

Minutes of Millbrook Parish Council meeting
Tuesday 18th October 2022 @ 7:30pm
Venue: The main hall in Millbrook Village Hall

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

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

- 71. Apologies for absence (A.I.1)**
Apologies received from Cllr S Woffenden. Cllr Polák was absent from the meeting.
- 72. Declarations of interest on any agenda item (A.I.2)**
Cllr Lewis declared an interest in agenda item 9e (minute 78) due to reimbursement of payments. As a member of Millbrook Skatepark Steering Group, Committee Cllr Beadnall declared an interest in agenda item 14, (Minute 84)
- 73. Declaration of gifts (A.I.3)**
None
- 74. Dispensation -** To consider any requests for dispensations relating to agenda items. (A.I.4)
Non applicable
- 75. Public forum and County Councillor report / update (A.I.5)**
- (i) **Cornwall Councillor Kate Ewert:** Apologies received. CC Kate Ewert's report had been reported.
 - (ii) **West Street car park:** The property owners of 74 Dodbrook attended the meeting and offered to answer any questions the Council may have relating to agenda item 10, Minute 84. In response to Cllr Wilton's query asking if property owners were aware of the correspondence from Cornwall Council it was confirmed they understood a lease agreement would need to be drawn up.
- 76. Chair's Announcements (A.I.6)**
- (i) **Rame Peninsula Neighbourhood Plan:** The Parish Clerk attended the Rame Cluster Group meeting. During the meeting there was a discussion on whether the Rame Peninsula Neighbourhood plan should be reviewed. If any Councillors have any points to raise regarding the Rame Peninsula Neighbourhood Plan please could they email the Parish Clerk.
 - (ii) **Use of herbicide:** There has been a query regarding the use of weedkiller in the parish and a suggestion that Biffa has been using bleach locally. Confirmation has been received that both Cornwall Council and Biffa do not use glyphosate based weedkiller or bleach.
 - (iii) **Millbrook Meet Ups:** Cllr Roberts asked if any councillors who are flexible in their other commitments could occasionally attend the weekly Millbrook Meet Up sessions.
 - (iv) **Millbrook Skatepark Project:** The Skatepark Project group had their first steering group meeting on Sunday 17th November 2022. Cllr Roberts attended the Skatepark Project Crowdfunder launch at Patchwork Studios on 28th September 2022.
 - (v) **B3247 Millbrook to Furlanesend route:** An email has been received from Maker-with-Rame Parish Council requesting Millbrook Parish Council's support for speed reductions on the road heading from Millbrook to Furlanesend School. The desire is to restrict the speed limit of vehicles to 30mph with a buffer zone of 20mph either side of the entrance to the Primary School. There will be a vote on Highway Improvement Schemes at the next Community Network Panel meeting. If Millbrook Parish Council supports the project, it would need to be with the caveat that it would not be to the detriment of Millbrook Parish Council's submission(s) for Highway Improvement Schemes.

Approved during the Full Parish Council meeting held on 15th November 2022, Minute 100
Signed in the meeting by Cllr S Lewis, Vice Chair of the Council.

Pate 1

- (vi) **Harfest:** The Parish Council has received thanks for allowing Harfest to take place. The event was well attended, very popular and a post-event evaluation report has been submitted.

77. Clerk's report / update (A.I.7) Noted

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

It was proposed by Cllr Lewis, seconded by Cllr Beadnall and unanimously agreed by all Councillors that the minutes of the Parish meeting held on 27th September 2022 be approved as a true and accurate record of the meeting. **Resolved.**

79. Finance (A.I.9)

- a **Council's bank balance:** The balance in Council's Unity Trust bank account was noted as £206,707.10.
- b **Finance report:** The Clerk's Finance report was reviewed and noted.
- c. **Bank reconciliation:** The bank reconciliation reports for September 2022 were duly noted.
- d. **Grants & donations & Fundraising report:** The Clerk's report detailing information on grants and donations the Parish Council has awarded during the last three years was noted.
- e. **Monthly payments:** The Council was presented with a list of payments as detailed below: Payments made since the last meeting not included on the minutes of the last meeting = £6,176.35. Payments to be processed, included on the agenda £6,650.85 + payments to be processed, not included on the agenda but included on the payment approval listing £2,322.50. An invoice for £600.00 from Jan Moore for cleaning of the public toilets was also presented in the meeting. See appendix 1.
- It was noted the payment the payment for Outdoor Play People was detailed on the payment listing last month as £5,299.00 inclusive of V.A.T., but the agreed amount (46c, 19/07), and the amount paid was £5,299.00 plus V.A.T.
- It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Council approves the payments as presented by the Clerk. **Resolved.**

80. Parking (A.I.10)

The Council was asked to consider the request from the property owners of 74 Dodbrook, adjacent to West Street Car Park, (planning application PA22/04318 approved with conditions), to purchase and reserve five annual car park permits and to agree costs.

The Chair opened the meeting to address the property owners.

The property owners have requested reservation of car parking spaces adjacent to their proposed property development. If the proposal is agreed, the property owners said they would put Harris fencing around the required reserved parking spaces. In terms of timescales, there are no immediate plans as the property owners need to sell their bungalow. It was highlighted that accessing via the car park would be less disruptive than to accept deliveries of building materials via the B3247 on Dodbrook, which could involve a potential hold up in traffic. It was noted a lease agreement would need to be in place, which would likely be a three-way agreement.

It was proposed by Cllr Roberts that the Council agrees, subject to legal agreements with Cornwall Council and any concerns such as insurance of the required fencing resolved beforehand, to allow the reservation of five car park spaces for an initial period of four months at a pro-rata annual permit rate. The motion was seconded by Cllr Wood and unanimously agreed by all Councillors. **Resolved.**

81. Climate & Environment – Electric Charging Point (A.I.11)

Cllr Mattholie updated the Councillors on the EV Charging Point progress. The connection is scheduled to be in place on 24th October and commissioned on 31st October 2022.

- a. **EV Charging Point tariffs:** A report from Cllr Mattholie was circulated regarding the charging tariffs. The Council discussed definitions of the local tariff rate. It was proposed by Cllr Mattholie and seconded by Cllr Roberts that the recommendations in the report are accepted,

Approved during the Full Parish Council meeting held on 15th November 2022, Minute 100
Signed in the meeting by Cllr S Lewis, Vice Chair of the Council.

Pate 2

with the amendment that local tariff rates cover the Rame Cluster Group parishes (Millbrook, Maker with Rame, Antony, St John and Sheviock parishes). See appendix 2. The motion was unanimously agreed by all Councillors. **Resolved.**

Action: Parish Clerk to contact Cornwall Council to ascertain what evidence is required to prove principle primary residence.

- b. **EV Charging Point Surge protection:** It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve the quotation of £905.00 plus V.A.T. from Pod Point, for the surge protection to be supplied and installed in line with the new amendment to BS7671:2018 Amendment 2:2022.

82. Traffic & transport (A.I.12)

- a **Traffic & Transport Advisory Task Group meeting notes:** The notes from the Traffic & Transport meeting held on 13th October 2022 were received.
- b **Traffic & Transport Advisory Task Group recommendations:** To consider the recommendations from the Traffic & Transport Advisory Task Group's meeting held on 13th October 2022, as detailed below:
- (i) Agreed actions:
- Contact Highways for estimated figures on average speed cameras.
 - Consult with neighbouring parishes regarding length vehicle restriction.
- (ii) Agree traffic & transport priorities in the parish

Rank	Issue / Area	Requires TRO	Comments
1	Houster Hill	Yes	Consult with neighbouring parishes
2	St Johns Road	Yes	A through route in to the village Correspondence has been received regarding excessive speeds Submit Expression of Interest to Cornwall Council Network Panel Highway Improvement Scheme.
3	Bottom of Blindwell Hill	Yes	Submit Expression of Interest to Cornwall Council Network Panel Highway Improvement Scheme.
4	Access to the play park	No	Drop kerbs along Southdown Road by the tractor park and relocate the entrance
5	Collective areas of TRO's	Yes	Tanyard corner – no loading New Road – another strip of double yellow lines (due to the buses not being able to pull in) Remove the single yellow lines in part of Newport Street, by the garages A walkabout is required to identify other areas in the parish
6	Bollards by the Tanyard	No	Will Glassup, Cormac Highways has committed (verbally) that Cormac would cover the costs of bollards. If this does not come into fruition, then this would need reviewing as a priority. Disabled access is required.

The Council discussed the Houster Hill Feasibility Study.

Cllr Wilton queried the costs of the build out for St Johns Road. Cllr Roberts responded parts of the costs includes the costs of the drawings.

The Councillors discussed the Wig-Wag system. It was agreed this usage of such a system was unknown and it did not carry any legal status.

Approved during the Full Parish Council meeting held on 15th November 2022, Minute 100
Signed in the meeting by Cllr S Lewis, Vice Chair of the Council.

Pate 3

Cllr Wilton highlighted the adverse effects from heavier traffic a vehicle length restriction would have on Military Road. The options of a collective ban on the Rame Peninsula were discussed and it was agreed to consult with the neighbouring parishes.

- (iii) **Cornwall Community Network Panel Highway Improvement Schemes**
It was proposed by Cllr Mattholie, seconded by Cllr Roberts and unanimously agreed by all Councillors to (i) retain the St John's Road EOI as Millbrook Parish Council's top priority for the Community Network Panel Highway Improvement Scheme submission, at an estimated cost of £35,000 with Millbrook Parish Council contributing up to £15,000 and (ii) as a second option the Blindwell Hill build out project at an estimated cost of £15,000, with the Council contributing up to £5,000 towards this scheme. **Resolved.**

83. Christmas and Events Working Group (A.I.12)

- a **Christmas & Events Working Group meeting notes:** The notes from the Christmas and Events working group meeting held on 10th October 2022 were received.
- b **Christmas and Events Working Group recommendations (A.I.13)**
It was proposed by Cllr Hall, seconded by Cllr Roberts and unanimously agreed by all Councillors to approve the recommendations from the Christmas and Events Working Group, as circulated, which includes an overall budget of £200.00. **Resolved.** Cllr Wood updated the Council that the tree from Mount Edgcumbe Country Park will be delivered on 14th December 2022.

84. Millbrook Skatepark Project Group (an unincorporated community group) (A.I.14)

- a. **Millbrook Skatepark Project Steering Group**
Cllr Beadnall reported he attended a Steering Group meeting on Sunday 16th October 2022. The target is £175,000. The Crowdfunder will be in phases. They anticipate the next phase of Crowdfunding will be in January / February next year. The group is currently working on a CIL Funding application.
- b. **Millbrook Skatepark Project's Crowdfunder**
The balance in the Millbrook Skatepark Project Crowdfunder account stood at £55,574. This includes the Parish Council's conditional pledge to the skatepark project of £20,000. Cllr Roberts said a query had been raised that the Parish Council's conditional pledge could be interpreted as misleading as it could be perceived that it was fundraising for a facility it already owns. Following a Zoom meeting with the Clerk, Chair of the Council, Dawn Bebe from Crowdfunder and the treasurer of Millbrook Skatepark Project, a revision has been made on the Millbrook Skatepark Crowdfunder page. The original statement reads "*after a unanimous vote, Millbrook Parish Council voted to pledge a whopping £20k on the Skatepark Project - which is amazing! Thank you so much for your support MPC. It really starts to tell the story that the community is behind the new skatepark and wants to see it happen*". An additional statement has been added to the page: "*As Millbrook Parish Council already owns the land, the money is now reserved in the parish council's bank account and will get put into the skatepark project when the project is deliverable, a contractor hired and work begins.*"
- b. **Millbrook Skatepark Project Group accounts:** the accounts for Millbrook Skatepark Project Group were circulated and noted.
- c. **Millbrook Skatepark – report from the Parish Clerk:** A report was received detailing the history of the skatepark, a timeline of the Parish Council's involvement in the skatepark project and publicity for the project. The Clerk said one of the reasons for producing the report was a query had been raised over the Council's involvement in the fundraising.

Cllr Beadnall vacated the meeting.

- d. **Planning permission for the skatepark:** It was proposed by Cllr Wilton and seconded by Cllr Roberts that the Council applies for and covers the costs of the planning application fee for the Millbrook Skatepark Project proposals. The estimated cost quoted from the Cornwall Council planning officer was £464.00 **Resolved.**

Cllr Beadnall returned to the meeting.

85. Policies and procedures (A.I.15)

- a. **Christmas & Events Terms of Reference:** It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve the Christmas and Events Terms of Reference. It was noted the group included two non-councillors, Julie Elworthy and Fran Reilly. **Resolved.**
- b. **Millbrook Parish Council training policy:** It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors to approve the Council's training policy. **Resolved.**
- c. **Millbrook Parish Council Lone Worker policy:** It was proposed by Cllr Wood, seconded by Cllr Beadnall and unanimously agreed by all Councillors that subject to the amendment to include the phrase "when lone working the office door should remain locked", the policy be approved. **Resolved.**

86. Council maintenance (A.I.16)

- a. **Council maintenance equipment:** To approve a budget for a Council the purchase of cordless sander and discs.
It was proposed by Cllr Beadnall, seconded by Cllr Wilton and unanimously agreed by all Councillors that the Council approves a budget of £160 for the purchase of a cordless sander. **Resolved.**

87. Community Network Review (A.I.17)

The Council discussed the communication regarding the Cornwall Council's Community Network Review: The Future of Cornwall's Area Partnership.

It was and seconded by Cllr Wilton that due to concern over overstretched officers, lack of budget and requirement of further details the Council does not support the proposals. The motion was unanimously agreed by all Councillors. **Resolved.**

88. Millbrook Business Park (A.I.18)

It was proposed by Cllr Wilton, seconded by Cllr Beadnall and unanimously agreed by all Councillors that the Council is listening with intent but requires more information on the consultation. **Resolved.**

89. Correspondence and matters to note (A.I.19)

The list of correspondence was noted.

90. Future items for consideration (A.I.20)

- Cllr Mattholie: requested an update on the workshop meeting and a review of the Millbrook Village Plan.
- Cllr Hall has been in contact with Bat Conservation Society regarding a bat survey for the Lime Kiln.

91. Closed session

- a. **Closed session resolution:** There was no requirement to resolve 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 as there were no members of the public present.
- b. **Complaints procedure:** Cllr Roberts said the Council has received complaints regarding Council procedures, some of which appear to have been resolved. Cllr Roberts said advice has been taken from Cornwall Association of Local Councils, Society of Local Council Clerks and the Information Commissioner who have all confirmed that, due to data sensitivity and the correspondence referring to third parties, communication relating to the complaints cannot be

Approved during the Full Parish Council meeting held on 15th November 2022, Minute 100
Signed in the meeting by Cllr S Lewis, Vice Chair of the Council.

Pate 5



shared with all councillors. The Councillors were informed, in connection with the issues, a disturbance took place in the Council office which led to the parish clerk having to close the office and work from home., In line with the Council's complaints procedure, two delegated Councillors should meet with the parishioner to try to resolve the issues and report back to the Council. Cllr Hall offered to join Cllr Roberts, who as Chair of the Council has been communicating with the parishioner. It was proposed by Cllr Beadnall, seconded by Cllr Mattholie and unanimously agreed by all Councillors that Cllr Hall and Cllr Roberts are delegated to follow up the complaints. **Resolved.**

The Chair closed the meeting at 9:03pm

Approved during the Full Parish Council meeting held on 15th November 2022, Minute 100
Signed in the meeting by Cllr S Lewis, Vice Chair of the Council.

Pate 6

Appendix 1: Monthly payments

(Where applicable, amounts include V.A.T)

References: 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 £
Council staff, HMRC & NEST	Council staff, PAYE & Pension	S.I.	3,507.45
Cllr Lewis	Refreshments for Millbrook Meet Up	48b, 19/07	14.00
Amazon (K Heald)	Light bulbs for the Tanyard	C.D.A.	59.10
Google Cloud	Google Workspace subscription	S.I.	59.80
One Less Worry	Payroll Service provider	45e, 19/07	36.00
The Peninsula Trust	Local support	65a, 27/09	2,500.00
	Total	Total	6,176.35

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
Cormac	Hounster Hill Feasibility Study	86a, 19/10/21	5,287.12
Enhanscapes	Clearing of green waste pile, preparation of ground and reseeding with grass and wildflower seed in graveyard.	17b(ii), 24/05	100.00
Enhanscapes	Ground maintenance / grass cutting – September installment.	140d, 15/02	600.00
	Tree work in the Tanyard and the playing field (due to relocating the container)	C.D.A. 66B(ii), 27/09	60.00
Foy-Air Enterprises / LittleMops	Toilet rolls	C.D.A.	19.80
Newman Haulage	Relocate container from Hounster Hill to Millbrook Playing Fields	66b(ii), 27/09	360.00
Cllr S Lewis	Mileage – attendance of 'Meet Cormac' event in Bodmin. 54 miles @ 45p per mile	C.D.A.	24.30
Jes Hirons, Social Prescriber	Reimbursement of refreshments for Millbrook Meet Ups	48b, 19/07	19.27
Richards Builders Merchants	Concrete blocks for container	66b(ii), 27/09	14.15
Richards Builders Merchants	Materials for tractor park works	30(a)ii, 28/06	77.30
Stinkyink	Waste collector for ink cartridge	C.D.A.	30.11
Viking Direct	Stationery	C.D.A.	44.41
Zoom (K Heald)	Zoom subscription	S.I.	14.39
	Total	Total	6,650.85

Additional payments omitted from the agenda and included in supporting documents

Payee	Details	Minute / Ref	Amount £
Karenza Heald / Timpson	Office key (office security)	C.D.A	13.30

Approved during the Full Parish Council meeting held on 15th November 2022, Minute 100
 Signed in the meeting by Cllr S Lewis, Vice Chair of the Council.

Pate 7

Kernow Training	Lantra Tree Inspection – P Gold	67a, 27/09	185.00
Peter Gold	Travel to course (budget of £500 for both staff agreed but B Reader was unable to attend)		
Tom Cox Tree Surgery	Graveyard & cemetery	46b(i), 19/07	1,800.00
Print Options	Millbrook Meet up	30a(ii), 28/06	7.20
Seadog IT	Operation London Bridge protocol	C.D.A.	95.00
Winkleigh Timber	Granite bollards	68b(v)	222.00
		Total	2,322.50

Payment presented in the meeting

Payee	Details	Minute / Ref	Amount £
Jan Moore	Public toilet cleaning August & September 2022	C.D.A	600.00

- (iii) **Payment made to Outdoor People:** To note the payment made to Outdoor Play People was quoted on the payment listing as £5,299.00 inclusive of V.A.T., but the agreed amount (46c, 19/07), and the amount paid was £5,299.00 plus V.A.T.

Appendix 2 : EV Charging Point – Report from Cllr Mattholie

Background

Millbrook Parish Council (MPC) have installed an Electric Vehicle Charging Point (EVCP) in West Street Car Park. After some delays in appointing an electricity supplier the electricity meter is scheduled to be installed on 24th October 2022 and it is envisaged that the charge point will be commissioned soon after. Prior to the EV charge point going live MPC will need to determine a charging strategy.

Electricity Supply Agreement

MPC have signed a 1 year electricity supply agreement with British Gas.

Key tariff details:

Standing charge: £1.46 / day (£533 per year)

Contractual Unit Rate: £0.66 / kWh

Effective Unit Rate: £0.21 / kWh*

* Assumed price after Energy Bill Relief Scheme discount has been applied (confirmed initially for first 6 months). Further details available here: <https://www.gov.uk/guidance/energy-bill-relief-scheme-help-for-businesses-and-other-non-domestic-customers>

POD Point Administrative Charges

In addition to the supplier charges POD Point will also charge an administrative fee (1p/kWh) on all usage.

EVCP Charging Philosophy

The following principles have been considered in developing the charging philosophy:

- Cost neutrality - charging structure should be developed aiming towards cost neutrality (i.e. cover all operating costs but not profit making)

Approved during the Full Parish Council meeting held on 15th November 2022, Minute 100
 Signed in the meeting by Cllr S Lewis, Vice Chair of the Council.

Pate 8

- Two tier charging rate
 - Locals Member Rate - Lower rate for locals (members) at cost rate (i.e. Electricity Supply Unit Rate + POD Point Administrative Charge)
 - General Public Rate - Slightly higher rate for non-members (i.e. all other users) that helps recuperate additional fees to cover Standing Charge and any additional maintenance fees in future.
- Local Member Rate - Eligible by application for anyone with Principal Private Residence in Parishes of Cornwall Gateway (see below)
- General Public Rate - At this stage it is envisaged that a surcharge of £0.05/kWh on the Locals Rate should be sufficient to achieve cost neutrality (based on estimated 150 to 200 charges per year)
- Administration - It is proposed that both Karenza and Jo have administration rights on the POD point system and delegated powers to vary charging rates in line with principles outlined above

Illustrative Charge Rates

Based on above the initial charge rates would be:

- Local (Members) Rate: £0.22/kWh
- General Public Rate: £0.27/kWh

Cornwall Gateway Town and Parish Councils

- Antony Parish Council
- Botus Fleming Parish Council
- Landrake with St Erney Parish Council
- Landulph Parish Council
- Maker-with-Rame Parish Council
- Millbrook Parish Council
- Saltash Town Council
- Shevioc Parish Council
- St Germans Parish Council
- St John Parish Council
- Torpoint Town Council

Approved during the Full Parish Council meeting held on 15th November 2022, Minute 100
Signed in the meeting by Cllr S Lewis, Vice Chair of the Council.
Page 9