

19th April 2022

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on Tuesday 26<sup>th</sup> April 2022 at 7:30pm in Millbrook Village Hall, main hall, to which you are summoned to attend.



Karenza Heald, Parish Clerk / RFO

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**Agenda**  
**Millbrook Parish Council Full Council meeting**  
**Tuesday 26<sup>th</sup> April 2022 at 7:30pm**  
**Venue: The main hall in Millbrook Village Hall**

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. **Approval of minutes from previous meetings**
  - a. To approve the minutes of the full parish council meeting held on 15<sup>th</sup> March 2022
  - b. To approve the minutes of the Finance Committee meeting held on 29<sup>th</sup> March 2022
  - c. To approve the minutes of the Planning Committee meeting held on 5<sup>th</sup> April 2022
9. **Membership subscriptions, annual contract renewals and service agreements**
  - a. **Cornwall ALC:** To note the communication from Cornwall Association of Local Councils and to approve the continuation of the subscription @ £749.18 (ex V.A.T.)
  - b. **Institute of Cemetery & Crematorium Management (ICCM):** To consider approval of the annual subscription at £95.00
  - c. **Scribe accounting package:** To approve the continuation of the Annual Software Licence @ £468.00 ex V.A.T. for unlimited users.
  - d. **Cornwall Council parking SLA:** To consider approval the Service Level Agreement, from April 2022 to March 2023, with Cornwall Council Civil Parking Enforcement Services and to agree a budget.
  - e. **West Street Car Park machine:** To approve the maintenance renewal fee of £650.94 ex V.A.T. from Flowbird
  - f. **Hand wash dryers in the public toilets:** To note the communication from the Wallgate regarding the servicing of the washer / dryer Wallgate machine in the public toilets.

**10. Finance**

- a. Council's bank balance:** To note the Council's bank balance
- b. Finance report:** To notes the Clerk's finance report
- c. Bank reconciliation report:** To note the completion of the bank reconciliation report for March 2022 and internal control checks completed by Cllr Roberts and Cllr Lewis on Friday 1<sup>st</sup> April 2022.
- d. Finance committee recommendations:**
- (i) **West Street car park fees:** To approve the recommendation of the Finance Committee to complete a statutory consultation to review the car park fees.
- (ii) **Investment of funds:** To consider the recommendation from the Finance Committee to invest £50,000 with CCLA.
- (iii) **Asset register:** To approve the Council's asset register as at 31<sup>st</sup> March 2022.
- (iv) **Financial Risk Management Scheme:** To approve the Financial Risk Management Scheme, as prepared by Parish Clerk / RFO and reviewed during the Finance Committee meeting held on 29<sup>th</sup> March 2022.
- e. Monthly payments**  
 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)

Reference:

C.D.A = Clerk's delegated authority

M.S.P = Millbrook Skatepark Project.

S.I. = Standing item (Employment terms / Contractors – general maintenance / Utilities)

- (i) The list below includes payments made since the last meeting which were not included on the payment listing from the previous meeting.

Payee	Details	Minute / Ref	Amount £
Cllr Sharon Lewis	Hand Weeding tool from Amazon	C.D.A.	5.42
Google Cloud	Google workspace (gov.uk email facility)	S.I.	59.80
Plymouth Self Storage	Confidential waste disposal	158	50.00
The Peninsula Trust	Rame Community Kitchen	154a	2,000.00
Staffing costs	Wages, HMRC payment & pension	S.I.	3,986.96
Unity Trust	Bank fees	S.I.	41.40

- (ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
Alex Keating	Swan nest and shelves in Council Office	C.D.A.	50.00
Coastal Clean	Southdown Bus Shelter	155a	150.00
Complete Business Solutions	Office Chairs	158	218.40
Cornwall ALC	Annual membership subscription for CALC / NALC	S.I.	872.29
Enhanscapes	Removal and disposal of office chair hanging from a tree. Sympathetic pruning of coniferous tree in the Tanyard.	C.D.A.	60.00
Enhanscapes	Emergency tree works Millbrook Graveyard – new section.	C.D.A.	80.00
Enhanscapes	Grounds maintenance – March 2022	S.I.	580.00
Enhanscapes	Graveyard path	110c	2,050.00
ICCM	Corporate membership for the Institute of Cemetery and Crematorium Management	S.I.	95.00
Jed Gibson	Litter picking, drain clearance (Additional work due to the Council's streetcleaner being on Annual Leave)	C.D.A.	325.00

One Less Worry	Payroll Service	S.I.	30.00
Richard Builders Merchants	Decking oil for the picnic benches in the Tanyard	C.D.A.	34.01
Screwfix	PPE for Council's caretaker	C.D.A.	73.67
Starboard Systems Ltd	Scribe Accounting Package	S.I.	561.60

#### 11. Grants, donations, and community support

- a. **Support for Ukraine:** Update on local support for Ukraine
- b. **Cornwall Air Ambulance donation request:** To consider the funding request for a donation to the Cornwall Air Ambulance Service.
- c. **Millbrook Preschool funding request:** To consider the funding request from Millbrook Preschool to fund a Queens Platinum Jubilee 'Tea in the Tanyard' celebration.
- d. **Queens Platinum Jubilee memorabilia:** To consider the purchase of Jubilee mugs or alternative memorabilia for the children of the parish. (See document from the Parish Clerk).

#### 12. Traffic & Transport

##### Recommendations from the Traffic & Transport Advisory Task Group meeting held on 5<sup>th</sup> April 2022:

- a. **Bike hoops:** To review the presentation from Mr Jim Woffenden and to agree the recommendations regarding the purchase of bike hoops.
- b. **Bike lockers:** To review to quotation from Bikeaway and to consider purchasing two x bike lockers for West Street car park.
- c. **Prioritised Traffic & Transport issues in the parish:** to request a proposal from Aecom.

#### 13. Climate change and environment

- a. **Rame Centre Window Display:** Update
- b. **EV Charging Points in West Street Car park:**
  - (i) General progress update from Cllr Mattholie
  - (ii) Selection of preferred EV charge point supplier
  - (iii) To consider formally accepting the EV charge point supplier quotation prior to lease agreement amendments being finalised.

#### 14. Policies and procedures

- a. **Expenses policy**  
To consider approval of the NALC Model expenses
- b. **Finance committee terms of reference:** To approve the Finance Committee Terms of Reference as recommended during the meeting held on 29<sup>th</sup> March 2022.
- c. **Kernow Lounge Licence agreement:** To consider amendments for the licence agreement for use of the Tanyard by Kernow Lounge.
- d. **GDPR / Use of personal emails:** Update from Clerk

#### 15. Annual Parish meeting

- a. **Update on arrangements for the Annual Parish meeting:** 14<sup>th</sup> May 2022
- b. **Annual Parish meeting event costs:** To agree a budget for refreshments and event costs.
- c. **Enhanscapes Community Engagement project:** To consider approval of the quotation from Enhanscapes for a 'walk and talk' around Millbrook Lake.

#### 16. Website

To consider the proposal from Seadog.IT for the installation and set up a website calendar at a cost of £120.00.

#### 17. Office costs, staff training & Development and general maintenance

- a. **Tanyard lighting:** To agree a budget for replacement lighting in the Tanyard.
- b. **Council Office window:** To review the quotation(s) from 1<sup>st</sup> Glass Windows for a replacement office window and to approve a budget.

- c. **Office equipment:** To agree a budget for the purchase of a monitor screen for the Admin Support Officer.
- d. **Website training:** To agree the quotation from Seadog.IT for website training at a cost of £95.00.

**18. 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, online event
- **CALC:** Cornwall Council – Homes for Ukraine’s
- **CALC:** Community Governance Review – Let’s talk Cornwall
- **CALC:** Public notice of meetings and clear day requirements
- **CALC:** News round-up
- **Cornwall Council Community Link Officer:** Press release re changes to Tamar Crossings tolls
- **Cornwall Council Community Link Officer:** The Platinum Jubilee Parade - 12.30pm, Truro, Thursday 2nd June
- **Cornwall Council:** Town & Parish Newsletter
- **Office of Police & Crime Commissioner:** Major joint police drug operation shows South West is No Place for Drugs
- **Rame Peninsula Public Transport Users Group:** Severe cuts to local bus service
- **Rame Peninsula Public Transport Users Group:** Cheaper bus fares scheme
- **Rame Peninsula Public Transport Users Group:** Revised timetable with effect from 10<sup>th</sup> April 2022.
- **The Rame Protection Group:** Talks on Mount Edgcumbe Country Park
- **Mount Edgcumbe Country Park:** as joint chairs of the Committee that oversees Mount Edgcumbe we would like to take this opportunity to point out that these proposed meetings (the future of Mount Edgcumbe) have not been instigated, nor are they supported by Mount Edgcumbe Officers nor Councillors or indeed the Friends of Mount Edgcumbe Country Park.
- **Flowbird (Car park machine):** Important Notice 3g Modem Sunset - Switch Off Schedule
- **Cllr Cathy Green, Maker with Rame Parish Council:** Rame Green Guide Community Survey Results
- **Damaged play park equipment:** photographs sent by member of the public. Thank you to the volunteer contractors and Cllr Beadnall.
- **Restriction of dogs in the playing field:** request a sign is placed on this play area
- **Kernow Lounge:** Queries relating to lease agreement for use of Council land
- **Play Park bin damage:** Reporting of litter and damage to Froggo & Tidy Bear bin.
- **Midge infestation – Millbrook Lake:** What are the Parish Council doing about the midge infestation and what are Council’s future plans for the lake.
- **Flying of the Union flag:** Delighted to see the union flag flying and oriented correctly.
- **Millbrook Village Hall:** Minutes of meeting.
- **The Peninsula Trust:** Enquiry about parking mirror at work units
- **A Request for goal posts on the playing fields**
- **The Peninsula Trust:** A new group for local refugees and appeal for help
- **Cornwall Area of Outstanding Natural Beauty (AONB):** consultation ends Sat 9th April - Cornwall AONB Partnership response to Defra Consultation - Government response to the Glover Landscapes Review.
- **Climate Change Stories:** An exclusive online premiere of *Down the Drain*, the latest episode in the Cornwall’s Climate Stories series, at 7pm on April 22 (Earth Day).
- **Parking along Lower Anderton Road:** request for yellow lining.

