

**Millbrook Parish Council**  
**Full Council meeting**  
**Tuesday 19<sup>th</sup> January 2022**  
**at 7:30pm in Millbrook Village Hall**

**Councillors' Present:** N. Roberts (Chair), S Lewis, K Hall, R Mattholie, R Meeson, B. Taggart, C Wilton, H Wood, E Woffenden and S Woffenden.

**In Attendance:** Mrs K Heald (Clerk / RFO) and 4 members of the public.

## Minutes of meeting

The Chair of the Council opened the meeting at 19:30 hours wishing everyone a happy new year and welcoming everyone to the first full Council meeting of 2022.

**113. Apologies for absence (A.I.1)**

Apologies received from Cllr Beadnall and Cllr Polák.

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

- Cllr S Lewis declared an interest for a payment reimbursement for money spent on the Christmas tree for the church.
- Cllrs K Hall, E Woffenden and S Woffenden declared an interest in agenda item 13, minute 124, 'Hounster Hill Feasibility Study' as they live in The Narrows / top of West Street / Lower end of Hounster area.

**115. Declaration of gifts (A.I.3)**

None

**116. Dispensation (A.I.4)**

None received.

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

The Chair informed members of the public that if they wish to do so they can address the Council but should not speak for any more than five minutes with the whole slot to be no more than thirty minutes.

**(i) Report from Cornwall Councillor Kate Ewert: (for full report see appendix 1)**

CC Kate Ewert asked the Chair whether to give an update provided on the Hounster Hill feasibility study at this point or whether to wait until this item is discussed on the agenda. The Chair requested CC Kate Ewert update the Council during agenda item 13.

- The monthly Councillor surgery in Millbrook has been well attended by residents across the division. A growing number of residents have contacted CC Kate Ewert about evictions where properties have turned into AirB&Bs. A large amount of correspondence has been received about the proposed LiveWest development voicing serious and justified concerns regarding the development's accessibility. .
- Saltash Leisure Centre. CC Kate Ewert is part of a working group, which has been set up to work with GLL, Saltash Town Council and Cornwall Council to help secure the future of the centre.

---

Approved by Cllr Roberts, Minute 136, during the Council meeting held on 15/02/2021

- (ii) **The Road Crossing from the 'Tractor Park':** A printed copy of a report was distributed to the Councillors by a member of public. The report highlighted if vehicles are parked on your side of the road drivers are required to give way to oncoming traffic. Very often outbound traffic, coming from the mini roundabout, on the junction of New Road / Southdown Road / St John's Close will see a vehicle driving past the last passing point, with approximately 25 vehicles still to pass and the outbound driver will give way (which is against normal practice). A child waiting to cross at the drop-kerb would see the driver stop and think this is an invitation to cross. The Council was shown an image of railings in Saltash. The Chair responded this is under review and the Council will look for a solution within the current legislative and financial framework.
- (ii) **St Columba & Torpoint RFC:** An introduction was received from the St Columba & Torpoint Rugby Football Club coach / director of the registered charity St Columba Ltd, who gave an overview of the aims of the organisation and its future aspirations. (See appendix 2).
- (iii) **Traffic safety in New Road:** A resident from New Road raised traffic safety issues due to the difficulty pulling out of their driveway onto the road when vehicles are parked close to the access of their property. **Action:** to be reviewed by the Traffic & Transport Advisory Task Group.

**118. Chair's announcements (A.I.6)**

- (i) **Harfest:** A request has been received to hold a Harfest event in September. The request arrived too late to be formally considered in this meeting so will be included on the agenda for the next Full Council meeting, in February. Cllr Roberts asked anyone who has any queries to contact the Parish Clerk.
- (ii) **Rame Responders:** A funding application was received from Rame Responders. This has now been withdrawn. The organisation is now looking for support to increase recruits. A meeting is currently being organised with CC Kate Ewert and local representatives.
- (iii) **Rame Peninsula Public Transport Users Group:** The group is looking for volunteers to test out their pilot public transport survey; anyone interested should contact the Clerk.
- (iv) **LiveWest proposed development:** The Parish Council was not informed of the LiveWest consultation in spite of a promise that this would happen.
- (v) **Christmas:** The Council will be looking to form a working group or committee. The group would take responsibility for setting up the Christmas lights. If anyone has any ideas, please contact the Clerk.
- (v) **Her Majesty's Jubilee:** If anyone has any ideas on commemorating the Queen's Jubilee or know any community groups who are planning events, please let the Clerk know.

**119. Clerk's report. (A.I.7)**

The Clerk's report was noted.

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

105a **Rame Green Guide:** The Clerk circulated a document detailing correspondence received from Millbrook Parishioners relating to the Rame Green Guide. Some of the communication included a request for the Council to review its decision regarding the number of copies purchased and the distribution of the guide in Millbrook. As approved in the meeting held on 16<sup>th</sup> November 2021, the Clerk purchased additional copies of the Rame Green Guide. Copies have been distributed to key locations amongst the parish. Cllr Roberts stated, in line with the Council's Standing Orders,

---

Approved by Cllr Roberts, Minute 136, during the Council meeting held on 15/02/2021

unless the Clerk receives a request in writing from five Parish Councillors or a committee of the Council votes to request it, the November decision cannot be revisited for six months.

**109 Use of personal emails:**

The Chair requested that those Councillors who are not using the official millbrook-pc.gov.uk email addresses complete the required forms.

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

**a. Full Parish Council meeting held on 16<sup>th</sup> November 2021.**

It was proposed by Cllr Lewis, seconded by Cllr Roberts, and unanimously agreed by all councillors who were present in the meeting held on 16<sup>th</sup> November 2021, that the minutes of this meeting are approved as a true and accurate record of the meeting. **Resolved.**

**b. Finance Committee meeting held on 18<sup>th</sup> November 2021**

It was proposed by Cllr Roberts, seconded by Cllr Lewis, and agreed by Cllr Meeson that the minutes of the Finance Committee meeting held on 18<sup>th</sup> November 2021 are approved as a true and accurate record of the meeting. **Resolved.**

**c. Staffing Committee held on 6<sup>th</sup> January 2022.**

It was noted by Cllr Wood that the agenda states to approve the minutes from 9<sup>th</sup> January 2022, but the meeting took place on 6<sup>th</sup> January 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 6<sup>th</sup> January 2022 are approved as a true and accurate record of the meeting. **Resolved.**

**122. Finance (A.I.10)**

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

Cllr Robert confirmed on 16<sup>th</sup> January the bank balance agreed the Clerk's circulated report. A payment has since been received of £112 from Landrake with St Erney Parish Council as a contribution towards the Parish Clerk's SLCC subscription.

The Council's bank balances as of 18<sup>th</sup> January 2022 are:

- Unity Trust Bank - £185,534.75
- Nationwide Building Society - £50,000

**b. Bank reconciliation reports**

The Chair and Vice Chair confirmed they had reviewed the Council's bank reconciliation reports and if anyone wished to review the reports (which are available on googledrive) to contact the Clerk.

**c. Finance Report:** The Finance report circulated by the Clerk was noted.

**d. Budget for 2022-23 and the Parish Council precept submission**

**(i) To consider the draft proposal and approve the budget, as recommended by the Finance Committee, for 2022-23 (as per circulated report).**

It was proposed by Cllr Roberts, seconded by Cllr Lewis, and unanimously agreed by all Councillors to approve the budget for 2022-23. (See appendix <sup>3</sup>) **Resolved.**

**(ii) Approval of the precept submission to Cornwall Council**

It was noted the Council had received a communication from Cornwall Council approving that the precept can be submitted after the full Council meeting on 18<sup>th</sup> January but that it 'must' be submitted by 31<sup>st</sup> January 2022.

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve the recommended precept submission amount of £106,250. **Resolved.** (See appendix 4)

---

Approved by Cllr Roberts, Minute 136, during the Council meeting held on 15/02/2021

- (e) To note payments processed and approve payments as circulated. (See appendix 5). It was proposed by Cllr Roberts, seconded by Cllr Hall and unanimously agreed by all Councillors that the Council approves the payment listing, with a total of £4,854.92 to be processed. **Resolved.**

**123. Purchase of flags (A.I.11)**

It was proposed by Cllr Meeson, seconded by Cllr Wilton, and unanimously agreed by all Councillors that the Council purchases 1 x Union Flag and 1 x Cornish Flag 90cm x 180mm, woven with fixing toggle and line, anti-fraying from Flying Colours. **Resolved.**

**124. Climate Change, Environment & Sustainability (A.I.12)**

**Electric Charging Points:** Cllr Mattholie provided an update on progress regarding Electric Charging point funding. A funding application was submitted to OZEV on 14<sup>th</sup> January 2022. Cornwall Council's selective process for the DriveEV2 project is likely to be around March / April.

20:17: Cllr K Hall, Cllr E Woffenden and Cllr S Woffenden vacated the meeting.

•  
**125. Traffic & Transport – Hounster Hill Feasibility Study (A.I.13)**

The Chair closed the meeting to allow CC Ewert to provide an update to the Council.

CC Kate Ewert provided responses from Aecom which had been received from the Clerk:

- Aecom have confirmed following issue of the Feasibility Study Report / completion of the study an invitation will be sent to the Parish Council to engage the stakeholders on the findings of the study.
- To view the report in draft would likely involve more work from AECOM, as they would likely be required to address comments through the development. This would lead to an increase in costs and could delay production of the final version.
- CC Kate Ewert was concerned having the traffic video survey completed in January or February would not provide the data required and it would be better if it was completed during busier periods. AECOM responded to this saying "*it is not an issue to undertake the traffic surveys in the summer months when it is busier. The surveys aren't integral to the study; however, they will inform us of the extents of the problem which will aid in further work. My contact at Intelligent Data Collection who provided the preferred traffic survey quote has confirmed that there are no additional costs as a result of undertaking the surveys later than originally envisaged. Once the Compensation Event has been signed off, I can go ahead and provisionally book this in – we can always move it closer to the time if required.*"
- If the Council decides not to have the survey, there will likely be a reduction in costs from the original quotation.

Following discussions, it was proposed by Cllr Roberts that a request is made for the draft report as soon as possible, with the video survey to be completed for a week around Easter and the Council therefore approve the additional cost of £2,631.05. The motion was seconded by Cllr Wood and unanimously agreed by all Councillors. **Resolved.**

20:32 Cllr K Hall, Cllr E Woffenden and Cllr S Woffenden returned to the meeting.

**126. Policies, procedures and Staff Recruitment (A.I.14)**

- a. **Website security:** It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors to approve the cost to upgrade the website security plugin to the premium version, at a cost of £95.00 per annum, as per quotation from SeadogIT.

---

Approved by Cllr Roberts, Minute 136, during the Council meeting held on 15/02/2021

- b. **Council Grievance policy:** It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors to approve the NALC Model Grievance policy, as recommended by the Staffing Committee during the meeting held on 6<sup>th</sup> January 2022.
- c. **Disciplinary policy:** It was proposed by Cllr Roberts, seconded by Cllr Hall, and unanimously agreed by all Councillors to approve the NALC Model Disciplinary policy, as recommended by the Staffing Committee during the meeting held on 6<sup>th</sup> January 2022.
- d. **Sickness policy:** It was proposed by Cllr Lewis, seconded by Cllr Wilton, and unanimously agreed by all Councillors to approve the NALC Sickness policy, as recommended by the Staffing Committee during the meeting held on 6<sup>th</sup> January 2022.

It was noted the Staffing Committee also reviewed the Lone Worker & Health & Safety policies. These policies will be included on the agenda for the February Full Council meeting, along with the adoption of a Council Data Retention policy.

e. **To approve the recommendations of the Staffing Committee:**

i) **Recruitment of a Parish Council Caretaker**

It was proposed by Cllr Roberts, seconded by Cllr Wood, and unanimously agreed by all Councillors to approve the caretaker job advertisement and caretaker application pack, as recommended by the Staffing Committee during the meeting held on 6<sup>th</sup> January 2022. **Resolved.**

ii) **Recruitment of an Admin Support Officer**

It was proposed by Cllr Roberts, seconded by Cllr Wood, and unanimously agreed by all Councillors to approve the job advertisement, specification and application form for the position of Admin Support Officer, as recommended by the Staffing Committee during the meeting held on 6<sup>th</sup> January 2022. **Resolved.**

**127. Correspondence and matters to note (A.I.15)**

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.

The list provided excludes out to date correspondence from December 2021.

- **NALC:** Chief Executive Bulletins, Election survey, online events.
- **NALC:** New resources – new suite of resources on young people.
- **CALC:** Petition for a change in the Localism Act 2011 for the re-introduction of sanctions to disqualify or suspend councillors for serious breaches of the Code of Conduct.
- **CALC:** Physical / Virtual meetings
- **CALC:** NALC updates to legal topics
- **CALC:** Covid 19 & Virtual Meetings – call for evidence
- **CALC:** Coronavirus Plan B guidance and Q and A. Plus: No extension of Council Tax Referendum Principles to T&PCs.
- **CALC:** Code of Conduct training 25<sup>th</sup> January 2022.
- **Cornwall Council newsletters**
- **Cornwall Council:** Town and Parish Council Bulletin - Coronavirus update
- **Cornwall Council: Important information - Scams targeting Town & Parish Councils**
- **Cornwall Council:** Budget consultation
- **Cornwall Council:** Election Charges 2021
- **Cornwall Council,** Community Link Officer: 'Vacancies' – Cornwall Council's recruitment of 40 posts for the 2022 season as Ceremony Registrar (Recording Officer)

---

Approved by Cllr Roberts, Minute 136, during the Council meeting held on 15/02/2021

- **Cornwall Council Community Link Officer:** Notes from Cornwall Gateway Climate Change Working Group meeting held 3rd December 2021
- **ICCM bulletins & updates**
- **Rural Services Network Bulletins**
- **Councillor Advocate Scheme:** Circulations via Cllr Wood, including scam email in circulation / directed towards Councillors.
- **Cornwall Council Community Link Officer:** Avian Influenza Briefing.
- **Rame Peninsula Public Transport Users Group:** Bus times and committee meeting updates.
- **Parking in the village hall car park:** vehicle damage to the historic wall of a property in New Street.
- **Great Western Railway:** Upcoming railworks in our area.
- **Fallen trees in the graveyard:** Emergency work completed and trees which have fallen from the closed cemetery to the new cemetery reported to Cormac Environment.
- **Cornwall Streetworks Team:** Closure Intention in Newport Street on 7<sup>th</sup> March 2022. Request from Western Power Distribution.
- **Roving Rugby Training:** Risk assessment and public liability insurance.
- **Millbrook parishioners - reference The Rame Green Guide:**
  - Disappointed the residents of Millbrook will miss out on the opportunity for each (see separate list from various Millbrook parishioners).
  - Rame Peninsula's Social Prescribing Link Officer offering to deliver The Rame Green Guide to parishioners she regularly visits, who are digitally isolated.
- **Cornwall AONB latest news:** Cornwall AONB Annual Report 20/21.
- **Cornwall Council's Communities Support Assistant:** Lay member recruitment - North and East Integrated Care Area Board
- **Email to Cornwall Council planning:** Access to Kiln Close, Millbrook PA 19/06117.
- **Cornwall Climate Care:** latest documentary
- **Complaint regarding the bin collection contractors:** The bin collector has driven his wagon up the footpath by the seats. Action: reported to Biffa
- **Resident from West Street:** Request for a bin at the top of West Street. Action: to be reviewed by the Asset & Open Spaces Task Group
- **Resident / Friends of Rame Church:** Closure of The Royal Bank of Scotland, Plymouth branch from 8<sup>th</sup> March 2022.
- **Sheryll Murray MP:** Increase in Covid cases / remote meetings. Letter attached from the Department of Levelling Up, Housing and Communities. "The results of the Call for Evidence are under review and the Government will respond shortly."
- **Sheryll Murray MP:** UK Parliament Awards.  
<https://www.parliament.uk/get-involved/education-programmes/your-uk-parliament-awards-2022/>
- **Parishioner:** Overhanging brambles at Kiln Close
- **The flying of the Union Jack in Millbrook:** Email received 2<sup>nd</sup> January 2022 advising the Union Jack Flag was severely damaged. The flag was taken down on 5<sup>th</sup> January 2022.
- **Flooded road in the dip past Dexters Cottage, between Millbrook and Cremyll Ferry:** (this area is within Maker with Rame Parish) CC Kate Ewert has contacted Cormac Highways. Action has been taken.
- **Access to Kiln Close, Millbrook PA 19/06117:** Copy of communication from a parishioner to Cornwall Council's Principal Feedback & Development Support Officer, Customer Relations | Planning & Sustainable Development.
- **Yellow lines in Millbrook (by the Tanyard):** A request for the installation of yellow lines from the Tanyard lay-by up the road to Millpool Head. With cars half parking on the

---

Approved by Cllr Roberts, Minute 136, during the Council meeting held on 15/02/2021

pavement it is impossible if you are in a wheelchair, have a zimmer frame or pushing a pram to get through. *To be reviewed by Traffic & Transport Advisory Task Group.*

- **Citizens Advice Cornwall:** Citizen's Advice Winter update.
- **Rame Peninsula Public Transport Users Group:** Information from The Guardian reference possible Bus Service Cuts nationwide.
- **Mill Road Hedge:** Multimarine Manufacturing have received a number of complaints regarding the overgrown hedge on Mill Road along the row of houses opposite the football club. Action: Reported on Cornwall Council website.
- **Rame Peninsula Public Transport Users Group:** Bus Service cuts article
- **Cornwall AONB news:** Job opportunities and Training courses.
- **Nat West Mobile bank times:** Posters distributed by parishioner and information on Parish Council noticeboard.
- **Nationwide:** Confirmation of completed account set up and completed mandate. Balance as at 1<sup>st</sup> January 2022 = £50,000. £4.93 interest received received and transferred to Unity Trust.
- **Parking on New Road:** Copy of correspondence from February 2020 sent highlighting the dangerous situation parking near Island House, New Road. The volume of traffic has increased and with a further housing development proposed in Southdown and three houses being redeveloped in New Street the situation will only get worse.
- **LiveWest:** (item not included on the agenda listing but circulated to the Councillors) Correspondence from a parishioner sent to LiveWest.

The meeting closed at 20:44hrs.

## Appendix 1: Kate Ewert – Cornwall Councillor for Rame Peninsula & St Germans

### Millbrook PC Meeting report – 18th January 2022

#### Millbrook Specific

- My Millbrook Surgery continues to be well attended – with residents attending from across my divisional area – I am seeing a growing number of residents contacting me about evictions where properties are being turned to Air B&Bs.
- I have received a large amount of correspondence regarding the cards delivered to properties about the extension to the Parsons Court housing development. These have been a real mixed bag, mostly supportive but with serious and justified concerns regarding access to the estate.
- The majority of the West St narrows feasibility study is complete; I have requested that the PC is given site of the report in draft form – I understand that this is acceptable, and I have chased this today.

The Leisure Centre in Saltash has been given a reprieve for at least 2 years. With the other Cornwall Councillors from the Saltash area we have established a working group to see how we can best support the centre going forward to ensure its success. It is by no means certain that its future is safe, but there is at least a good cross-party group attempting to make it a success.

### Appendix 2: St Columba and Torpoint RFC / St Columba Ltd

- The organisation, which covers Torpoint & the Rame Peninsula, has been running for 8 years.
- They have a thriving youth section that they would like to get bigger.
- One of the aims is to get more rugby / touch rugby played in the local schools.
- A sports related charity, St Columba Club Ltd, has been set up to administer a project for a new build, near the Torpoint old golf driving range. The scheme will include training pitches for different sports. Funding has been secured through Cornwall Council. The charity needs to raise an additional £500,000 in funding from grant bodies, local councils, and local support.
- A new live website will be available towards the end of the month. Information will be available to include the organisations plans to help the community supporting physical and mental health and wellbeing and helping young people with vocational skills so they can become employed.

### Appendix 3: Budget 2021-22 and budget 2022-23

A full detailed report to included cost centre breakdowns, year on year budget comparison from 15-16 and a reserve balance report was submitted to the Council with the supporting meeting documents.

<b>Budget Line</b>	<b>21-22</b>	<b>2022-23</b>
Audit Fees	£1,000.00	£800.00
Meetings	£400.00	£412.00
Insurance	£1,155.00	£1,450.00
Office Expenses & Admin	£2,000.00	£2,060.00

Approved by Cllr Roberts, Minute 136, during the Council meeting held on 15/02/2021





Payroll services		£300.00
Subscriptions	£930.00	£1,100.00
Contingency	£1,500.00	
Legal fees	£1,500.00	£1,000.00
Web Hosting & PC	£300.00	£515.00
Bank fees		£120.00
Staff Training	£1,000.00	£1,030.00
Councillor Training	£500.00	£500.00
Neighbourhood Plan	£20.00	£20.00
Grants / Donations / Community support	£15,200.00	£18,956.00
Graveyard & Burials	£1,750.00	
Salaries	£36,300.00	£65,000.00
Loan Repayments	£13,881.00	£0.00
Election Costs	£4,735.00	
Public Toilets	£3,022.00	£6,500.00
Car Park Costs	£3,138.00	£2,824.00
Devolved services	£5,000.00	£1,700.00
Traffic & Transport	£15,000.00	£0.00
Bin Services	£7,000.00	£3,000.00
Plants & Tree Maintenance	£1,500.00	£1,500.00
Grounds & maintenance	£3,000.00	£2,500.00
Grass Cutting & lake flail	£7,960.00	£8,200.00
Tennis Courts	£200.00	£600.00
Play Park Equipment & Football Pitch	£5,000.00	£3,125.00
Skatepark		£2,625.00
Tanyard Repairs & Development	£500.00	£560.00
General Groundworks (Contract)	£10,400.00	
<b>Total</b>	<b>£143,891.00</b>	<b>£126,397.00</b>

### **Reserves**

Traffic & Transport	£40,605.00
Buildings & Street Furniture	£2,800.00
Elections	£2,535.00
Devolved services	£18,000.00
Staffing: Contingency for locum cover	£10,000.00

**Total reserves** **£74,405.00**

### **Appendix 4: Millbrook Parish Council year on year precept calculations**

Approved by Cllr Roberts, Minute 136, during the Council meeting held on 15/02/2021

Year	% Increase	Total Precept	Council Tax Base	Band D Council Tax	Increase / decrease for Band D	Increase/ decrease per month
2022-23	1.94%	£106,250	741.13	<b>£143.36</b>	-£0.33	-£0.03
2021-22	-0.08%	£104,185	725.05	<b>£143.69</b>	£1.53	£0.13
2020-21	0.61%	£104,266	733.47	<b>£142.16</b>	£0.47	£0.04
2019-20	3.95%	£103,627	731.36	<b>£141.69</b>	£6.55	£0.55
2018-19	24.30%	£99,538	736.54	<b>£135.14</b>	£30.90	£2.58

#### Appendix 5: 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 November's Full Council meeting.

Payee	Details	Minute / Ref	Amount £
Council staff / HMRC / Nest	Staffing costs – November 2021	S.I.	3,694.17
Alex Keating	Maintenance – Millbrook Car park	104c	70.00
Alex Keating	Maintenance – general	104c	55.80
BT	Telephone & Broadband – quarterly bill	S.I.	130.50
Bulb	Public toilets – Electric DD Nov 2021	S.I.	9.00
Bulb	Public toilets – Electric DD Dec 2021	S.I.	9.00
Cllr Lewis / Widdicombes	Christmas tree for All Saints Church	C.D.A.	40.00
Cornwall ALC	Finance Training	S.I.	36.00
Google Cloud	Google Workplace -	S.I.	46.71
Council staff / HMRC / Nest	Staffing costs – December 2021	E.P.	3,694.17
Google Workspace	Subscription	S.I.	46.71
Grade I Internet Solutions	Domain for website	C.D.A.	108.00
Jed Gibson	Maintenance – general maintenance	104c	62.50
Millbrook Short Mat Bowling	Grant application	106b	1,175.00
South West Water	Public toilets – 22/07/21 to 20/10/21	S.I.	385.12
South West Water	Tanyard – 21/07/21 to 21/10/201	S.I.	21.79
Stinkyink.com	Office ink	C.D.A.	75.58
TLC (Exeter)	Christmas Light Bulbs	111 / C.D.A.	90.00
TLC (Exeter)	Christmas Light Bulbs	111	54.00
Tom Dooleys	Merchandise – Skatepark funds	MSP	63.00
Tom Dooleys	Merchandise – Skatepark funds	MSP	88.00
Unity Trust	Service Charge and Handling Fees	S.I.	55.10

- ii) Payments to be processed.

Approved by Cllr Roberts, Minute 136, during the Council meeting held on 15/02/2021

Payee	Details	Minute / Ref	Amount £
1 Less Worry	Payroll Service – 2 months	254c	60.00
AFE	Pothole repairs in Greenland Car park	110d	1,680.00
Cornwall ALC	Introduction to Planning	C.D.A.	36.00
Cornwall Council	Parking SLA	178	39.00
Enhanscapes	Grounds maintenance – December Please see invoice detailing 100% discounted work.	S.I.	580.00
JAG Signs	Replacement ‘Do not block access’ sign	C.D.A.	32.40
JAG Signs	Christmas illuminated light boxes	111	1,029.60
Complete Business Solutions Group	Office Stationery	C.D.A.	8.06
Millbrook Village Hall	Room Hire for meetings	S.I.	36.00
Society of Local Clerks (SLCC)	Clerk’s membership (£112 to be recharged to Landrake with St Erney Parish Council)	S.I.	294.00
South West Water	Public toilets – 21/10/21 TO 07/01/22	S.I.	245.56
Switched on Electric	Material for Christmas lights & PaTesting for office.	111 C.D.A.	120.00 15.00

The payments listed below were not included on the agenda but included within the supporting documents report distributed on 16<sup>th</sup> January 2022

Payee	Details	Minute / Ref	Amount £
Cornwall Council	Parking SLA for December 2021	178	43.80
Dale Blackler	Emergency Play equipment works	C.D.A.	80.00
Maker with Rame PC	Rame Green Guide: 300 copies	105a	439.20
Tom Cox Tree Surgery	Tree works – Southdown & Cemetery	110e /C.D.A	160.00

Approved by Cllr Roberts, Minute 136, during the Council meeting held on 15/02/2021

Approved by Cllr Roberts, Minute 136, during the Council meeting held on 15/02/2021

Page 12

Millbrook Parish Council, The Village Hall, The Parade, Millbrook, Cornwall, PL10 1AX  
Telephone 01752 823128 Email [theclerk@millbrook-pc.gov.uk](mailto:theclerk@millbrook-pc.gov.uk)  
Website: [millbrook-pc.gov.uk](http://millbrook-pc.gov.uk)