesaving housing units	<b>09/06/2021</b> Order placed for replacement doors. Doors received. Arrived without fixings. Supplier has been chased.	
15/06/2021	38b (ii)	Future of Millbrook Lake	Arrange meeting with Environment Agency	<b>06/07/2021</b> Date to be arranged for early November.	
15/06/2021	38b (i)	Disposal of assets	Agreed to donate the dance floor	<b>To be actioned by Asset &amp; Open Spaces Task Group</b>	
15/06/2021	35	External Audit	Annual Governance & Accountability Return approved	<b>18/06/2021</b> – AGAR and supporting documents submitted. <b>09/09/2021</b> – Completion of the External Audit received.	
18/05/2021	12	Bank savings account	Agreed to open savings accounts with Nationwide & Hodge Bank	Forms to be completed by signatories. To be eligible under the Financial Services Compensation Scheme the Finance Committee has recommended the Council opens two separate accounts. The recommendation is to transfer £82,500 to Hodge Bank and the balance of the Council's reserves to a Nationwide 95-day saver account.	
18/05/2021	10	Path in the Graveyard	Parishioner to cover the costs of a path in the graveyard	Specification to be approved, advertised on the website, Facebook page, emailed to contractors and included on the October agenda. To be reviewed – Tender to be produced / quotations sought in October / November. It was agreed the Council would accept a donation, but the order would need to be placed by the Council. Email detailed required sent to parishioner:  Email sent to parishioner: The Council would be pleased to accept a donation to cover the cost of the graveyard path. <ul style="list-style-type: none"> <li>• Prior to commencement of the works the appointed contractors will need to complete risk assessments.</li> <li>• The donation will be earmarked specifically for this project (covering costs for labour and material)</li> <li>• The Council will pay for materials.</li> <li>• On completion of the works, and once approved at a Full Council meeting, and on receipt of an official invoice the Council will pay the appointed contractor's invoice.</li> <li>• If at the end of the project, there are funds left over these will be reimbursed to you.</li> </ul>	
20/04/21	274		Council to fund path in the graveyard	(a) Council agreed to extend the path in the graveyard. (b) It was agreed the Council will revisit the decision in 6 to 8 months, once things have settled down in the supply chain, at which point the Council would decide whether to organise the works.	
16/02/2021	242b	Councillor emails	Use of designated emails	Councillors who are not using designated email addresses need to sign a form to accept the risk and confirm they are in agreement for all Councillors to have their personal email addresses.	

16/02/2021	240f	Skatepark repairs	Council agreed budget of £1,200 to repair the jump box and include modifications	<p>In August 2021, see news posting from 6<sup>th</sup> September 2021. <a href="https://millbrook-pc.gov.uk/millbrook-skatepark-removal-of-the-jumpbox/">https://millbrook-pc.gov.uk/millbrook-skatepark-removal-of-the-jumpbox/</a></p> <p>Since February 2021, there has been several reasons for the delay in installation</p> <ul style="list-style-type: none"> <li>• Liaising with the skate park users and Aaron Barrett communication with the contractor, Twisted Metal Art regarding the required additional left.</li> <li>• Waiting for the framework to be ordered and come back from the fabricator.</li> <li>• Poor weather conditions</li> <li>• The ill health of Twisted Metal Arts' proprietor, who was hospitalised.</li> <li>• The contractor being signed off work</li> <li>• On returning to work the contractor had commitments with Mount Edgcumbe estate.</li> <li>• On Wednesday 14<sup>th</sup> July the Clerk was advised the framework had been stolen from the Twisted Metal Art's rented premises.</li> <li>• Twisted Metal Art have ordered more materials and a police crime reference has been supplied.</li> <li>• Other contractors have been approached, in case Twisted Metal Art are unable to complete the work. An agreement has been made that the works will be completed (without the extension) by Friday 23<sup>rd</sup> July 2021.</li> </ul>
17/11/2020	196b	Open spaces	Replacement kick boards in the tennis courts	<p>Materials ordered. Works in progress. Works in progress. Replacement bolts and screws needed to be ordered from Screwfix.</p> <p>Completed. Timber needs to be cleared from site.</p>
15/09/2020	156	Review of street furniture	Cllr Wood reviewing condition of furniture	Completed. Cllr Beadnall has agreed to produce a map. Action: Clerk to provide details to Cllr Beadnall.
15/09/2020	155b	Equal Opportunities policy	Policy reviewed and agreed	Investigate training opportunities. – <b>action still to be pursued</b>
17/09/2019	46B	Climate Change – Water bottle refill station	Council agreed to install a water bottle refill station at the public toilets	<p><b>Outstanding</b></p> <p><b>July 2020 update from former Clerk (RH)</b> : Agreed fountain: <a href="https://www.thewatercoolercompany.com/Oasis-AquaPointe-PWSMBF-Wall-Mounted-Bottle-Filling-Station">https://www.thewatercoolercompany.com/Oasis-AquaPointe-PWSMBF-Wall-Mounted-Bottle-Filling-Station</a> Awaiting WRAS approval - need to check if approved yet. Recommend using WIAPS plumber as they can sign off their own work. Quotation received previously from BRHeating.com. Although this may no longer be valid, and Sarah thought it was expensive. Worth Also seeking other quotes. Worth speaking to Claire Wallerstein re: email for funding?</p> <p><b>15/10/19 (56Jii)</b> Southwest Water will not approve the installation of the equipment agreed by the Council until it has been WRAS Approved. It is currently undergoing the approval process and the distributor expects the result in January 2020.</p> <p><b>KH to forward info to Nicky when back from holiday</b></p>