

Wednesday 15th February 2023

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on Tuesday 21st February 2023 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

**Millbrook Parish Council Full Council meeting
Tuesday 21st February 2023 at 7:30pm
Venue: The main hall in Millbrook Village Hall**

1. **Apologies for absence**
2. **Declarations of gifts and declaration of interest on any agenda item**
3. **Dispensation** - To consider any requests for dispensations relating to agenda items.
4. **Public forum and County Councillor report / update**
5. **Chair's Announcements**
6. **Clerk's report / update**
7. **Approval of the minutes from previous meeting:**
 - a. **Minutes of the previous full Parish Council meeting:** To approve the minutes of the Full Parish Council meeting held on Tuesday 17th January 2023.
 - b. **Minutes of the previous Planning Committee meeting:** To approve the minutes of the Planning Committee meeting held on 17th January 2023.
 - c. **Minutes of Staffing Committee meeting:** To approve the minutes of the Staffing Committee meeting held on Monday 13th February 2023.
8. **Millbrook Model Mariners: Improving safety of publicly accessible bank**

To consider the request from Millbrook Model Mariners to permit them to improve the surface around the picnic table on the waterside, which is maintained and provided by Millbrook Model Mariners. Currently the surface is made up of loose gravel on a solid base and Millbrook Model Mariners have suggested the surface needs improving to more stable footing and a better surface for balancing trestles for model boats.
9. **Millbrook Skatepark / Millbrook Skatepark Project**
 - a. **Planning application:** To agree a budget for associated planning costs for submission of the planning application, such as architect and Civil Engineer fees for flood risk and drainage reports and professional services of a Chartered Town Planner.
 - b. **Tender publicity:** Does the Council agree to set a budget for the advertisement of the tender application in a newspaper or to set aside Standing Order 18diii and on this occasion to use other means for advertising the tender.
 - c. **Tender review panel:** To consider the formation of a Skatepark Tender review panel and if agreed to approve the structure of the panel and the terms of the panel as detailed below:
 - Agree the tender application pack.
 - Scrutinise the tender bids.

- Put forward a recommendation of the preferred skatepark equipment supplier to the full Council.
 - Agree timescales for the removal of the existing skatepark and delivery and installation of the new skatepark.
- d. **Skatepark repairs:** To consider the quotations for the repair of the Quarter Pipe skatepark ramp or removing it from site.

10. Millbrook Arts & Crafts / Use of Millbrook Tanyard

To consider the request from Millbrook Arts & Crafts for use of the Tanyard from 9am to 1.30pm, to include setting up and dismantling times, for a Craft Market to run from 10am to 1pm on Saturday 1st April, Monday 8th May, Saturday 3rd June, Saturday 1st July, Saturday 5th August and Saturday 2nd September 2023.

11. Finance

- a. **Council's bank balance:** To note the Council's Unity Trust bank balance (to be updated in the Council meeting).
- b. **Council's savings account balance:** To note the balance in the Nationwide Building Society Account.
- c. **CCLA Investment Management Fund:** To note the February 2023 statement detailing £50,000 in the Public Sector Deposit Fund.
- d. **Bank reconciliation:** To note the bank reconciliation reports for January 2023
- e. **Finance report:** To review the Clerk's Finance report.
- g. **Monthly payments:** To note payments made since the last meeting and to approve the payments as presented by the Clerk, included in the list below and any additional payments presented in the meeting, which can be submitted for approval at the discretion of the Chair. (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 £
British Gas	Electric Charging Point energy costs	S.I.	107.15
Bulb	Energy costs Direct Debit – Public toilets		
Google Cloud	Googledrive / emails	S.I.	58.74
Seadog IT	Website security service – Annual licence	S.I.	95.00
Staffing costs	Staff wages, PAYE (HMRC), staff pension for January 2023 (NEST) and a duplicate payment for December 2022 (to be refunded by NEST)	S.I.	6,327.35
TLC (Exeter)	Red, White & Blue light bulbs	122b, 17/01	237.60

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
Cornwall Council	SLA Parking Enforcement – January 2023	169d, 28/04	36.00
Enhanscapes	Installation of bench Installation of concrete ramp	108f(vi), 15/11 108a, 15/11	300.00 480.00
Enhanscapes	Groundwork maintenance – January instalment	S.I.	600.00
Kernow Training	Equipment hire for caretaker's brushcutter training course	C.D.A.	100.00
Peake (GB) Ltd	Sanitary disposal service	S.I.	254.32

Print Options	Car park permits	119i(iv), 17/01	168.00
Screwfix	Bolts for play park signage & PPE for caretaker	C.DA.	41.57
Screwfix	Rechargable light for Tanyard	C.D.A	39.98
SeadogIT	Create new website page for Climate & Environment meetings.	C.D.A.	45.00
Solar Electronics (Stinkyink)	Ink for office printer	S..I.	74.40
Source for Business (South West Water)	Water bill for public toilets 7/10/2022 to 3/01/2023	S.I.	263.74

- (iii) To approve payments of invoices presented in the meeting received after the agenda has been publicised.
- (iv) To note the payment issued to Tamar Aquatics of £196.99 has been refunded (Minute 108b). Other options are being explored.

12. Traffic & Transport

- a. **Traffic & Transport Task Group meeting notes:** To receive the notes from the walkabout on 19th January 2023 and the meeting held on 2nd February 2023.
- b. **Traffic & Transport recommendation:** To approve the recommendations from the Traffic & Transport Task Group:
- (i) to agree a budget for the signage on the wall of The Pipes using designs from the pupils of Furlanesend Primary School discouraging parking on the pavement by the Tanyard which results in accessibility issues
- (ii) to accept the traffic & transport priority issues detailed on the table within the meeting notes.

13. Christmas and Events Task Group

- a. **Christmas and Events Working Group meeting notes:** To review the notes from the meeting held on 31st January 2023.
- b. **Coronation Event budget report:** To accept the report on the Coronation event (please note the change of date) which details committed expenditure and actions.

14. Climate change and environment

- a. **Electric Vehicle Charging Point charges:** Update from Cllr Mattholie on increased costs.

15. Policies and procedures

- a. **Standing Orders:** To consider an amendment to Standing Order 18d.iv to accept the submission of tender applications a) as an email attachment to a designated email address and /or b) in a certified virus free memory device.
- b. **Financial Regulations:** To consider an amendment to Financial Regulation 11d. to accept the submission of tender applications a) submitted as an email attachment to a designation email address and /or b) in a certified virus free memory device.
- c. **Disciplinary Policy:** To accept the recommendations from the Staffing Committee and approve the modified staffing Disciplinary Policy.
- d. **Sickness & Absence Policy:** To accept the recommendations from the Staffing Committee and approve the modified staffing Sickness and Absence Policy.
- e. **Health & Safety Policy:** To accept the recommendations from the Staffing Committee and approve the Council's Health & Safety Policy.

16. Council assets & village maintenance

- a. **St Andrews Street green space:** To approve an annual cost of £100.00 towards the maintenance of the green space on the corner of St Andrews Street / Hounster Drive. (Please refer to minute 108d, 15th November 2022)
- b. **Millbrook Scouts proposals:** To consider, in principle
- (i) A request to maintenance of the triangle of land by Millbrook Doctors Surgery

- (ii) to take on a small area around the 'Let's get Millbrook Buzzing' sign, with a view to enhance the number of wildflowers for pollinators
- (iii) To supply 2 x insect hotels.
- c. **Replacement roundabouts in the Tractor Park:** To review and consider the quotations for a replacement roundabout. (During the Council meeting on 15th November 2022 the Council approved the quotation from Proludic. Following acceptance of the quotation the contractor visited the site and submitted a revised quotation which was substantially more expensive than the original quotation).
- d. **Cemetery mapping:** To consider the quotation and proposal from Atlantic Geomatics for a survey and mapping of Millbrook Cemetery.
- e. **Lime Kiln:** To consider the quotation for a bat survey in the Lime Kiln.
17. **Annual Parish Meeting:** To note the date of the Annual Parish Meeting and to agree a budget for hosting the event.
18. **Millbrook Village Hall**
- a. **Custodian Trusteeship of Millbrook Village Hall:** To note the recent legal advice received regarding the Parish Council's status in relation to the ownership of Millbrook Village Hall.
- b. **Millbrook Village Hall Parish Council representative:** To appoint a representative to sit on Millbrook Village Hall Management Committee.
19. **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.
20. **Future items for consideration:** To put forward recommendations for future consideration at the next Full Council / committee or working group meeting.
21. **Closed session:**
- a. **Exclusion of public and press from the meeting.**
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 leave the meeting because of the confidential nature of the business to be transacted.
- b. **Staffing Committee recommendations:** To agree the recommendations from the Staffing Committee
- (i) to carry forward unused holiday entitlement
- (ii) To offer the Admin Support Officer a permanent contract of employment.



Karenza Heald
Parish Clerk / RFO