

MILLBROOK PARISH COUNCIL CLERK'S REPORT FOR PARISH COUNCIL MEETING ON 18/01/2022

Please see link below listing Millbrook Parish's policies and terms of reference:

<https://millbrook-pc.gov.uk/councils-organisation/policies/policies-and-terms-of-reference/>

Actions from meetings

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 |
|--------------------|----------|-----------------------|---|---|-------------|
| 16/11/2021 | Fin CM 6 | Car park fees | Review car park fees | Outstanding: Report to be included for February / March Full Council meeting to include information on fees. | Yellow |
| 16/11/2021 | Fin CM 5 | Finance | Appointment of Internal Auditor | Outstanding: Include recommendation to Full Council in February 2022 meeting. | Yellow |
| 16/11/2021 | 110e | Cutting back trees | Recommendation to contact Pighill Hill Woods CIC to undertake remedial action relating to the cutting back of the trees along Southdown Road. | Pighill Woods CIC unavailable. Tom Cox Tree Surgery appointed. Emergency work relating to fallen trees in Millbrook Graveyard also completed. | Green |
| 16/11/2021 | 110d | Car parks | Car park surfacing Greenland Car park | Completed by appointed contractor – AFE Surfacing | Green |
| 16/11/2021 | 110c | Cemetery path | Contractor appointed to create new path in new section of the cemetery | Enhanscapes appointed. Reliant on the weather before commencing. | Red |
| 16/11/2021 | 110b | Grass cutting | Tender documents agreed | Notice on website and Facebook page. To be advertised on noticeboards and Contract Finder website. | Yellow |
| 16/11/2021 | 109 | Policies & procedures | Form provided for Councillors not using designated | Completion of form outstanding. | Red |

| | | | Councillor email addresses | |
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| 16/11/2021 | 108 (ii) | Co-op's proposed relocation to Pete's Garage | Changes to the height barrier agreed, in principle, so that it is accessible for all staff | Co-op's principle developer, Roundchase informed. Cllr Wilton recommended the Council suggests other options, such as removing some of the wall, the installation of boulders and Co-op providing their own loading bay are considered. |
| 16/11/2021 | 108b (i) | Co-op's proposed relocation to Pete's Garage | Council agreed, in principle to the widening of the kerb line. | Co-op's principle developer, Roundchase informed. |
| 16/11/2021 | 107 | Parking in West Street Car Park | Council voted to support the proposal from the owners of Dodbrook. | <p>The Council was asked to consider whether it supports, in principle, loss of two parking bays in West Street car park, which would require permanent easement, allowing the owners of a property in Dodbrook to access a proposed new development. Supporting information was distributed which included a map detailing potential opportunities of additional parking spaces, on land owned by Cornwall Council.</p> <p>It was proposed by Cllr S Woffenden the council supports, in principle, the proposals from the residents of a property in Dodbrook relating to the proposed development. The approval is subject to the provision of additional suitable parking spaces on land owned by Cornwall Council and that all costs are to be borne by the applicants. The motion was seconded by Cllr Taggart and carried with three councillors voting against the proposal and one abstention. The following information has been fed back to the owner of the property:</p> <ul style="list-style-type: none"> • There is the added complication, that the strip of land between the car park and your property is owned entirely by Cornwall Council (not part of the lease to Millbrook Parish Council). • A Public Open Space Assessment for this area shows that the loss of open space by creating the two parking spaces would not be a deficiency. However, there are considerations such as aesthetics and nuisance, as it would bring car fume pollution and noise disturbance a little nearer to the play area. • There would need to be an application for change of use - from a Public Open Space to car parking. • Part of the Cornwall Council's environment asset would need to be transferred over to car parks. This would then be included onto the lease. This would require a lot of administration from various departments in Cornwall Council, Millbrook Parish Council and legal costs. <p>The property owners have been advised to put in a planning pre- application. They are currently considering their options.</p> |
| 16/11/2021 | 106c | Community support | Shortage on volunteers noted | <p>Further communication received. Further application received but withdrawn. Support needed to promote additional volunteers for the organisation. Potential meeting to be arranged with Rame Parishes and CC Kate Ewert.</p> |

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| 16/11/2021 | 106b | Grants / Donations | £1,000 | Action Complete. Invoice from supplier received. Payment made. | |
| 16/11/2021 | 106a | Grants / Donations | £300 grant agreed to St Germans & Area Public Transport Users Group | Action Complete. Payment made. Offered to help promote survey | |
| 16/11/2021 | 105a | Rame Green Guide | Agreed but of £300 plus delegation to Clerk to purchase additional copies | Action complete. Distributed in key locations. Additional 100 copies purchased. | |
| 16/11/2021 | 104f | Finance | Direct Debit for Web hosting | Action complete | |
| 19/10/2021 | 104e | Millbrook Skatepark Project Group | Skatepark fundraising | Outstanding – Millbrook Skatepark project group have had issues opening up their new bank account. This is being chased by the group's treasurer. | |
| 19/10/2021 | 93e | Policies (License agreement) | Asset & Open Spaces Task Group to review | Outstanding – to be reviewed by Asset Group before February 2021 meeting. | |
| 19/10/2021 | 92 | Training | Clerk's Filca training | Outstanding – to be arranged. | |
| 19/10/2021 | 86 | Traffic & Transport | Hounster Hill Feasibility Study | Outstanding The Council considered the Terms and Conditions and Framework Project Plan summary, which include a quotation of £10,628 from Aecom Ltd, the lead delivery organisation appointed by Cormac Solutions Ltd, to produce a feasibility study. Extract of proposal received: Approved by Cllr Nicky Roberts Minute 102a, 16/11/2021 Page 3 Millbrook Parish Council, The Village Hall, The Parade, Millbrook, Cornwall, PL10 1AX Telephone 01752 823128 Email theclerk@millbrook-pc.gov.uk Website: millbrook-pc.gov.uk "The study will include a review of previous work undertaken and will look to build upon this when identifying potential measures. The findings of the study will be presented as a technical report.: The high-level review will focus on the following issues that have been identified: • The number and class of HGVs passing through Millbrook. • The speed of all traffic passing through Millbrook. • The impact traffic is having on pedestrians throughout the village. • Intelligent systems for freight routing." A request to Cormac Highways for interim reports was made. CC Kate Ewert has been communicating with Will Glassup, Highways. Updates to be provided in the January 2021 full Council meeting along with consideration for additional expenditure. | |
| 21/09/2021 | 77(ii) | Employment | Agreed to recruit an Admin Support Officer | Job spec etc produced – to be considered in the meeting on 18/01/2021 | |
| 21/09/2021 | 77(i) | Employment | Agreed to recruit a Council caretaker | 15 – 20 hours per week. Job spec produced – to be considered in the meeting on 18/01/2021 | |
| 21/09/2021 | 74b | Water Filling Stations | Investigate Refill Scheme | 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 | |

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| | | | | sustainability funding. (ii) Cllr S Woffenden to forward information regarding the Refill scheme. | |
| 21/09/2021 | 73 | Tanyard | A budget of £300 agreed for paving circle in the Tanyard | Outstanding | |
| 21/09/2021 | 70b (xi) | Hounster Hill Triangle | Advertise request for proposal designs | Posted on website 13/01/2022. Suggest: Advertise promote in the Spring / after caretaker & grass cutting contractor appointed. | |
| 21/09/2021 | 67 | Hounster Hill Feasibility Study | Budget of £12,000 agreed | The Council agreed a budget of £12,000 noting there is likely to be a reduction in the budget. | |
| 16/08/2021 | 62a | Reimbursement from contractor | Noted Twisted Metal Art will reimburse funds paid out | Still outstanding: Several emails have been sent. Motion included on agenda proposing funds that would have been spent to be allocated to the skatepark. I have been chasing the contractor for reimbursement of funds. 15/10/2021: Email received "have been off sick but intend to return to work next week. I did not receive a payout from the insurance as they wouldn't cover me as it was on someone else's land even though they said they would. I intend to repay the outstanding but may have to pay in 3 or 4 installments." | |
| 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. | |
| 15/06/2021 | 40b | Electric Charging Point | Appointment of solicitors | Updates from Cllr Mattholie 15/06/2021 – Council approved a budget of £1,000 for reviewing and signing off lease agreement for electric charging point. 30/06/2021 – Email sent to Wellers Hedley confirming acceptance of quotation | |
| 15/06/2021 | 38b (ii) | Future of Millbrook Lake | Arrange meeting with Environment Agency | 06/07/2021 Date to be arranged for early November. Scheduled for Friday 14 th January 2021. | |
| 15/06/2021 | 38b (i) | Disposal of assets | Agreed to donate the dance floor | To be actioned by Asset & Open Spaces Task Group - Outstanding | |
| 18/05/2021 | 12 | Bank savings account | Agreed to open savings accounts with Nationwide & Hodge Bank | Nationwide Bank account open. Waiting for Utility Bills from signatories before completing application for Hodge Bank account. 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 | 9 | Play equipment repairs | Repainting & refurbishment of tractor | Delayed due to illness of contractor and weather conditions. | |
| 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. | |
| 15/09/2020 | 156 | Review of street furniture | Cllr Wood reviewing condition of furniture | Outstanding – Action using Parish online software once new staff employed. | |
| 15/09/2020 | 155b | Equal Opportunities policy | Policy reviewed and agreed | Investigate training opportunities. – action still to be pursued | |

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| 17/09/2019 | 46B | Climate Change – Water bottle refill station | Council agreed to install a water bottle refill station at the public toilets | <p>Outstanding</p> <p>July 2020 update from former Clerk (RH) : Agreed fountain: https://www.thewatercoolercompany.com/Oasis-AquaPointe-PWSMBF-Wall-Mounted-Bottle-Filling-Station 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>15/10/19 (56Jii) 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>See Minute 74b – 21/09/2021</p> |
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