

MILLBROOK PARISH COUNCIL CLERK'S REPORT FOR PARISH COUNCIL MEETING ON 15/02/2022

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
19/01/2022	126e	Staff Recruitment	Agreed specifications for recruitment	Deadline for applications 06/01/2022. Advertised on website, noticeboards, Job Centre, Facebook (local Facebook group pages) and for Officer Admin Support vacancies on CALC. Staffing Committee meeting on 11/02/2022 to review applicants.	
19/01/2022	126d	Policies and procedures	Sickness policy	Uploaded on website and website policy review list updated. Saved on Googledrive under Policies and procedures folder.	
19/01/2022	126c	Policies and procedures	Disciplinary policy	Uploaded on website and website policy review list updated. Saved on Googledrive under Policies and procedures folder.	
19/01/2022	126b	Policies and procedures	Grievance policy	Uploaded on website and website policy review list updated. Saved on Googledrive under Policies and procedures folder.	
19/01/2022	123	Purchase of flag	Order Union & Cornish flag	Actioned: Thank you to Cllr Wood for making arrangements for the Union flag to be put up.	
19/01/2022	122d(ii)	Precept	Submission of precept	Submitted 21/02/2022. Email acknowledgement received 14:52hrs, 21/02/2022	
19/01/2022	122(i)	Budget	Budget agreed	Uploaded onto website: Finance 2022-23 Millbrook Parish Council (millbrook-pc.gov.uk)	
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.	
16/11/2021	Fin CM 5	Finance	Appointment of Internal Auditor	Outstanding: Include recommendation to Full Council in February 2022 meeting .	

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.
16/11/2021	110b	Grass cutting	Tender documents agreed	Notice on website and Facebook page. Advertised on noticeboards and Contract Finder website. Asset & Open Spaces Task Group meeting 10/02/2022
16/11/2021	109	Policies & procedures	Form provided for Councillors not using designated Councillor email addresses	Completion of form outstanding. Investigating option for forwarding email addresses.
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	Rame Responders Shortage on volunteers noted	TEAMS meeting held by CC Kate Ewert. Rame Responders, Tri Services Officer & representatives from parishes on the Rame Peninsula attended.
16/11/2021	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.

16/11/2021	101	Use of Millbrook Lake	Organise signage	Outstanding: Cllr Taggart has received a complaint that high-performance powerboats have been used on the lake, causing disturbance to the wildlife. The Clerk will investigate the costs for signage. KH investigating.
19/10/2021	93e	Policies (License agreement)	Asset & Open Spaces Task Group to review	Agenda 13a – 15/02/2022
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	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 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. Delay in receiving information required for opening Hodge Bank account. Hodge Bank no longer accepting new accounts. Clerk has received information from CCLA . Finance Committee to review.	
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	
17/09/2019	46B	Climate Change – Water bottle refill station	Council agreed to install a water bottle refill station at the public toilets	Outstanding 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? 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. See Minute 74b – 21/09/2021	