

Thursday, 22nd September 2022

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on Tuesday 27th September 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 Full Council meeting
Tuesday 27th September 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. **Clerk's report / update**
8. **Approval of the minutes from previous meeting:**
 - a. **Minutes of the previous full Council meeting:** To approve the minutes of the Full Parish Council meeting held on Tuesday 19th July 2022.
9. **Mayor for Cornwall**

To review the correspondence received from the 'Let Cornwall Decide' campaign group and to consider the request to pass a motion to lobby Cornwall Council to conduct a referendum for all voters in Cornwall to decide whether there should be a Mayor for Cornwall.
10. **Commercial use of part of the Tanyard**

To consider the proposal from the proprietor of Weigh to Go requesting use of a section of the Tanyard.
11. **Traffic & Transport**

To accept the Hounster Hill Feasibility Study.
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. **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)

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 £
1 Less Worry Payroll Services	Payroll Administration provider	S.I.	30.00
British Gas	Connection and metering	141 – 15/02	120.59
British Telecom	Telephone and broadband quarterly charge	S.I.	123.74
Joanna Bennetts (Amazon)	Book of condolence	C.D.A.	24.99
Bulb	Public toilets electric D/D	S.I.	25.00
Enhanscapes	Pruning of cherry trees	17c – 24/05 Fin Reg 6.4	80.00
Enhanscapes	Monthly grass cutting / maintenance	140d – 15/02	600.00
	Skatepark festival leaf blowing	45(ii)	30.00
	Japanese Knotweed spraying	30(e)	75.00
	Crown lift tree in car park	C.D.A.	50.00
E.R. Executive	Book of condolence	C.D.A.	39.94
Google pay	Googleworkspace subscription	S.I.	59.80
Karenza Heald	Wordpress & Domain – Rame Peninsula NDP website	See note below *	51.00
Karenza Heald	Weeding tool from Amazon	C.D.A.	11.99
Karenza Heald	Microsoft software reimbursement	45(ii)	112.80
PMF Products	Goalposts	30c, 28/06	840.00
Royal British Legion Industries	The Queen's Canopy plaque	46b(ii)	154.99
Seadog IT	Managed website hosting	S.I.	150.00
Staffing costs	Wages, PAYE (HMRC) and staff pension (NEST) Aug 22	S.I.	5,718.18
The Family Foraging Kitchen	Harfest grant	14a – 24/05	300.00
Zoom	Zoom subscription – August 2022	S.I.	14.39

* Having consulted with the signatories, following a recommendation from Cllr Taggart and having communicated with the neighbouring, Rame Cluster parishes, the Rame Peninsula NDP website, to save costs, the Rame Peninsula Neighbourhood Plan website was downgraded.

- (ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
Cornwall Council	Service Level Agreement – Parking Enforcement July 2022	69d – 28/04	37.20
Karenza Heald	Microsoft package (V.A.T. not paid)	S.I.	22.56
Gavin Lee	Relocation of wasps nest	C.D.A.	80.00
Glasdon UK	Digger shovel	C.D.A.	60.97
Millbrook Village Hall Comm	Meetings – May to July 2022	S.I.	103.00
Millbrook News	Materials for maintenance staff	C.D.A.	39.40
Nagels (UK) Ltd	Ticket rolls for car park machine	C.D.A.	258.16
Online Playground	Wetpour repair kit	C.D.A.	101.40
Outdoor Play People	Junior & basket net swing frames	46c - 19/07	5,299.00
Pod Point	EV Charging Point (Partial invoice)	141 - 15/02	11,252.75
Richards Builders Merchants	Disposable gloves	C.D.A.	14.15
Richards Builders Merchants	Caretaker safety protection equip	C.D.A.	17.66
SSP	Traffic Fume warning signage	139e – 15/02	58.14
SSP	Banding lengths and channel clamps	139e – 15/02	25.97
Screwfix	Refuse sacks and cable ties	C.D.A.	61.50
Stinkyink.com	Ink for office printer	C.D.A.	71.38

- 13. Grants, funding and community support**
- a. **The Peninsula Trust:** To consider the funding request of £8,300 from The Peninsula Trust to cover the cost of the local support at the Rame Centre and funding of a crisis grant.
 - b. **Royal British Legion:** To consider a donation to the Royal British Legion Poppy Appeal Fund
 - c. **Millbrook Skatepark Project:** To review the communication from the treasurer of Millbrook Skatepark Project and consider the following:
 - (i) Does the Council support the preliminary plans for the proposed new skatepark design?
 - (ii) Does the Council agree to offer a pledge towards the Crowdfunder 1 project, as requested in the supporting documents?
 - (iii) In the event of the successful funds being raised does the Council commit to the ongoing maintenance?
 - (iv) Does the Council wish to appoint a liaison representing the Council on Millbrook Skatepark Project's steering group?
 - d. **Christmas lighting and events:** To consider the recommendations from the Christmas lighting and event working group.
 - e. **Asset of Community Value:** Does the Council wish to register the Devon and Cornwall Inn as an Asset of Community Value?
- 14. Asset & Open Spaces**
- a. **Asset & Open Spaces meeting held on 20th September 2022:** To receive the notes from the meeting.
 - b. **Recommendations from the Asset & Open Spaces Task Group:**
 - (i) **Bug hotels:** To approve the budget for materials and agree the recommended locations for two x bug hotels, to be constructed as a community project led by Robbie Ryder.
 - (ii) **Hounster Hill container:** To consider and agree a budget for the relocation of the container currently situated at Hounster Hill.
 - (iii) **Cemetery Management:** Update on cemetery management procedures and regulations.
 - (iv) **Play park and skatepark works:** To approve a budget for overtime and contractor maintenance for works required in the play park (see report from the Clerk)
 - (v) **Fencing by the war memorial:** To approve the recommendation and agree a budget for metal chain fencing in front of the war memorial.
- 15. Training and development**
- a. **Lantra – basic tree and inspection course:** To consider the quotation and travel expense costs for the Council's caretaking staff to attend Basic Tree Survey and Inspection course.
 - b. **Bush cutter:** To consider the quotation and travel expense costs and for the Council's caretaking staff to attend bush cutter training.
 - c. **Cemetery Management:** To consider the quotation for the Clerk to attend Cemetery Management training.
 - d. **Parish online:** To consider the quotation for the Council Office staff to receive Parish Online training.
- 16. Climate & Environment**
- a. **EV Charging:** Update
- 17. Governance**
- a. **Committees:** To consider the formation of a joint Personnel & Finance Committee, which will meet, as required.
 - b. **Civility and Respect Pledge:** To consider passing a resolution to sign up the civility and respect pledge (see documents submitted by CALC)
- 18. 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.