

Thursday, 19th May 2022

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on Tuesday 24th May 2022 at 7:30pm in the main hall of Millbrook Village Hall, which Millbrook Parish Councillors are summoned to attend. The business to be transacted is detailed in the agenda below.



Karenza Heald, Parish Clerk / RFO

Agenda

Millbrook Parish Council Annual Parish Council meeting

Tuesday 24th May 2022 at 7:30pm

Venue: The main hall in Millbrook Village Hall

In accordance with Standing Order 6 the business of the Annual Parish Council meeting shall include:

- 1. Election of Chairperson of the Parish Council (Standing Order 6e)**
 - a. To elect a Chair of the Parish Council for 2022-23
 - b. To receive the Chair's declaration of Acceptance of Office

- 2. Election of Vice Chairperson of the Council (Standing Order 6e)**
 - a. To elect a Vice Chair of the Parish Council for 2022-23
 - b. To receive the Vice Chair's declaration of Acceptance of Office

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- 3. To receive apologies for absence**

- 4. To receive any declarations of interest on any agenda item**

- 5. To receive any declaration of gifts**

- 6. To consider any requests for dispensations relating to agenda items.**

- 7. Public forum and County Councillor report / update**

- 8. Approval of minutes from previous meetings (Standing Order 6i.ii)**
 - a. To approve the minutes of the Full Parish Council meeting held on Tuesday 26th April 2022.

- 9. Governance**
 - a. **Parish Council's policies and Procedures (Standing Order 6iv)**

To note the Clerk's document detailing adopted policies and procedures and dates for review.
 - b. **To review the delegation arrangements to committees, sub-committees, staff and other local authorities. (Standing Order 6i.vi)**
 - (i) To review and approve the Asset & Open Spaces Task Group Terms of Reference
 - (ii) To note the Clerk's document detailing the Committees' and Working Groups' approved Terms of Reference and the Council's delegation arrangements.

- c. **Committees and task groups**
Appointment of committee and task group members and appointment of any new committees, in accordance with Standing Order 5. (the Chair of each will be appointed by the relevant committee / working group)
 - (i) Appointment of members of the Staffing Committee
 - (ii) Appointment of members of the Planning Committee
 - (iii) Appointment of members of the Finance Committee
 - (iv) Appointment of members of the Asset & Open Spaces Task Group
 - (v) Appointment of members of the Traffic & Transport Advisory Task Group.
 - (vi) Appointment of the Christmas Events Working Group
 - (vii) Consideration of the formation of any other committee or working group
- d. **Standing Orders:** To review, put forward any recommended changes and approve the Parish Council's Standing Orders. (Standing Order 6i.ix)
- e. **Financial Regulations:** To review, put forward any recommended changes and approve the Parish Council's Financial Regulations. (Standing Order 6i.ix).
- f. **To review any arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.** (Standing Order 6i.x).
- g. **External bodies:** Review of representation on or work with external bodies and arrangements for reporting back (Standing Order 6i.xi)
- h. **Inventory of land and other assets:** Review of inventory of land and other assets including buildings and office equipment;(Standing Order 6i.xiii)
- i. **Insurance cover:** To approve the quotation from BHIB Insurers. The Council's current insurance policy is due for renewal on 1st June 2022. (Standing Order 6i.xiv – confirmation of arrangements for insurance cover in respect of all insurable risks).
- j. **Subscriptions:** Review of the Council's and / or staff subscriptions to other bodies
- k. **Press / media policy:** To review and adopt the draft press / media policy (Standing Order 6i.xvi)
- l. **General Power of Competence:** During the Parish Council meeting held on 16th November 2021, having confirmed the Council meets the criteria as detailed in the prescribed conditions of section 8(2) of the Localism Act 2011, the Council passed a motion to adopt the General Power of Competence (Minute 103). The Council is required to reaffirm its eligibility to exercise the General Power of Competence. (Standing order 6i.xvii)
- m. **Future meetings:** To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council (Standing order 6i.xviii)

Ordinary Full Parish Council meeting

10. Chair's Announcements

11. Update from the Clerk and to review the report from the Admin Support Officer regarding the Community Engagement Event held on 14th May 2022.

12. Finance

- a. **Council's bank balance:** To note the Council's bank balance
- b. **Finance report:** To review the Clerk's Finance report.
- c. **Internal audit:** To receive and review the report from the Internal Auditor.
- d. **External Audit:** To consider the Annual Governance and Accountability Return 2021//22
 - (i) **Annual Governance Statement:** To consider the Council's responses to the questions confirming the Council's responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements.
 - (ii) **Accounting Statements:** To consider and agree the accounting statement figures.
 - (iii) **Electors' Rights:** To consider and approve the dates.
 - (iv) **Statements of Variance:** To consider the draft Statement of Variance.

e. **Petty cash transactions:** To note the petty cash transactions. The opening petty cash balance as at 1st April 2022 was £23.11. £100.00 in car change was retained as petty cash.

f. **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 £
Bulb	Energy consumption for the public toilets	S.I.	11.45
Caked in it	Cakes for Community Engagement Event	176bi	75.00
Google	Google workspace	S.I.	64.08
Jo Vening	Cakes for Community Engagement Event	174bi	20.86
Julie Snooks	Internal auditor	137d	175.00
Lighting Ever Ltd	LED lights for the Tanyard	176a	134.95
Council staff, HMRC & Nest	Staffing costs	S.I.	5,242.84
Western Power Distribution	Electric Charging Point connection – West Street Car Park	172b	4,430.29

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
Biffa	Annual charge for emptying of bins in the parish (7 bins)	S.I.	3,494.40
Complete Business Solutions	Wrist rests for Council Office and pens	C.D.A.	28.80
Cornish POD	Savoury Snacks for Community Engagement Event	174bi	50.00
Create Signs	Height signs including fitting for the height barriers	C.D.A.	20.00
Enhanscapes	Japanese Knotweed Spraying		75.00
Enhanscapes	Groundwork maintenance – April 2022		580.00
Glasdon UK	Eyes & parts for bins in the play park		45.70
Karenza Heald	Zoom: reimbursement of payment: February 2022		14.39
Karenza Heald	Zoom: reimbursement of payment: April 2022		14:39
Millbrook Skatepark Project	Donations from teas and coffees served during the Community Engagement Event *	Donations	64.00
Print Options	Printing posters and information	174bii	70.80
Print Options	Printing posters and information	174bii	36.60
Rame Responders	Donations from teas and coffees served during the Community Engagement Event *	Donations	66.00
Trade UK (Screwfix)	Tools / equipment for caretaker	C.D.A	41.97
Viking / Office Depot	Monitor riser, stationery and materials for children's activities during community engagement event	C.D.A 174bii	72.84
Weigh to Go	Smoothies for the children at Community Engagement Event	174bi	48.00

* £134.00 raised in donations from the sale of teas, coffees, cakes, and savoury snacks during the Community Engagement Event held on 14th May 2022. Attendees were to vote for the charity in which they wanted the funds to be donated.

13. Policies and procedures

- a. **Statement of Internal Control:** To review Council's Statement of Internal Control.
- b. **Licence agreement for use of Council owned land or property:** To consider a revision to the Council's Licence agreement to allow table service on Council owned land (see minute 173c, The Council deferred the decision to provide a bespoke licence agreement for Kernow Lounge and consider removing the clause not permitting table service from the Council's Licence conditions for the Use of Council owned land or Property agreement).

14. Grants, donations, and community support

- a. **Family Foraging Kitchen:** To consider the funding application of £300 for a Generator Hire & Hay Bale Seating for the Harfest 2022 Event.

15. Water bottle refill station

To consider the recommendation from Cllr S Woffenden

- (i). Does the Council wish to install a water bottle refill station in Millbrook village?
- (ii) If yes to above, does the Council choose to have a) a wall mounted one on the public toilet (£3000+VAT) the quote we have from MIW or b) a free standing one in the Tanyard (cost TBC, about £2k extra)
- (iii) Should the Council wish to proceed with MIW what colour would the Council prefer?

16. First Aid training

To consider funding the cost of an evening First Aid and AED session at £250 for a group of up to 20, with a provisional date of 8th June 2022.

17. Open Spaces & Public Amenities

a. **Chatty Benches**

To review the Clerk's proposal for the provision of chatty benches

(i) To consider the quotation from Jag Signs for the artwork and supply of two plaques with bar codes for the which would link to information and support on mental health.

(ii) To consider the quotation from SeadogIT to build a Mental Health webpage with buttons and content linking through to NHS resources and content as provided by the council.

b. **Cemetery groundwork maintenance**

To consider the quotation from Enhanscapes and if approved agree which options:

Option A – clear and leave the ground as is

Option B – clear and rake and reseed with grass

Option C – clear and rake and reseed with grass and wildflower mix.

c. **Pruning of the cherry trees on New Road:** To consider the quotation from Enhanscapes to prune and crown manage the two cherry trees on the lake side of New Road.

d. **Grass cutting maintenance in the cemetery:** To review the correspondence regarding the grass cutting in the cemetery and to consider a revision to the grass cutting contract.

e. **Cycle rack proposal for The Parade car park:** To consider the proposal from the proprietor of Weigh to Go.

f. **West Street Car park parking permit:** To review correspondence and to consider the request, subject to planning permission, to purchase five parking spaces for a period of around 2-3 months.

g. **Bike Lockers:** To agree the annual permit fees for the rental of the bike lockers.

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:** News round-up
- **CALC:** Training schedule
- **Cornwall Council Community Link Officer:** Applications now open for Landmark Tree Planting for the 22-23 season
- **Cornwall Council Community Link Officer:** Cormac grass cutting and verge maintenance.
- **Cornwall AONB:** Monumental Improvement Project Funding and Job Opportunity
- **Cormac Surfacing Programmer:** Highway Works Information - Surface Dressing
- **Cornwall Council, Communities Support Assistant:** Community Network Highway Schemes update
- **Cormac Solutions, Invasive Plant & Arboriculture Service:** Inspection of Western Red Cedar trees adjacent to Millpool Head and reduction work required.
- **Ukraine:** An enquiry about English Language courses for Ukranian speakers in the Torpoint area.
- **Pedestrian safety:** (i) A request to have the red footpath along Dodbrook resurfaced. When walking children to Fournalenesend School it is quite 'hairy' at times, as it is hardly visible. (ii) Feedback that the red footpath/lines on West Street has really helped to make residents feel that little bit safer when walking through the narrows.
- **Cormac:** Wild Flower Closed Graveyard ID & Info Boards
- **Anti-social parking:** Vehicle obstruction along Lower Anderton Road



Karenza Heald
Parish Clerk / RFO