

**Millbrook Parish Council**  
**Full Council meeting**  
**Tuesday 18<sup>th</sup> January 2022**  
**at 7:30pm in Millbrook Village Hall**

Please note due to Coronavirus social distancing requirements the meeting can only accommodate up to 14 members of public.

**AGENDA**

1. **Apologies for absence**
2. **Declarations of interest on any agenda item**
3. **Declaration of gifts**
4. **Dispensation**  
To consider any requests for dispensations relating to agenda items.
5. **Public forum and County Councillor report / update**
6. **Chair's announcements**
7. **To note the Clerk's report**
8. **Matters arising from the previous meeting**
  - 105a Rame Green Guide: Please see supporting document detailing correspondence received from Millbrook Parishioners. As approved, the Clerk purchased additional copies of the Rame Green Guide. Copies have been distributed to key locations amongst the parish. The request for additional expenditure cannot be discussed during this meeting but subject to Standing Order 8, may be included on the agenda for a future meeting for consideration.
  - 109 Completion of forms required for Councillors not using official millbrook-pc.gov.uk designated email addresses outstanding.
9. **Approval of minutes from previous meetings**
  - a. To approve the minutes of the full parish council meeting held on 16<sup>th</sup> November 2021.
  - b. To approve the minutes of the Finance Committee meeting held on 18<sup>th</sup> November 2021.
  - c. To approve the minutes of the Staffing Committee meeting held on 9<sup>th</sup> January 2022.
10. **Finance**
  - a. To note the Council's bank balance
  - b. To note the completion of the bank reconciliation reports.
  - c. To review the Clerk's finance report.
  - d. Budget & precept
    - (i) To consider the draft proposal and approve the budget, as recommended by the Finance Committee, for 2022-23. Please see circulated report.
    - (ii) To note the communication from Cornwall Council regarding the precept submission extension and to approve the precept submission to Cornwall Council. See report to include the Band D Tax calculations and year on year comparison.
  - e. To note payments made since the last meeting and to approve the payments as presented by the Clerk.

(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.

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
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- 11. To agree the purchase of one replacement and one spare flag**  
Recommendation: Union Jack / Union Flag, size 90mm x 180mm, woven, with fixing toggle and line, and anti-fraying price £75.50 each from Flying Colours.
- 12. Climate Change, Environment & Sustainability**  
a. Report / update from Cllr Mattholie on EV Charging.
- 13. Traffic & Transport - Hounster Hill Feasibility Study**  
Update on the Hounster Hill Feasibility Study and to consider approval of additional cost of £2,631.05 for traffic and camera surveys. (see supporting information).
- 14. Policies, procedures and Staff Recruitment**
- a. **Website security:** To consider approving upgrading the website security plugin to the premium version, at a cost of £95.00 per annum. See correspondence from SeadogIT.
  - c. **Staffing committee Terms of Reference:** To approve the Terms of Reference, as recommended during the Staffing Committee meeting held on 17<sup>th</sup> August 2021.
  - d. **Training policy:** To approve the modifications to the Council's training policy, as recommended by the Staffing Committee during the meeting held on 17<sup>th</sup> August 2021.
  - e. **Council Grievance policy:** To approve the NALC Model Grievance policy, as recommended by the Staffing Committee during the meeting held on 6<sup>th</sup> January 2022.
  - f. **Disciplinary policy:** To approve the NALC Model Disciplinary policy, as recommended by the Staffing Committee during the meeting held on 6<sup>th</sup> January 2022.
  - g. **Sickness policy:** To approve the NALC Model Sickness policy, as recommended by the Staffing Committee during the meeting held on 6<sup>th</sup> January 2022.
  - h. **To approve the recommendations of the Staffing Committee:**
    - (i) The job specification and advertisement for the position of Caretaker.
    - (ii) The job specification and advertisement for the position of Admin Support Officer.
- 15. Correspondence and matters to note**  
This list is for information only (received since the last meeting and up to the date of distributing the agenda for this meeting). If any Councillor or member of public requires further details, please contact the Clerk.
- **NALC:** Chief Executive Bulletins, 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)
  - **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 intallation of yellow lines from the Tanyard lay-by up the road to Millpool Head. With cars half parking on the 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.



**Karenza Heald**  
Parish Clerk / RFO