

**Minutes of Millbrook Parish Council meeting**  
**Tuesday 19<sup>th</sup> July 2022 at 7:30pm**  
**Venue: The main hall in Millbrook Village Hall**

**Councillors Present:** N. Roberts (Chair), S Lewis, K Hall, R Mattholie, M Beadnall, R Meeson, B Taggart, E Woffenden, and S Woffenden and H Wood.

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

The Chair opened the meeting at 19:30hrs

**35. Apologies for absence (A.I.1)**

Cllr C Wilton and Cllr P Polák were absent from the meeting.

**36. Declarations of interest on any agenda item (A.I.2)**

Due to living in the vicinity, Cllrs K Hall declared an interest in agenda item 10b, Minute 44b. On joining the meeting, as they live in the vicinity, Cllrs E Woffenden and S Woffenden also declared an interest in agenda item 10b, minute 44b.

**37. Declaration of gifts (A.I.3)**

None

**38. Dispensation requests (A.I.4)**

None

**39. Public forum and County Councillor report / update (A.I.5)**

Cllr Ewert was not present but had submitted a report.

A member of public joined the meeting after agenda item 10c, Minute 44c.

Cllr S Woffenden joined the meeting.

**40. Chair's Announcements (A.I.6)**

- **The funeral of Mr Bob Vincent** (former Parish Councillor) will take place on Thursday at Rame Church at 11:00am. Cllr representatives will be attending the funeral.
- **Rame Church:** There is a possibility that Rame Church has been earmarked for closure.
- **Torpoint & Rame Peninsula Tri Services:** A meeting took place today with Oliver Vigo, Tri Services Officer. His role is to provide a liaison between land-based emergency services. He will install fire alarms and safety checks on properties.
- **Planning:** There has been no planning meeting this evening but the Council has just received notification of an application validated today (19<sup>th</sup> July 2022). A planning meeting will need to be held before 9<sup>th</sup> August 2022.
- **Workshop meeting:** Councillors are reminded to respond to the Clerk's doodle poll regarding their availability for a meeting.

Cllr E Woffenden jointed the meeting

**41. Clerk's report / update (A.I.7)**

Noted.

---

Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_ Signed \_\_\_\_\_

**42. Approval of the minutes from previous meeting (A.I.8)**

**a. Minutes of the previous full Council meeting:**

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the minutes of the full Council meeting held on 28<sup>th</sup> June 2022 are approved as a true and accurate record of the meeting. **Resolved.**

**b. Minutes of the Staffing Committee meeting**

It was proposed by Cllr Lewis and seconded by Cllr Roberts that minutes of the Staffing Committee meeting held on 28<sup>th</sup> June 2022 are approved as a true and accurate record of the meeting. The motion was passed with one abstention. **Resolved.**

**c. Minutes of the previous Planning Committee meeting**

It was proposed by Cllr Roberts and seconded by Cllr Wood that the minutes of the planning committee meeting held on 28<sup>th</sup> June 2022 are approved as a true and accurate record of the meeting. The motion was carried with one abstention. **Resolved.**

**43. To note matters arising from the previous meeting (A.I.9)**

- (i) **Play Park swings:** Due to the commitments of the appointed contractor the Council is being asked to consider appointing Outdoor Play People to supply and install the swing frames in the Tractor Park – see agenda 12c.
- (ii) **Payroll Service provider Standing Order:** The payroll provider has notified the Clerk that from April 2022 the costs should have increased from £25.00 + V.A.T. to £30.00 + plus V.A.T. The provider has agreed not to charge for the undercharge from previous months, but future invoices will be at £36.00 (£30.00 + V.A.T.)
- (iii) **Cleaning of Play Park equipment:** Tamar Clean have been appointed. A contractor application form and copy of the Companies' Public Liability Insurance has been provided.

19:43 Cllr K Hall, E Woffenden and S Woffenden vacated the meeting.

**44. Traffic & Transport (A.I.10)**

**a. Notes from recent meetings:** The notes from the notes from the TEAMS meeting held with Cormac and Aecom representatives on 14<sup>th</sup> June 2022 and the notes from the Traffic & Transport meeting held on held on 13<sup>th</sup> July 2022 were received and noted.

**b. Hounster Hill Feasibility Study update and proposed amendments**

Cllr Roberts informed the Council members of the Traffic & Transport Advisory Task Group (TTATG) had reviewed the Hounster Hill Feasibility Study in detail.

- It was noted the Council had not been given the opportunity to see the 87-page document in draft.
- Due to his background in transport the group requested the expertise of Mr Jim Woffenden.
- The study had not provided any details showing the impacts of the proposals and how they have been measured against the original criteria (e.g. pedestrian safety, damage to buildings).
- The TTATG recommended that discounted proposals, for instance the HGV circulatory system, are included in the study with the reasons why these have been discounted.
- Cllr Roberts added the TTATG felt it was important to include discounted traffic measures, as in, say, 10 years' time, when there is likely to be change in Councillors and / or staff, the information will be available in one document. Cllr Lewis added the aim was to future proof.

It was proposed by Cllr Roberts, seconded by Cllr Beadnall and unanimously agreed by all Councillors to approve the recommendations of the Traffic & Transport Advisory Task Group. **Resolved.**

Cllr K Hall, E Woffenden and S Woffenden returned to the meeting.

---

Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_ Signed \_\_\_\_\_

c. **Bollards on the Corner of King Street / Fore Street**

The Council discussed the request from a property owner in King Street, wishing to install bollards on the corner of their property.

An email had been received from Cormac Highways Manager with Cornwall Council's stipulations for allowing:

- If the property owners are willing to take on responsibility for installing and maintaining the bollards,
- the bollards stick out no further than the protrusions from the buildings
- the bollards are all of the same type
- you judge the bollards to be of a suitable type
- the property owners will make good the surrounding highway when the bollards are hit
- the local community (CC and parish Cllrs, community groups, local fire service etc.) support the installation of the bollards.
- The bollards will not be in the way of or cause issue to pedestrians
- The bollards will not reduce widths below the minimums required for the highway to operate

The Council noted (bullet point 6) that the Parish Council was one of several organisations which required to be in support of the proposal. It was proposed by Cllr Roberts due to the concerns over pedestrian safety and that the installation of a bollard could exacerbate the problem, the Council does not support the request. The motion was seconded by Cllr S Woffenden and carried with two abstentions.

**45. Finance (A.I.11)**

a **Council's bank balance:** The bank balance is the Unity Trust bank account was noted as £196,565.22 as at 13/07/22. The amount had been verified by the Cllr Roberts.

b **Finance report:** The Clerk's finance report was noted.

c. **Bank reconciliation:** The bank reconciliation report for June 2022 was noted.

d. **Monthly payments**

The Council was asked to note payments made since the last meeting and to approve the payments as presented by the Clerk. See appendix 1.

Total payments processed since the last meeting, not included on the minutes from the previous meeting = £7,747.45

Total payments requiring approval to be processed = £8,223.39

e. **Standing Order payment to One Less Worry**

The Council noted the revised fees for the payroll service provider, One Less Worry. The Council had been undercharged since April 2022, but the Company had agreed to waive the undercharged fees. It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by all Councillors to approve the Standing Order payment, from August 2022 to March 2023, of £36.00 to One Less Worry. **Resolved.**

f. **August payments**

(i) **Cleaning of the play park equipment:** It was proposed by Cllr Beadnall, seconded by Cllr Lewis and unanimously agreed by all Councillors, subject to works being approved by the Clerk, the Clerk may in consultation with the Chair and Vice Chair of the Council process the payment of £900 to Tamar Cleaning for the cleaning of the play park equipment in the Tractor Park [Minute 30a(iv), 28/06/2022] **Resolved.**

(ii) **To approve payments to be made by the end of August 2022, not included on the agenda, but which fall under Financial Regulation 6.4**

Financial Regulation 6.4 states "If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 or the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council and approved under section 30 of the standing orders". As the Council is not scheduled to meet for a Full Council meeting in August the Clerk requested pre-authorisation of payments totalling £875.94 as detailed under appendix 2.

---

Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_ Signed \_\_\_\_\_

**46. Asset & Open Spaces (A.I.12)**

**a. Asset & Open Spaces meeting held on 13<sup>th</sup> July 2022**

The Council received and noted the notes taken from the Asset & Open Spaces meeting held on 13<sup>th</sup> July 2022. It was noted the Chair of the group was Cllr K Hall.

**b. Recommendations from the Asset & Open Spaces Task Group:**

**(i) Tree works in Millbrook cemetery & the recreation park:**

It was proposed by Cllr Roberts, seconded by Cllr Taggart and unanimously agreed by all Councillors to accept the quotation from Tom Cox Tree Surgery for £750.00 for T9, G1, G3 and T1 in the Cemetery and £750.00 for G4, G1.1 T9 and 9.1 for £750.00 in the Recreation Ground. Works to be carried out in accordance with the tree survey report produced by Evolve Tree Consultancy report dated 30<sup>th</sup> June 2021, which was circulated to three contractors.. **Resolved.**

**(ii) Queen's Canopy Jubilee Plaque for the commemorative garden:**

The Council was asked to consider the purchase of a Queen's Canopy Jubilee Plaque from the Royal British Legion. The costs presented were £118.99 for an A5 plaque or £129.99 for an A4 plaque Stakes £25.00.

The plaque will be installed in the commemorative garden by the Royal Oak, near the Doctors Surgery, which will be created by the Village Enhancement Team. It was proposed by Cllr Beadnall, seconded by Cllr Hall and unanimously agreed by all Councillors to approve the Asset & Open Spaces Task Group's recommendation to purchase a Queen's Canopy Jubilee Plaque. **Resolved.**

**c. Play Park swings:**

The Council was asked to consider the quotation from Outdoor Play People for the supply and installation of the swing frames for the basket net swing and the nest swing as detailed below:

- Wooden Double Swing £ 1,792.00
  - Built of high grade treated timber which has received 30-year treatment
  - Rubber Seat Flat x2 (will use existing seats)
- Birds Nest Swing Frame £ 1,863.00
  - Built of high grade treated timber which has received 30-year treatment
  - Safety Pins
  - Birds Nest Seat (will use existing seat)

Removal of existing equipment £ 280.00

Delivery and Installation assuming same level of access during Cathy's site visit. £ 1,364.00

Total £ 5,299.00.

The appointed contractor is not in a position to complete the work for the summer holidays. The Clerk has recently been notified that Outdoor Play People have had a cancellation and are able to install the equipment the first week in August. It was proposed by Cllr Beadnall, seconded by Cllr Hall and unanimously agreed by all Councillors to accept the quotation from Outdoor Play People and proceed with the order. **Resolved.**

**d. Skatepark maintenance repairs**

The Council was updated that emergency repair works had been completed on the skatepark ramps. The Clerk had provided images showing the damages. The costs of the repairs totalled £80.00 and had been completed by Dale Blackler and arranged under the Clerk's delegated authority.

**e. Goalpost backing board / mural**

The decision to proceed with a goal post backing board / mural was deferred as the Clerk had not been provided with costs for the project.

**f. Disabled parking bay:** The Council was provided with quotations for a disabled parking bay for the village hall car park. It was proposed by Cllr Beadnall, seconded by Cllr Lewis and unanimously agreed by all Councillors that a budget of £1,000 is agreed for two disabled parking bays by the parade wall, on the right-hand side of the height barriers, opposite the entrance of the village hall. **Resolved.**

---

Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_ Signed \_\_\_\_\_

- g. **Motorcaravan parking in West Street car park**  
The Clerk had received communication suggesting the Council may wish to consider the provision of year-round recreation parking for Motorhome stopovers (known as Aires) in West Street car park?. Information for CAMPra UK was provided. The Clerk had sent details to Millbrook Football Club. Cllr Wood suggested Gallows Park may be a suitable location. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors, due to the lack of parking spaces, not to proceed with this. **Resolved.**
- h. **Disposal of asset:**  
The Clerk had received communication from The Black Prince Committee saying they would like to take over the ownership of the Dance Floor. It will be used by other community organisations including Torpoint Town Partnership and enable Coppola Dance School to use the floor for their shows. It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors to transfer the ownership of the dance floor to the Black Prince Committee. **Resolved.**
47. **Policies and procedures (A.I.13)**
- a. **Staffing Committee Terms of Reference**  
It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors to approve the Staffing Committee Terms of Reference. **Resolved.**
- b. **Traffic & Transport Task Group Terms of Reference**  
It was proposed by Cllr Roberts, seconded by Cllr Hall and unanimously agreed by all Councillors to approve the Traffic & Transport Task Group Terms of Reference. **Resolved.**
- c. **Asset & Open Spaces Task Group Terms of Reference**  
It was proposed by Cllr Roberts, seconded by Cllr Beadnall and unanimously agreed by all Councillors to approve the Asset & Open Spaces Task Group Terms of Reference. **Resolved.**
- d. **Memorial Bench & Tree policy**  
The Asset & Open Spaces Task Group had renewed the Memorial Bench & Tree policy and recommended the following:  
Amend 4.16 from amended from “The donor will be responsible for ensuring the item is maintained and cared for and kept in a good usable condition.” To “The donor is expected to ensure the item is maintained and cared for and kept in good usable condition using environmentally friendly methods.”  
It was proposed by Cllr Hall, seconded by Cllr Taggart and unanimously agreed by all Councillors to approve the recommended changes to the Memorial Bench and Tree policy. **Resolved.**
48. **Grants, donations, and community support (A.I.14)**
- a. **Millbrook Scouts – grant funding request**  
It was proposed by Cllr Roberts, seconded by Cllr Meeson and unanimously agreed by all Councillors to approve the funding request of £60.00 from Millbrook Scouts towards the costs of a funding trip in August, being organised in conjunction with The Good Food Project and the Lynher Barge CIC **Resolved.**
- b. **Millbrook Meet up / Community Hubs:**  
The Council was presented with the minutes from the recent partnership meeting with representatives from Age UK (social prescribing), Volunteer Cornwall, The Peninsula Trust and Millbrook Parish Council. It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors to approve a budget of £200 towards the proposed Millbrook Meetup events, planned to commence from September 2022. **Resolved.**
49. **Climate & Environment (A.I.15)**
- a. **EV Charging:**
- (i) **Update on progress to date:** Update provided by Cllr Mattholie,  
Works have been completed, including the installation of the EV Charging and the bay

---

Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_ Signed \_\_\_\_\_

markings. The next stage is to install a meter. Due to the current market, suppliers are very reluctant to take on new customers.

(ii) **Energy Supply**

The Council was asked to consider approval of Meter Operator agreement (MOPcontract) with Great Annual Savings for the energy supply for the electric charging points  
Cllr Mattholie advised under any electricity supply agreement there will always be some party appointed as a Meter Operator under a MOP Agreement. For most domestic / small business supply agreements you essentially have no sight of this as this is all taken care of by your electricity supplier.

It was proposed by Cllr Beadnall, seconded by Cllr S Woffenden and unanimously agreed by all Councillors to approve the 5-year MOP agreement appointing Siemens at a cost of £264.00 per annum. **Resolved.**

(iii) **Licence for alterations**

It was proposed by Cllr Lewis, seconded by Cllr Mattholie and unanimously agreed by all Councillors to approve the licence for alterations (minor works) agreement relating to West Street Car park between Cornwall Council and Millbrook Parish Council. **Resolved.**

b. **Climate engagement training and mentoring:**

The Chair had received correspondence relating to participating in the City, Town and Parish Council training and mentoring on public participation in climate decision making. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the newly formed Council Climate Group is delegated to review the criteria and to submit a response. **Resolved.**

50. **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 is detailed below:

- **Cornwall Council, Communities Support Assistant:** Community Network Highways Scheme update
- **Cornwall Council, Communities Support Assistant:** Millbrook Skatepark Event
- **Cornwall AONB:** Job vacancies
- **Devon & Cornwall Police:** Rural survey - farmers' experiences of crime and policing
- **Rame Peninsula Public Transport Users Group:** Transport Voice – July 2022
- **Millbrook Village Hall Management Committee:** MVH AGM and meeting minutes
- **Cornwall Council:** Newsletter
- **All Saints' Church, Millbrook:** Summer Fete and Food Bank
- **Millbrook Tennis Courts:** Request for maintenance works
- **Cllr Ferguson, Maker with Rame:** Monday 25th July a representative from Citizen Advice Cornwall attending Maker with Rame Parish Council meeting to give a talk on their services and how they might be able to improve their reach in the area.
- **Mount Edgumbe Country Park:** Notification for amendments to the local highway network on Sunday 7th August
- **Great Western Railway / Network Rail:** Extreme heat to affect train services and new strike dates announced
- **Cornwall Council:** Support for residents struggling with the cost of living
- **PKF Littlejohn:** External audit queries
- **South West Water Community & Customer Liaison Officer:** Help for our vulnerable customers
- **Southdown Road works:** Cormac resurfacing work complete but there has been no work to clear the vegetation around the gullies.
- **Southdown Road safety:** Verge by the Tractor Park needs to be cut back.
- **Request for no dogs / keep dogs on a lease and keep gates shut signage**
- **Millbrook Tanyard:** Noise / anti-social behaviour and litter left from gatherings over the weekend.
- **Millbrook Tractor:** Anti-social behaviour / damage to equipment.

---

Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_ Signed \_\_\_\_\_

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

51. **It was resolved that pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 S100 (2) the public and press be excluded from the meeting because of the confidential nature of the business to be transacted.**

**Closed session**

- 52 **Recommendations from the Staffing Committee meeting held on 12th July 2022, to include the staff recruitment and employment terms and conditions. (A.I.18)**

Cllr Roberts advised the Council's former Street Cleaner had resigned. The Council's caretaker has been covering his hours. The Staffing Committee's Terms of Reference state that staffing decisions with financial implications should be taken to the Finance Committee but as the Finance Committee were not scheduled to meet the decisions have been taken straight to Full Council.

- (i) **Current caretaker:** It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the current caretaker's hours, which were advertised as 15 hours possibly increasing to 20 hours and have until now been 15 hours, are increased to 20 hours. **Resolved.**
- (ii) **Position of Deputy Caretaker:** It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors that the first reserve candidate, interviewed in February 2022 is offered the position of Deputy Caretaker. The Council were informed of the rate of pay being offered. **Resolved.**

The Parish Clerk vacated the meeting.

- (iii) **Parish Clerk's contract and conditions of employment**

- It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve the Staffing Committee's recommendations for amendments to the Clerk's contract of employment. **Resolved**
- It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve the Staffing Committee's recommendations for payment of the Clerk's overtime hours incurred during the arrangement of the Open Day/Annual Parish Meeting. **Resolved**

---

Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_ Signed \_\_\_\_\_

## Appendix 1: Minute 45, 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 £
1 Less Worry Payroll Services	Payroll Administration provider	S.I.	30.00
Bulb	Electric usage – public toilets	S.I.	57.80
Contract Signs	Electric charging point signage	141 - 15/02	64.96
Cornwall Air Ambulance	Donation	171b - 26/04	1,000.00
Cornwall Council Legal Services	Amendments to Lease agreement	141 - 15/02	1,000.00
Google iCloud	Gov.uk emails		59.80
Huhtamaki Wab	Production of Art Tapestry in collaboration with local children	174b - 26/04 (ii)	200.00
Peter Gold	Purchase of steel brushes	C.D.A.	9.96
Karenza Heald	Reimbursement for the purchase of 'The Purple Guide' – events guidance.	C.D.A.	30.00
Safelincs	Defibrillator pads	24d - 28/06	237.58
Staffing costs	Staff wages, pension and HMRC	S.I.	5,008.60
Unity Trust	Bank fees	S.I.	48.85
	<b>Total payments</b>		<b>7,747.55</b>

Note:

A payment to NALC for £51.71 was included on the agenda but the payment was included on the minutes of the last meeting.

Payments made since the last meeting, note includes on the minutes of the last meeting and excluded from the agenda for the meeting on 19<sup>th</sup> July 2022.

Google Cloud                      gov.uk emails                      £59.80

Bulb                                      Electric usage in the public toilets                      £57.80

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
Cormac Solutions	Time and disbursements on Hounster Hill Feasibility Study	67 - 21/09	5,031.10
Cornwall Council	Service Level Agreement	169d - 28/04	36.00
Jag Signs	Chatty bench plaques	17a(i) - 24/05	147.54
Pod Point	Site Survey	141 - 15/02	300.00
Pod Point	Rail post & post fixings	141 - 15/02	300.00
Print Options	Printing for Rame Centre Window – Queens Platinum Jubilee display	C.D.A.	12.00
Print Options	Millbrook Skatepark event A3 posters	C.D.A.	12.00
Screwfix	Outdoor pegs	C.D.A.	17.97
Screwfix	Combi drill	33 - 28/06	149.99
Viking Direct	Office supplies (Cable ethernet)	C.D.A.	11.71

Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_ Signed \_\_\_\_\_



Viking Direct	Coin counter and office paper	32 - 28/06 & C.D.A.	217.14
	<b>Total</b>		<b>6,235.45</b>

Excluded from the agenda payment list, to be processed.

Cyclehoop	Bike Hoop	168a – 28/04	167.94
Enhancescapes	Monthly maintenance charge	140b – 15/02	600.00
Dale Blackler	Emergency maintenance works on skatepark		80.00
Pod Point	Car park bay marking	141 - 15/02	1,140.00
	<b>Total</b>		<b>1,987.94</b>

## Appendix 2: Payments to be processed in August 2022

Enhanscapes	Monthly charge plus leaf blowing for skatepark event / tidying up area.	140d - 15/02	630.00
Alex Keating	Strimming around the tennis courts	C.D.A.	75.00
SSP	Traffic fume warning signs	139e - 15/02	58.14
Karenza Heald	Reimbursement of Microsoft package	S.I.	112.80

Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_ Signed \_\_\_\_\_