

**Minutes of Millbrook Parish Council meeting**  
**Tuesday 27<sup>th</sup> September 2022 at 7:30pm**  
**Venue: The main hall in Millbrook Village Hall**

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

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

- 53. Apologies for absence (A.I.1)**  
Apologies received from Cllr Mattholie
- 54. Declarations of interest on any agenda item (A.I.2)**  
Cllr S Lewis, who is a trustee of The Peninsula Trust, declared an interest in item 13a, (Minute 65) The Peninsula Trust's application for funding.
- 55. Declaration of gifts (A.I.3)**  
None
- 56. Dispensation (A.I.4)** To consider any requests for dispensations relating to agenda items.  
None
- 57. Public forum and County Councillor report / update (A.I.5)**
- (i) **Report from Cornwall Councillor Kate Ewert**  
Apologies received from CC Kate Ewert. Reports from July and August / September had been circulated to all Councillors and are available on the Council's website and Facebook page. See appendix 1.  
The Chair advised members of public wishing to speak of the protocol saying those wishing to address the Council should speak for no more than three minutes and if someone has already covered the point they wished to make they should just state their agreement.
- (ii) **Weigh to Go:**
- The proprietors of Weigh to go said they had applied to the Council to locate a kiosk in the Tanyard as this had been suggested as an ideal location. Since having to stop trading in their current premises they have received feedback from members of the community that the Weigh to Go had become a community hub. Although the Tanyard has been suggested they are open to other suggestions.
  - Four members of the public spoke in support of Weigh to Go's request with the following reasons – the ethical business uses no plastics, is a vital part of the community and this particular part of the Tanyard is unused. It was acknowledged that if the Council were to accept this request there could be opposition but if the Council were to receive some rental income there would be a benefit.
  - A member of the public spoke in support of the nature of the business but asked the Council to consider the original plans for the Tanyard. There could have been other like-minded businesses in the area who would have liked to have put in a tender.
  - "Pop ups" were put forward as an alternative suggestion. The proprietor of Weigh to Go added this would not work for them.
  - A member of public spoke objecting to the location of a kiosk for commercial use in the Tanyard saying the area should be a totally open space for the community.
- (ii) **Houster Hill Feasibility Study:** The Council was asked (a) whether the Houster Hill Feasibility Study would be in the public domain (b) the expenditure on the study. The Chair confirmed the study would be published on the website. The Clerk advised the Council has not received the final invoice and the information had been submitted by email. The member of public asked for this information to be available in the public domain. See appendix 2.

- (iii) **The Peninsula Trust / Rame Centre:** A trustee for the Peninsula Trust spoke to support their funding application. The trust has supported approximately 500 people in the community in poverty and providing mental health support services. The current finances do not allow for a support worker. The submitted grant application is for one day a week using the existing staff and also providing crisis support grants.
- (iv) **Millbrook Skatepark project:** Three members of the Millbrook Skatepark project addressed the Council. The members updated the Council on their plans. A Crowdfunder is being launched on Wednesday 28<sup>th</sup> September 2022. The group is seeking a councillor to join as the Council's representative to the project. The Skatepark Crowdfunder video was played to the Council.

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

- The skatepark Crowdfunder will commence at 7pm at Patchwork studios on 28<sup>th</sup> September 2022
- The Clerk has circulated an email relating to Cornwall Critical Control Centre team that the Cornwall Fire and Rescue is High Risk Service. Cornwall Fire and Rescue Service are submitting a proposal to Cornwall Council to close the Critical Control Centre at Tolvaddon. This would mean 999 calls would not be answered in Cornwall. The email had been received too late to be included on the agenda for this meeting, so the Chair offered to send an email on behalf of the Council.
- Millbrook Meetups will start from this Friday (28<sup>th</sup> September at 9.00am). These will be weekly social events to meet up for tea and toast. It will also be an opportunity for public engagement. Councillors would be welcome.

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

The Parish Clerk and the Council's Admin Support Officer are maintaining a progress update sheet. The information was shared through google drive.

**60. Minutes of the previous full Council meeting (A.I.8)**

It was proposed by Cllr Beadnall, seconded by Cllr Lewis and unanimously agreed by those Councillors who were present in the Full Council meeting held on 19<sup>th</sup> July 2022, that these minutes are approved as a full and accurate record of the meeting. **Resolved.**

**61. Mayor for Cornwall (A.I.9)**

The Council was asked 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. It was proposed by Councillor Wilton to pass a motion that:

- Millbrook Parish Council (MPC) believes that the way Cornwall is governed is extremely important to our local residents.
- MPC note the emerging proposals for a possible change to a powerful Mayor of Cornwall with their own staff, budget and choice of Cabinet.
- MPC believe that such a system should only be implemented if the people of Cornwall support it.
- MPC call on Cornwall Council and our local Cornwall Councillors to ensure that there is a referendum of all voters in Cornwall on whether to introduce this significant change, as set out in the relevant legislation.

The motion was seconded by Cllr Lewis and unanimously agreed by all Councillors.

**Resolved.**

**62. Commercial use of part of the Tanyard (A.I.10)**

The Council was presented with the proposed plans from Weigh to Go, a supporting document containing emails the Clerk had received, the majority of which were in support of Weigh to Go being offered the opportunity of a space in Millbrook Tanyard and were as a result of a social media campaign led by the proprietors of Weigh to Go. The Chair of the Council opened the discussion by asking 'does the Council agree to permit, in principle

---

Approved \_\_\_\_\_ Minute \_\_\_\_\_

commercial use of the Tanyard? Does Millbrook Parish Council consider it an appropriate use of that part of the Tanyard?

Further comments made were:

- The Council would be privatising an iconic centre of the village.
- A better option would be to allow use of two car park spaces on a Parish Council owned car park and Weigh to Go could use a quiet generator.
- This area is currently unused and would benefit the community.
- Permitting this request could set a precedent.
- By agreeing to this request the Council could be perceived as prioritising one business over another.
- By agreeing this request the Council would be entering into a landlord/tenant relationship that would require considerable care and proper legal documentation.
- Although there appears to be a lot of community support for this business the installation of a kiosk would not be an appropriate use of the Tanyard.

It was proposed by Cllr Wilton that the Council does not agree to proceed with Weigh to Go's request but the Council endeavours to support the business owners in finding an alternative location. The motion was seconded by Cllr Wood and supported by three Councillors. The motion was carried with two voting against the proposal and four Councillors abstaining from voting. **Resolved.**

**63. Traffic & Transport - Hounster Hill Feasibility Study (A.I.11)**

It was proposed by Cllr Lewis and seconded by Cllr Beadnall to accept the Hounster Hill Feasibility Study and carried with two abstentions. Cllr S Woffenden and Cllr E Woffenden, who live in the vicinity abstained from voting.

**64. Finance (A.I.12)**

- a **Council's bank balance:** To note the Council's bank balance.  
The bank is the Council's Unity Trust current bank balance was reported as £233,058.49.
- b **Finance report:** To review the Clerk's Finance report.  
The Clerk's finance report was noted.
- c. **Bank reconciliation:** To note the completion of the bank reconciliation reports.  
The Clerk's bank reconciliation reports were noted.
- d. **Monthly payments:** The Council was asked to note the payments made since the last meeting, not included on the previous minutes (Standing items and payments made under the Clerk's delegated authority) totalling £8,612.41 and to approve payments to be processed totally £17,503.24. See appendix 3. The Clerk also advised an additional payment of £610.00 for two months toilet cleaning had been received from Jan Moore, the Council's public toilet cleaning contractor. It was proposed by Cllr Roberts, seconded by Cllr Hall and unanimously agreed by all Councillors to approve the payments as presented by the Clerk.  
**Resolved.**

20:19 Cllr Lewis vacated the meeting.

**65. Grants, funding and community support (A.I.13)**

- a. **The Peninsula Trust:** The Council was asked 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.
- Cllr Wilton raised concern that the Council should not be funding wages.
  - Cllr Roberts responded there is no legal reason why the Council cannot fund wages, adding historically, for several years before the pandemic the Council funded the wages of youth workers, but the Council cannot commit to the ongoing funding of individual organisations from year to year, which would include the costs of ongoing wages.
- Cllr Wilton commented that Cllr Wood, being a close associate of Cllr Lewis, should have declared an interest and that he had received an email from Cornwall Council's monitoring officer confirming this was the correct procedure. The Clerk agreed.

20:25 Cllr Wood vacated the meeting.

---

Approved \_\_\_\_\_ Minute \_\_\_\_\_

- Cllr Roberts took up the point previously begun by Cllr Wood that other parishes benefit from the service and therefore should also be asked to contribute, which did not appear to have been the case in this instance.
- Cllr Meeson queried whether the support conflicts with the Rame Community Fund.
- Comments were received regarding the amount of funding this organisation has previously received from the Council.
- It was noted Millbrook Parish receives 76% of the support service.

It was proposed by Cllr Roberts and seconded by Cllr Hall that the Council offers grant funding of £5,000. Five Councillors voted against the proposal and two Councillors abstained. **Motion failed.**

A counter proposal was made by Cllr E Woffenden to offer £2,500. The motion was seconded by Cllr S Woffenden and unanimously agreed by all Councillors. **Resolved.**

**Action:** Clerk to provide information relating to the funding The Peninsula Trust has received from the Parish Council over the last three years and do this with any organisation applying for funding.

20:36: Cllr Lewis and Cllr Wood returned to the meeting.

- b. **Royal British Legion:** Donation to the Royal British Legion Poppy Appeal Fund. The Chair advised the poppy wreath from last year has been retrieved and will be reused. It was proposed by Cllr Meeson, seconded by Cllr Taggart and unanimously agreed by all Councillors to donate £50.00 to the Royal British Legion Poppy Appeal Fund. **Resolved.**
- c. **Millbrook Skatepark Project:**  
The Chair reopened the meeting to representatives from the Millbrook Skatepark Project. The economic benefits of having a redeveloped skatepark were discussed. The Council reviewed the plans and asked whether there was potential to expand the design. The response was this would be subject to funds.
- (i) **Does the Council support the preliminary plans for the proposed new skatepark design?**  
It was proposed by Cllr Wilton that the Council supports the preliminary plans for the skatepark design but would welcome revisions (in particular expanding the design to where the current ramp on the tarmac is). The motion was seconded by Cllr Lewis and unanimously agreed by all Councillors. **Resolved.**
- (ii) **Does the Council agree to offer a pledge towards the Crowdfunder 1 project, as requested in the supporting documents?**  
It was proposed by Cllr Lewis, seconded by Cllr Beadnall and unanimously agreed by all Councillors that the Council commits £20,000 towards the Crowdfunder project. The funds will remain in the Council's bank account earmarked for the project and the pledge is a conditional pledge that will only be released if the project is delivered. **Resolved.**
- (iii) **In the event of the successful funds being raised does the Council commit to the ongoing maintenance?**  
It was proposed by Cllr Lewis, seconded by Cllr Beadnall and unanimously agreed that the Council would commit to the ongoing maintenance of the skatepark once the project has been completed. **Resolved.**
- (iv) **Does the Council wish to appoint a liaison representing the Council on Millbrook Skatepark Project's steering group?**  
It was proposed by Cllr Wood, seconded by Cllr Lewis and unanimously agreed by all Councillors that Cllr Beadnall is appointed as a liaison representing the Council on the Skatepark Project's steering group. **Resolved.**
- d. **Christmas lighting and events working group.**  
Cllr Roberts informed the Council that a meeting had taken place on 26th September 2022. The notes from the meeting had been circulated to the Council. A budget will be put forward to the Council for the next meeting. The group's terms of reference will be included on the agenda for next meeting.

---

Approved \_\_\_\_\_ Minute \_\_\_\_\_

- e. **Asset of Community Value – Devon and Cornwall Inn.**  
It was proposed by Cllr Roberts, seconded by Cllr Beadnall and unanimously agreed by all Councillors that the Council submits a bid to register the Devon and Cornwall Inn as an Asset of Community Value. **Resolved.**
14. **Asset & Open Spaces (A.I.14)**
- a. **Asset & Open Spaces meeting held on 20<sup>st</sup> September 2022.** The notes from the meeting were circulated to all Councillors.
- 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.  
It was proposed by Cllr Wilton, seconded by Cllr S Woffenden and unanimously agreed by all Councillors to approve the quotation of £300.00 for the cost of materials to provide two bug hotels, to be located by the lakeside and graveyard. **Resolved.**
- (ii) **Hounster Hill container:** To consider and agree a budget for the relocation of the container currently situated at Hounster Hill.  
It was proposed by Cllr Lewis, seconded by Cllr Wilton and unanimously agreed by all Councillors to approve a budget of £500 for the costs of relocating the container at Hounster Hill to the playing fields, near the tennis courts. **Resolved.**
- (iii) **Cemetery Management.** The Chair updated the Council recent issues regarding the burial procedures in the cemetery. The Clerk had a circulated emails received from the Council's internal auditor and the Institute of Cemetery Management. The Clerk advised the Council that historically the Council was issuing Exclusive Rights of Burials, this procedure then stopped but was reintroduced just for reserved plots. **Action:** (i)The Council needs to produce cemetery regulations, (ii) decide what action to take where exclusive right of burials have not been issued and where monuments have been allowed to be installed (ii) ensure all future directors are fully aware that no burials should take place without the approval of the Parish Council.
- (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).  
The Council reviewed the costings from the Parish Clerk. It was proposed by Cllr Wood, seconded by Cllr Wilton and unanimously agreed by all Councillors that the Council approves a budget of £1,500 for maintenance works in the play park and skatepark. **Resolved.**
- (v) **Fencing by the war memorial**  
The Council reviewed the information and costs for fencing / posts by the war memorial. It was proposed by Cllr Wilton, seconded by Cllr Beadnall and unanimously agreed by all Councillors to approve a budget of £1,250 for suitable bollards which would prevent vehicles parking on the pavement by the war memorial. **Resolved.**
15. **Training and development (A.I.15)**
- a. **Lantra basic tree and inspection course**  
It was proposed by Cllr Lewis, seconded by Cllr Hall and unanimously agreed by all Councillors to approve a budget of £500 for both caretaking staff to attend the Lantra basic tree and inspection course at Kernow Training. **Resolved.**
- b. **Brush cutter training course**  
It was proposed by Cllr Roberts, seconded by Cllr Beadnall and unanimously agreed by all Councillors to approve a budget of £500 for the caretaking staff to attend a Brush Cutter training course at Kernow Training. **Resolved.**

Cllr Wilton asked the Clerk what the budget was for Council training. The Clerk responded £935.00

---

Approved \_\_\_\_\_ Minute \_\_\_\_\_

is available but there is an underspend on Councillor training.

c. **Cemetery Management training**

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Clerk attends an online cemetery management training course.

**Resolved.**

Cllr Meeson recommended the Admin Support Officer also attends the course.

**Action:** It was agreed once the Clerk has attended the course, should the Clerk feel it is worthwhile the Clerk seeks approval for the Admin Support Officer to attend the Cemetery Management training course at a later date.

d. **Parish online**

It was proposed by Cllr Lewis, seconded by Cllr Hall and unanimously agreed by all Councillors that the Council approves annual subscription to Parish Online mapping service which provides unlimited access and training sessions for both the Clerk and Admin Support Officer. **Resolved.**

16. **Climate & Environment (A.I.16)**

a. **EV Charging**

British Gas will be installing the meter on 24<sup>th</sup> October 2022. The Clerk advised Cllr Mattholie had recommended Pod Point are paid 75% of their invoice, as opposed to 90% invoiced.

17. **Governance (A.I.17)**

a. **Committees:** The Council was asked to consider the formation of a joint Personnel & Finance Committee, which will meet, as required. It was agreed instead of pursuing this to review the staffing committee Terms of Reference to permit direct recommendations to full council that affect the budget..

b. **Civility and Respect Pledge:** It was proposed by Cllr Lewis and seconded by Cllr Beadnall that the Council signs up to the Civility and Respect pledge, as per the supporting documents presented by the Clerk, submitted from Cornwall Association of Local Councils. The motion was carried with two abstentions. **Resolved.**

18. **Correspondence and matters to note (A.1.18)**

For information only, a list detailing correspondence received since the last meeting and up to the date of distributing the agenda for this meeting was providing with the supporting document.

---

Approved \_\_\_\_\_ Minute \_\_\_\_\_

---

## Appendix 1: Cornwall Councillor Kate Ewert report / updates

### Cornwall Council and around the Peninsula – July 2022

**Coastal paths:** During the Full Council meeting CC Kate asked about the state of coastal paths.

**Children's and Families Oversight and Scrutiny:** CC Kate Ewert asked the Portfolio holder, Cllr Barbara Ellenbrook if she would look into the current issues with free school meals entitlement.

- Families that have always been entitled due to very low incomes applying for FSM for younger children have been finding out that they are no longer entitled.
- This issue has come up because of the very welcome lift in national minimum wage, but unfortunately no raise in the entitlement levels for FSM.
- Residents that our now just a couple of £ above the cut off have contacted CC Kate Ewert
- With the cost of living crisis we are experiencing and, no doubt, how much harder this will get over the winter, CC Kate Ewert was pleased to hear the Portfolio holder and head of service agree to look into this with urgency and to lobby government to look into this issue.

**Shared Prosperity Funding:** CC Kate Ewert is supporting Torpoint Town Council in their bid investment.

**Public Transport:** CC Kate Ewert met with the Rame Peninsula Public Transport Users Group and a representative from City Bus. There has been some improvement to the services that were cut earlier this year, especially for the Goad Avenue area in Torpoint. But unfortunately, we haven't seen a reintroduction of the service to Craffhole.

### Cornwall Council and around the Peninsula – August / September 2022

**The Full Council meeting was postponed by a day due to the official mourning period of the late Queen Elizabeth II.**

**Proclamation of King Charles III:** CC Kate was pleased to attend several parishes in their official proclamations of the accession of King Charles III.

**Cost of living crisis:** During Cornwall Council's Full Council meeting on 21<sup>st</sup> September, CC Kate Ewert passed a motion on the cost of living crisis, which included ways in which Cornwall Council can proactively work with communities over the winter to help alleviate the impact of the crisis on residents.

**Mount Edgumbe Joint Committee:** CC Kate Ewert has been unanimously re-elected as the Cornish co-chair of the Mount Edgumbe Joint Committee.

## Appendix 2: Hounster Hill Feasibility Study

**Hounster Hill Feasibility Study committed spend = £10,628 + £2,631.05**

---

Approved \_\_\_\_\_ Minute \_\_\_\_\_

---

## Hounster Hill Feasibility Study payments made

Minute 45, 19/07/2021, payments listing page 8 = £5,031.10 (part payment)

Minute 153d, 21/03/22, payments listing page 6 = £2,435.50 (traffic camera work)

## Full Parish Council meeting held on 21st September 2021

### Agenda item 10. Traffic & Transport

#### To consider the quotation from Aecom, via Cormac Highways, for a West Street / Hounster Hill feasibility Study.

Due to current high level of workload within the Engineering Design Teams, Cormac have sought to use their Partner organisation, AECOM to resource this project. Cormac have received a Project Plan response from Aecom. As at 14th September 2021, the Project Plan was being discussed and reviewed prior to final issue. As the Project Plan would be issued from Cormac to the Parish rather than direct from Aecom, Cormac have to ensure that their work is appropriate to the request and represents appropriate values for the tasks to be undertaken.

The Council has been advised the cost of the feasibility study could be £12,000, but this figure could be significantly less. Cormac are reviewing the quotation to ensure it does not include ground already looked at by the original Rame Peninsula Study

**Minute 67, 21/09/2021:** Cllr Mattholie said he was not against the spending the money, but will there be the opportunity to put action the findings from the survey. Cllr Wilton said as a study was completed in 2014 what does the Council hope to achieve, what are the specific options and the costs. The Chair read an extract of an email from Cormac which stated, "This newly requested study would build on this older study to see what specific options might now be available and their costs."

It was proposed Cllr Wilton, seconded by Cllr Mattholie and unanimously agreed by all Councillors to progress with feasibility study with a budget of up to £12,000. The Council noted there is likely to be a reduction in the budget. Resolved.

## Full Parish Council meeting held on 19<sup>th</sup> October 2021

### Agenda item 9a. Hounster Hill Feasibility Study

To approve the Terms and Conditions and Framework Project Plan summary, to include a quotation of £10,628 from Aecom Ltd, the lead delivery organisation appointed by Cormac Solutions Ltd, to produce a feasibility study.

The study will include a review of previous work undertaken and will look to build upon this when identifying potential measures. The findings of the study will be presented as a technical report.:

The high-level review will focus on the following issues that have been identified:

- The number and class of HGVs passing through Millbrook.
- The speed of all traffic passing through Millbrook.
- The impact traffic is having on pedestrians throughout the village.
- Intelligent systems for freight routing.

#### Minute 86a, 19/10/2021

Traffic & Transport (A.I.9) a. Hounster Hill Feasibility Study

The Council considered the Terms and Conditions and Framework Project Plan summary, which include a quotation of **£10,628** from Aecom Ltd, the lead delivery organisation appointed by Cormac Solutions Ltd, to produce a feasibility study. Extract of proposal received:

"The study will include a review of previous work undertaken and will look to build upon this when identifying potential measures. The findings of the study will be presented as a technical report.:

The high-level review will focus on the following issues that have been identified: • The number and class of HGVs passing through Millbrook. • The speed of all traffic passing through Millbrook. • The impact traffic is having on pedestrians throughout the village. • Intelligent systems for freight

---

Approved \_\_\_\_\_ Minute \_\_\_\_\_



routing.” It was proposed by Cllr Mattholie, seconded by Cllr Taggart and unanimously agreed by all Councillors to accept the proposal, full details of which had been circulated by the Clerk).. Cllr Taggart suggested the Council follows Mr Bews recommendation and requests interim reports.  
Resolved

## Parish Council meeting held on 18th January 2022

**Agenda item 13, 18/01/2022:** Update on the Hounster Hill Feasibility Study and to consider approval of additional cost of £2,631.05 for traffic and camera surveys  
Compensation event quotation from Cormac / Aecom 'Controlled document'.

**Minute 125, 18/01/2022:** The Chair closed the meeting to allow CC Ewert to provide an update to the Council. CC Kate Ewert provided responses from Aecom which had been received from the Clerk:

- Aecom have confirmed following issue of the Feasibility Study Report / completion of the study an invitation will be sent to the Parish Council to engage the stakeholders on the findings of the study.
- To view the report in draft would likely involve more work from AECOM, as they would likely be required to address comments through the development. This would lead to an increase in costs and could delay production of the final version.
- CC Kate Ewert was concerned having the traffic video survey completed in January or February would not provide the data required and it would be better if it was completed during busier periods. AECOM responded to this saying “it is not an issue to undertake the traffic surveys in the summer months when it is busier. The surveys aren’t integral to the study; however, they will inform us of the extents of the problem which will aid in further work. My contact at Intelligent Data Collection who provided the preferred traffic survey quote has confirmed that there are no additional costs as a result of undertaking the surveys later than originally envisaged. Once the Compensation Event has been signed off, I can go ahead and provisionally book this in – we can always move it closer to the time if required.” • If the Council decides not to have the survey, there will likely be a reduction in costs from the original quotation. Following discussions, it was proposed by Cllr Roberts that a request is made for the draft report as soon as possible, with the video survey to be completed for a week around Easter and the Council therefore approve the additional cost of **£2,631.05**. The motion was seconded by Cllr Wood and unanimously agreed by all Councillors. Resolved

## Appendix 3: 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

Approved \_\_\_\_\_ Minute \_\_\_\_\_

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

Approved \_\_\_\_\_ Minute \_\_\_\_\_



DRAFT V1.2