

Clerks Report for Parish Council meeting on 18th October 2022

Action from Meeting	Minutes refe	Department	Date	Actions / details	Comments	Priority	Status
CCLA	170d(ii)	CCLA		Complete subscription form	Account open		
Duchy lease	143	Assets & Open Spaces	15/02/2022	Write to Duchy re the lease.	to find out (a) the options for extending the lease (b) whether it is possible for the MLMA to be leaseholders. Email sent 17/03/2022	Letter sent 19/08/22. Email response received	
Investigate cover for Tanyard	154bii	Assets & Open Spaces	15/03/2022	Contacted various suppliers. Awaiting visit from Sailmaking firm	Dan Mattholie recommendation is transparent GRP roofing. Email from Dan 15/09/22 JB to get quotes for retractable awning and investigate metal roof and perspex covering. JB to contact Pipkin and also Compass Consulting Engineers to find out cost to do site visit and advise on construction.		
Southdown bus shelter project - agreed to consider a community project to refurbish the shelter	155b	Assets & Open Spaces	15/03/2022	Engage community to create a design and realise graphics for Southdown bus shelter	Gareth cam ein 21/09/22 for update. Outlined idea. Will produce brief and provide costs for October meeting. KH to drip feed idea to chair/vice chair prior to meeting and Gareth producing his brief to gauge acceptance.	KH emailed Asset group for feedback	
Millbrook Lake EEA report	155c	Assets & Open Spaces	15/03/2022	Keep abreast of EEA report	See supporting doc - Agenda item 11c		
Cycle parking	168a	Traffic & Transport	26/04/2022	Council agreed to purchase six bike hoops at a cost of £250 each (see proposal from Jim Woffenden) We have a budget of £2000	Village Hall Committee has reservations. JW has round alternative. Order placed with Cycle Hoop. One hoop orders cost £250. Fixings in Village Hall mail box. KH has contacted Lauren to remove. To be installed by caretaker. 2m galvanised cycle bar purchased 21/09/22 by JB for mounting outside the COOP. JB chased Barriers Direct as item not yet received 03/10/2022		
Traffic & Transport Priorities	168c	Traffic & Transport	26/04/2022	Traffic & Transport Task Group to meet and provide a list of priorities to be agreed by the Full Council and Aecom to be asked to submit a proposal	Not followed up due to Traffic Group concentrating on Hounster Hill Feasibility Study. 13/10/22 7pm provisional meeting tbc by KH	KH arrange traffic meeting in September	

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Pedestrian Access in Millpool Head	168cii	Traffic & Transport	26/04/2022	Accepted quotation from Cormac to Install 4 new pedestrian drop curbs	26.4.22 - KH confirmed order with Cormac £3742.73. 11.05.22 At some point in the year but not in next few months. Karenza chased Cormac 13/09/22. Program 10/10/22 subject to emergency works which might take priority		
Tapestry production	174bii	Community support	26/04/2022	Works complete need to obtain quotation for weatherproof display / cover	Village hall committee voted not to allow hanging of the tapestry in the village hall. Petra coming in with Dom to photograph. Petra will show at Maker and possibly Rame Centre. Jo spoke to Dom 17/09/22 who confirmed has spoken with Petra. Jo chased Petra by email 21/09/22 to get quote for photography and date set with Dom by end of business so can be added to September Agenda. If not, will need to be moved. JB chased Petra 03/10/22 for October agenda.		
Funding Application FFK	14	Grants & Donations	24/05/2022	£300 grant to FFK	Payment 29/09/22		
Cemetery Gound Work	17b	Assets & Open Spaces	24/05/2022	Enhancescapes quote accepted to clear, seed and wild 3 sections in the graveyard. Cllr Taggart to liaise with Hil regarding clearance and consideration to wildlife	Email sent to Enhancescapes and Cllr Taggart 26/7/22 no response. KH chased 01/08/22 - response received. Works to be completed in September. KH chased Hil 03/10/22		
Refill Station	29	Assets & Open Spaces	28/06/2022	Further consultation required and feedback from K Ewert	JB to do consultation regarding tanyard sails and duck feeder and put on FB. Jo awaiting feeback from Rame Wildlife Group re Duck Feeder.		
Proposal from Sally Turner for tractor trailer slide work agreed	30a(ii)	Play park	28/06/2022	Email sent to contractor 05/07/22	Delayed due to heat wave Commencing after school holidays. Sally has started in September. Work ongoing		
Tennis Court quote to fix fence	30b	Play park	28/06/2022	Works completed by MPC caretaker as contractor had COVID	MPC worker solution not working. KH contacted Kevin Adams contractor to get a quote for work. JB chased KA 21/09/22 for start date to complete works. Reassess 27/10/22		

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Dual Tarriffs for EV Charging	31a	Climate & Environment	28/06/2022	Liaising with Energy suppliers and annual energy saving group	Ecotricity have come back with price. JB to contact Annual savings to see if can improve on price. Due to the current market Ecotricity no longer quoting. British Gas submitted a quotation 15/08/2022. Going with BG. Meter to be installed 24/10/2022 14:00pm. KH to meet IMserv onsite. Kh to agree dual tarrif charges with Council 18/10/22		
Form a Millbrook Climate Action Group	31bii	Climate & Environment	28/06/2022	Meeting 26/7/2022	Keep on track so that group agree to meet in September. Send email at the beginning of September. KH chased RM for meeting availability to set up doodle poll for other councillors to confirm availability. RM available 4/5/11/12 October. JB chased RM for time and location of meeting details 21/09/22 KH messaged available councillors to see if can do 04/10/22	4th Oct?	
Tree works	46bi	Open Spaces	19/07/2022	Quotation from Tox Cox approved	27/07: KH informed contractor and requested copy of Public liability. PL chased again 12/09/22. Works completed 21/09/22. Pyament to be approved by Council in October meeting.		
Queen's Canopy Jubilee plaque	46bii	Open Spaces (Village Enhancement Team)	19/07/2022	Purchase agreed.	29/07: Payment processed. Order emailed. Plaque arrived. Installation when jubilee garden completed.		
Disabled Parking Bay	46f	Traffic & Transport		A budget of £1000 has been set	KH contacted contractors for quotes. KH and JB to action 26/09/22. Chase references - JB 04/10/22		
Millbrook Meetup sessions	48b	Community support	19/07/2022	MPC agreed a budget of £200	Partnership meeting 02/08/2022 @ 10:00am. Posters to go out and email to community groups 14/09/22. Revised poster emailed to working group 21/09/22. KH has asked school to include in newsletter this week. JB to send poster to school and distribute to noticeboards 21/09/22		

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The Peninsula Trust	65a	Community support	24/09/2022	MPC Agreed to fund £2500	Payment Made 30/09/22 KH 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 moving forward.		
Royal British Legion Poppy Appeal Fund	65b		24/09/2022	MPC agreed to donate £50.00	Make payment		
Millbrook Skatepark Project:	65cii		24/09/2022	MPC agreed to pledge £20,000	Pledge made		
Bug hotels	14bi	Assets & Open Spaces	24/09/2022	MPC agreed a budget of £300.00 for the cost of materials to provide two bug hotels, and to be located by the lakeside and graveyard.	Project led by Rob Ryder. KH to speak to RR to confirm can go ahead 03/1022.		
Moving Hounster Hill shipping container	14bii	Assets & Open Spaces	24/09/2022	MPC approved a budget of £500 for the costs of relocating the container at Hounster Hill to the playing fields, near the tennis courts.	JB to contact Newman Haulage to confirm date and location to move container.		
Cemetery Management	14biii	Graveyard & Burials	24/09/2022		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.		
Fencing by the war memorial	14bv	Assets & Open Spaces	24/09/2022	MPC approved a budget of £1,250 for suitable bollards which would prevent vehicles parking on the pavement by the war memorial	JB to contact St John PC to see where they sourced their bollards from. Provided - Jo to call company as not on website		
Lantra basic tree and inspection course	15a	Assets & Open Spaces	24/09/2022	MPC approved a budget of £500 for both caretaking staff to attend the Lantra basic tree and inspection course at Kernow Training.	KH/JB to liaise with caretakers to arrange training		

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Brush cutter training course	15b	Assets & Open Spaces	24/09/2022	MPC agreed to approve a budget of £500 for the caretaking staff to attend a Brush Cutter training course at Kernow Training	KH/JB to liaise with caretakers to arrange training		
Cemetery Management training	15c	Graveyard & Burials	24/09/2022	MPC agreed that the Clerk attends an online cemetery management training course.	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. KH to organise training		
Parish Online Annual Subscription	15d	Administration	24/09/2022	MPC approved the annual subscription to Parish Online mapping service.			
Civility and Respect Pledge	17b	Administration	24/09/2022	MPC agreed to sign up to the Civility and Respect pledge	KH to inform CALC		
Administration		Administration	24/09/2022	MPC agreed a budget of £1500 for cartaker overtime for work on Play and Skate Parks	KH to speak to Pete		

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