

Millbrook Parish Council
Annual Parish Council meeting
Tuesday 24th May 2022 at 7:30pm
Venue: The main hall in Millbrook Village Hall

Councillors Present: N. Roberts (Chair), S Lewis, P Polák, R Meeson, B Taggart, E Woffenden, C Wilton and H Wood,

In Attendance: Mrs K Heald (Clerk / RFO) and four members of the public.

Section 2: Ordinary Business – Millbrook Parish Council Full Parish Council meeting

10. Chair’s Announcements

Cllr Roberts thanked the councillors for their support.

- **Torpoint Mayor Making Ceremony:** Cllr Roberts attended the event on 19th May 2022.
- **Torpoint & Columba Rugby Club:** Cllr Roberts attended a presentation on 22nd May 2022
- **Millbrook Surgery** will be closed from the 23rd May for 2 weeks to allow for some internal building works to be carried out.
- **Western Power connection for EV Charging** - 7th July 2022
- **Bike Lockers** installed Friday 20th May - waiting list created.
- **Rame Centre Window Display:** Ukraine - thank you to Jo Bennetts, Cindy & Jill for helping with the window display
- **Rame Centre Window Display:** Window booked for Monday 30th May at midday. Jo Bennetts collating display items - Councillors welcome to assist.
- **Rame Centre Window Display:** Cllr E Woffenden has arranged for the Rame Centre Window to be booked for Traffic Pollution posters and information.

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

Noted: See appendix 1.

12. Finance

a. **Council’s bank balance:** To note the Council’s bank balance

As at 20th May 2022:

Unity Trust bank balance = £223,099.92

Nationwide savings account = £ 50,000.00

b. **Finance report:** To review the Clerk’s Finance report.

The Clerk advised the accounts for the last three years were included in the Annual Report and a budget monitoring report will be produced for the next meeting.

c. **Internal audit:** To receive and review the report from the Internal Auditor.

The internal audit report was presented to the Council

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. It was proposed by Cllr Roberts and seconded by Cllr Wood that the Council approves the Annual Governance Statement, as presented by the Clerk. It was agreed the ‘yes’ could be ticked within the relevant boxes on the Annual Governance Statement. The motion was carried with one abstention. **Resolved.**

- (ii) **Accounting Statements:** To consider and agree the accounting statement figures. It was proposed by Cllr Roberts and seconded by Cllr Lewis that the Council approves the Annual Governance Statement, as presented by the Clerk. The motion was carried with one abstention. **Resolved.**
- (iii) **Electors' Rights:** To consider and approve the dates. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Council sets the period for the exercise of public rights as 1st June to 14th July 2022. **Resolved.**
- (iv) **Statements of Variance:** To consider the draft Statement of Variance. The Clerk presented the Statement of Variance for the accounts for the years 2020-21 and 2022-23.
- e. **Petty cash transactions:** The opening petty cash report was presented the Council. The balance as at 1st April 2022 was £23.11. Petty cash expenditure during April and May 2022 = £54.20. The Clerk highlighted £100.00 from the car park machine takings was underbanked and retained in the petty cash tin. The previous internal audit had stated all cash income should be banked. The Clerk had spoken with the Internal Auditor to explain the cost in getting to a bank to withdraw the cash and the Internal Auditor was satisfied that the cash retained during 2021-22 had been significantly reduced.
- f. **Monthly payments**
Payments for approval and made since the last meeting, not included on the previous agenda, were presented by the Clerk. See appendix 2
Payments made since the last meeting not included on the previous agenda =£10,154.47
Payments to be processed to note / approve = £4,708.50
The Clerk advised two additional invoices had been received since the agenda and supporting documents had been circulated:
- £600 cleaning costs for April & May for the Jan Moore, the Council's cleaning contractor
 - £1848 to BikeAway for the supply and installation of the cycle lockers.
 - £57.80 an additional payment for arrears owing for utility costs in the public toilets.
- It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors to approve the payments as presented. **Resolved.**
It was agreed the Council would continue with the Zoom payments for informal remote meetings.

Financial Regulation 6.6

If thought appropriate by the council, payment for utility supplies (energy, telephone and water) may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

The Clerk presented the Councillors with a list of Direct Debits.

- Bulb for the electric usage in the Public Toilets (Clerk is reviewing costs).
- Source for Business / South West Water –Public toilets utility cost.
Payment due on 23rd May 2022 for £156.00 (actual reading received from South West Water). Previous payment £245.56.
- South West Water – Utility cost from the Tanyard. Previous bill = £14.17
- BT – telephone & Broadband usage. Bill dated 20th May 2022 for DD payment due on 4th June = £130.76. Previous bill paid in March 2022 = £130.98.
- Googleworkspace - £4.60 per month / per user (up to 20 users).

Cllr Wilton queried the telephone and broadband costs. Action: Clerk / Admin Support Officer to investigate a better deal.

13. Policies and procedures

- a. **Statement of Internal Control:** To review Council's Statement of Internal Control. Due to this document not being included with the supporting documents approval was deferred until the next meeting.
- b. **Licence agreement for use of Council owned land or property:** The Council was asked 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. It was proposed by Cllr Wilton that the Council modifies the agreement to remove the clause not permitting table service but include the following conditions:
- The licensee indemnifies the landlord of all claims.
 - The agreement does not entitle exclusive use of Parish Council land or property.
- The motion was seconded by Cllr Roberts. Carried with one councillor voting against the motion. **Resolved.**

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.**
- Cllr Wilton said the use of a diesel generator goes against the Council's declaration of a Climate Change emergency. There were suggestions that the organisation would be limited on providing an alternative to allow the musicians to provide entertainment. It was proposed by Cllr Taggart that the Council supports the application but recommends the Family Foraging Kitchen uses an alternative source of energy. The motion was supported by Cllr Roberts and unanimously agreed by all Councillors. **Resolved.**

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 maybe?)

(iii) Should the Council wish to proceed with MIW what colour would the Council prefer?

Decision deferred, as requested by Cllr S Woffenden, who was unable to attend the meeting.

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.

Cllr Meeson recommended the Clerk and Council staff participate in the comprehensive First Aid training. It was proposed by Cllr Roberts, seconded by Cllr Taggart that the Council the quotation and offers the opportunity for members of the public to participate in the course. The Clerk said this may be an opportunity for members of the public, once they have received the training, to volunteer to join the Rame Responders or volunteers as community drivers. Instead of asking for fees donations could be made to Rame Responders. The motion was seconded by Cllr Taggart and agreed unanimously. **Resolved.**

17. Open Spaces & Public Amenities

- a. **Chatty Benches**
- The Council was asked to review the Clerk's proposal for the provision of chatty benches
- (i) **Memorial bench plaques:** The Council considered 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.

It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously approved by all Councillors to accept the quotation from JAG Signs and proceed with the installation of 'Chatty Bench' plaques.

(ii) Wellbeing / Mental Health website information: The Council considered 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.

Cllr Wood said he would like to see links for The Samaritans.

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council accepts the quotation from Seadog IT. **Resolved.**

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 - £100

Cllr Taggart led the discussion explaining historically an area within the new cemetery had been left where shrubbery had been burned. It was proposed by Cllr Meeson, seconded by Cllr Taggart and unanimously agreed by all Councillors that the Council accepts option C Enhanscapes quotation. Action: Cllr Taggart to meet with the contractor. Work to be completed sympathetically to ensure the clearance does not affect wildlife. **Resolved.**

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.

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to accept the quotation of £80.00 from Enhanscapes for the pruning of the Cherry Trees. **Resolved.**

d. **Grass cutting maintenance in the cemetery:** The Council reviewed the correspondence regarding the grass cutting in the cemetery. The Parish Clerk displayed images of the new cemetery submitted by a parishioner from last year. Cllr Taggart proposed the contract is amended to allow three circular areas of wildflowers in the new graveyard left to a maximum height of 45cm. The motion was seconded by Cllr Roberts and agreed by all Councillors. **Resolved.**

e. **Cycle rack proposal for The Parade car park:** The Council considered the proposal from the proprietor of Weigh to Go. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to accept the request from the proprietor of Weigh to Go to install a combined planter and cycle rack. The acceptance of the request was on the condition that it would be reviewed after one year. The motion was carried with one Councillor voting against the motion. **Resolved.**

f. **West Street Car park parking permit:** The Council was asked to review correspondence and to consider a request, subject to planning permission, to purchase five parking spaces for a period of round 2-3 months. Cllr Wilton said the Council would need to be cautious in considering such a proposal as when it comes to the submission of a planning application the Council would be unable to comment. It was proposed by Cllr Wilton that the Council would only consider the request once planning has been obtained. The motion was seconded by Cllr Roberts and unanimously agreed by all Councillors. **Resolved.**

g. **Bike Lockers:** To agree the annual permit fees for the rental of the bike lockers. It was proposed by Cllr Wood and seconded by Cllr Roberts that the rental of the bike lockers is charged at £50.00 per annum and a £20.00 refunded key deposit. The motion was carried unanimously. **Resolved.**

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 Fourlanesend School it is quite 'hairy' at times, as it is hardly visible. (ii) Feedback that the red footpath/lines on West Street have 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

Appendix 1:

Update from Parish Clerk

- Cycle lockers have been installed
- Picnic bench expected to be delivered during the week leading up to the Queens Platinum Jubilee. The Fencing and Decking Company will be installing the bench between the play park and skatepark. The chosen space will be suitable for parents to watch children from the tractor park and useful for dog owners, who also have children in the park to set and watch them from outside the park.
- No response received from the Duchy regarding the lease.
- The internal auditor spent two days in the village hall reviewing the accounts and governance of the Council. Useful feedback has been received. Future payments for deeds of exclusive right for burial (previously referred to as reservations) should not include the burial fees, only the exclusive right of burial fee, which is currently £125.00.
- A meeting has taken place at the graveyard and arrangements with the funeral directors made for interment of ashes to be placed alongside the new path in the cemetery.
- An updated Clerk's report will be produced for the next meeting.

Report from Admin Support Officer: Parish Meeting 2022 Feedback Report

Overall

Some positive feedback received from parishioners during and following the event. It was, 'great' and 'very good', and a 'great concept'. Thanks, and 'congratulations' were extended to the Parish Council for arranging 'such a lovely community event'.

Suggested improvements for next time

A few commented that 'it was difficult to hear the speakers from the refreshments end over the buzz of other conversation', and 'people talking at the stands during the presentations. Although a PA system was used, it was suggested to 'add a speaker to improve the sound'. The question was raised whether 'the speakers could be in a different space to the stands'?

Perhaps 'inviting fewer groups next time' was also a suggestion put forward, and a representative of a community group thought that 'there were perhaps too many stalls'

It was requested to 'give more notice for the event next time', and disappointment was expressed that all Parish Councillors were not present.

Suggestion Box – **General Suggestions for Millbrook:**

'More homes for families to support for pre-schools, childminders and schools'.

'Please stop cutting the grass unnecessarily, e.g., grass in the open section of the cemetery had orchids in before it was needlessly cut! Thank you'.

'Need a bus service on Lower Anderton Road to link to the Cremyll Ferry and then to Derriford etc (this would remove traffic from Molesworth too)'.

The Social Prescribing Stand Feedback

The Social Prescribing stand offered the following questions. Below are the comments received:

What's important to my community?

- Sharing knowledge & learning
- Cohesive Community, well supported community groups, local attempts to navigate climate
- Change for the future
- Sustainability trees - carbon footprint
- Trees/woods
- Wildlife
- Electric covered tuk tuk to take people Millbrook-Cremyll
- Easy access to medical attention/treatment etc.
- Facilities for young people -14-18 years old
- The youth
- Events for young ones + live music
- Secure housing for everyone
- The football pitch or other park
- What happened to the idea of having open-air exercise equipment?
- Litter picked up
- Litter recycling boxes around the village
- Making Millbrook pedestrian + cycle friendly
- Local shops + groups
- The Rame Centre

What's important to me

- Cremyll ferry
- Clean sea
- The sea, fresh air social justice community
- My family & Sea swimming
- Exercise
- Surfing & Football
- Environment resources + things to do for + places to go 14-18 year olds
- Family, mental health balance
- Friends and Family
- Health Family Well being
- The environment, the shops, the people of wonderful Millbrook
- Working together to optimise support
- Everybody is entitled to a secure home for their family. At a reasonable price.
- Housing and Jobs
- Housing and Community
- New skatepark for my boys
- People live & work here living community
- Feeling supported & being able to support others

- Offering my time to contribute to Millbrook as a volunteer
- Road safety for pedestrians & cyclists
- Cremyll ferry needs to be subsidised like the Torpoint ferry
- Healthy fresh produce available locally
- Litter not dropped
- My mum

Cllr S Woffenden summarised these comments:

What's important to my Community / me?	No of public comments	What can MPC do to support this?
Cohesive Community	10	Raise Councils profile, reach out to younger members of community, encourage more community events
Climate change sustainability wildlife recycling clean sea	10	
Outdoor exercise – football pitch park outdoor gym surfing football skate park	5	Engage community support.
Youth facilities 14-18yrs music	4	Patchwork Studios?
Making Millbrook pedestrian + cycle friendly Transport to Cremyll tuk tuk proposal	3	
Local shops	2	
Secure housing	2	
Litter	1	
Rame centre	1	
Easy access to medical attention/treatment etc.	1	
Jobs	1	

Summary

It is suggested that a 'Brainstorming' meeting be held in August (when there is no full PC meeting scheduled), to discuss the above points.

Appendix 2: 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 7bins in the parish	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 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.