

Thursday, 23rd June 2022

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on Tuesday 28th June 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 28th June 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. **Minutes of the previous meeting:** To approve the minutes of the Annual Parish Council meeting held on 24th May 2022 (section 1) and the ordinary full Parish Council meeting held on 24th May 2022 (section 2)
 8. **Finance**
 - a. **Council's bank balance:** To note the Council's bank balance
 - b. **Finance report:** To review the Clerk's Finance report.
 - c. **Bank reconciliation:** To note the completion of the bank reconciliation reports.
 - d. **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
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 £
BT	Telephone & Broadband	S.I.	130.76
Bulb	Electric consumption DD – public toilets	S.I.	11.45
Bulb	Electric consumption – public toilets	S.I.	57.80
Cornwall Air Ambulance Trust	Donation	171B	1,000.00
Cornwall Council	License to alter – West Street car park	159ii	1,042.00
Google Cloud	Google workspace / Email subscription	S.I.	60.38
Cllr Lewis / VETs	Village Enhancement Team - plants	C.D.A.	6.00
Cllr Lewis / VETs	Village Enhancement Team - plants	C.D.A.	47.97

Millbrook Preschool	Grant funding – picnic blankets	171c	65.45
Millbrook Preschool Playgroup	Tea in Tanyard Jubilee Event - grant	171c	143.14
Pennon Water Services	Water usage – public conveniences	S.I.	156.00
South West Water	Water usage in the Tanyard	S.I.	14.17
Staffing costs	Staff wages, HMRC & Pension provider	S.I.	5,248.86

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
1 Less Worry	Payroll Service – April & May 2022	S.I.	60.00
Alex Keating	Play park maintenance works	C.D.A.	75.00
Complete Business Solutions	Storage boxes	C.D.A.	46.80
Complete Business Solutions	Wrist rest	C.D.A.	16.20
Complete Business Solutions	Lanyards and badges	174bii	74.32
Cornwall Council	SLA – Enforcement Officers	169d	80.10
Enhanscapes	Japanese Knotweed and undercharge for maintenance contract April & May.	C.D.A.	115.00
Enhanscapes	Grounds maintenance – May 2022	155d	580.00
Enhanscapes	Community Engagement walk	174c	150.00
Flowbird	Car park machine maintenance contract	169e	781.13
Foy-Air Enterprises	Bin bags	C.D.A.	17.94
K Heald	Zoom reimbursement – June 2022	12f	14.39
Huttamaki Wab (Artist)	Production of Art Tapestry in collaboration with local children	174bii	200.00
Kedel	Picnic bench for play park	140d	747.13
MDN Tree Services	Reduction of Willow Tree	C.D.A.	375.00
Jan Moore	Public toilet cleaning – May 2022	S.I.	310.00
NALC	Cllr Roberts – Housing	C.D.A.	51.71
Print Options	Visitor car park permits	170di	96.00
Sally Turner	Tractor park refurbishment	9 (May 21)	706.47
SSP Direct	Bespoke Turn Your Car Off Exhaust Fumes Harm Sign	139e	110.16
SeadogIT	Website calendar	175	120.00
SeadogIT	Website training	176d	95.00
SeadogIT	Website content – Mental health info	17ii	90.00
The Fencing and Decking Co	Reposition Tractor gate	140d	250.00
	Installation of bench outside play park	140d	190.00
Trade UK / Screwfix	Barrier tape	C.D.A.	14.99
Trade UK / Screwfix	WD40 (Apr 2022)	C.D.A.	16.47
Trade UK / Screwfix	Fencing pins & tape measure (Mar 2022)	C.D.A.	54.98
Trade UK / Screwfix	Aviation snips	C.D.A.	15.99
Trade UK / Screwfix	Foldable warning triangle	C.D.A.	6.99
Zoom / K Heald reimbursement	Zoom subscription – June 2022	12f	14.39

- d. **Standing Order payment approval:** To consider setting up a Standing Order of £30.00, until March 2023, for the Council's appointed payroll service provider, One Less Worry.
- e. **Telephone & broadband:** To review the telephone / broadband quotations and consider moving to Talktalk.

9. Policies and procedures

- a. **Statement of Internal Control:** To review and approve the policy.
- b. **Environment and Climate Change:** To review and approve the policy.
- c. **Equal Opportunities:** To review and approve the policy

10. Grants, donations, and community support

- a. **Rame Community Fund:** To consider the request to use the Parish Council office for official communication for the Rame Community Fund charitable organisation.

- b. **Rame Peninsula Male Voice Choir:** (i) To consider the request from Rame Peninsula Male Voice Choir to host a summer concert at the Tanyard on 23rd July (ii) If supported, to agree measures to address the organisation's pedestrian safety concerns.
- c. **Millbrook Skatepark Project:** (i) To consider the [request to host a Summer Skate Jam](#) on 23rd July 2022 (ii) If Council agree to approve the event to consider approval of the grant [funding application of £374.00](#) towards the event and the group's public liability insurance.
- d. **Parish Council Community consultation / Council workshop meeting:** (i) Does the Council wish to host an open surgery / community consultation event (ii) Does the Council wish to meet in for an informal forward planning / workshop meeting?

11. 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 as per the quote we have from MIW or b) a free standing one in the Tanyard (see supporting information with costs from Cllr S Woffenden)
- (iii) Should the Council wish to proceed with MIW what colour would the Council prefer?

12. Open Spaces & Public Amenities

a. Play park (Tractor Park)

- (i) To consider the request from the Sally Turner for a payment to cover additional costs for works on the tractor refurbishment..
- (ii) To consider the proposal from Sally Turner for additional works required on the tractor
- (iii) To consider the quotations for supply and installation of replacement timber frames for basket net and junior swings
- (iv) To consider the quotation(s) to clean the play park equipment.

b. Tennis courts

To consider the quotations to repair the fencing surrounding the tennis courts

c. Goal posts:

To consider the quotations to supply and install new goal posts in the playing fields and to provide barriers behind the goal posts.

d. Tree works

Update on the removal of the willow by Millbrook Lake. Actioned under Clerk's delegated authority.

e. Japanese Knotweed

To note the contractors cost for treating Japanese Knotweed and to agree a budget for additional treatments during the year. (See note from the Clerk)

13. Climate & Environment

a. EV Charging:

Update from Cllr Mattholie and to agree charging tariffs.

b. Cornwall Climate Action Group communication:

- (i) Does the Council agree to become a member of the Cornwall Climate Action Group.
- (ii) Does the Council wish to form a Climate Action Working Group?

14. Office equipment

To consider approval to purchase scales for the counting of cash takings.

15. Maintenance

Equipment: To consider approval for the purchase a drill for council maintenance works.

16. Correspondence and matters to note

For information only, a list detailing correspondence received since the last meeting and up to the date of distributing the agenda for this meeting, is provided as an appendix to the agenda, and will be circulated with all supporting information.

If any Councillor or member of public requires further details, please contact the Parish Clerk.



Karenza Heald
Parish Clerk / RFO