

Wednesday 15th March 2023

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on Tuesday 21st March 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 March 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:**
Minutes of the previous full Parish Council meeting: To approve the minutes of the Full Parish Council meeting held on Tuesday 21st February 2023.
8. **Finance**
 - 8.1 **Council's bank balance:** To note the Council's Unity Trust bank balance (to be updated in the Council meeting).
 - 8.2 **Council's savings account balance:** To note the balance in the Nationwide Building Society Account.
 - 8.3 **CCLA Investment Management Fund:** To note the February 2023 statement detailing £50,000 in the Public Sector Deposit Fund.
 - 8.4 **Bank reconciliation:** To note the bank reconciliation reports for February 2023
 - 8.5 **Finance report:** To review the Clerk's Finance report.
 - 8.6. **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 £
The Book Bindery	Cloth Binding of Minutes 2019-2022	C.D.A.	80.00
BT	Telephone and Broadband - Quarterly bill	S.I.	133.09
Bulb	Energy usage DD - Public toilets	S.I.	60.00
Contract Signs	Parking on pavement signage	141b	74.02

Cornwall Air Ambulance	Unclaimed cash found – Donation (Funds added to petty cash float)	N/A	10.00
Cornwall Council	Temporary event licences	122b, 17/01	42.00
Cornwall Environmental Consultants	Bat Survey in the Lime Kiln	141b, 21/02	412.80
Council staff	Staff wages for February 2023, PAYE paid to HMRC and staff pension to NEST	S.I.	5,376.26
Julie Elworthy	Coronation Union Jacks	122b, 17/01	53.52
Google Cloud	Council emails / Google Workspace	S.I.	56.35
Fran Reilly	Reimbursement of crafts for Millbrook Preschool's table at the Coronation Event	122b, 17/01	20.97
Seadog IT	Monthly website and maintenance hosting fee: February and March 2023.	119h, 17/01	59.90
Tartendown Nurseries	Memorial tree by the lakeside (Payment received from parishioner)	C.D.A.	86.20

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
Margaret Edwards	Coronation Silk Banner	122b, 17/01	34.25
Jed Gibson	Labour charges for removal of sandbags from skatepark ramp		30.00
Alex Keating	Weeding and cutting branches: Tennis courts	C.D.A.	90.00
Alex Keating	Labour charges for removal of sandbags from skatepark ramp		120.00
Cornwall Council	Service Level Agreement: Parking enforcement	169d, 28/04	35.40
Enhanscapes	Ground maintenance: February instalment	S.I.	600.00
Little Mops	Public Toilet - Toilet Paper (08/22 Inv)	C.D.A.	23.76
Little Mops	Public Toilet - Soap 5L for dispenser	C.D.A.	13.14
Millbrook News	General maintenance materials	C.D.A.	55.34
Nisbets	Toilet rolls	C.D.A.	27.58
Nisbets	Digital water-resistant thermometers	C.D.A.	31.17
Screwfix	Surveyors Marking Spray	C.D.A.	9.99
Torpoint Town Council	Caretaking & Enforcement Services 10.01.23 - 27.02.23	104, 15/11	675.00

(iii) To approve payments of invoices presented in the meeting received after the agenda has been publicised.

8.7 **Payroll Service Providers:** To approve the service cost increase from One Less Worry Payroll Service from £30.00 to £32.25 a month.

8.8 **Asset Register:** To approve the Council's updated Asset Register.

8.9 **Statement of Internal Control:** To review the Council's Statement of Internal Control

8.10 **Risk Management Scheme:** To review the Council's Risk Management Scheme

9 Millbrook Village Hall representative

To appoint a Millbrook Parish Council representative for the Millbrook Village Hall Management Committee.

10. Community support

10.1 Grant funding / donation request from the Black Prince Flower Boat Festival

Committee: To consider the funding request of £500 towards the running costs of the Annual May Day event for Millbrook, Kingsand and Cawsand.

- 10.2 **Permaculture Kernow:** To review the communication from Permaculture Kernow, and to consider, in principle, subject to agreement from Cornwall Council, whether to support the organisation's Millbrook Orchard proposal on part of the green space near West Street Car Park and play area.
- 10.3 **Christmas and Event meeting notes:** To receive the notes from the Christmas and Events meeting held on 28th February 2023.
- 10.4 **Coronation of King Charles III Event:** To receive a progress update report from the Clerk.
- 11. Climate and Environment:**
ORCS Grant: To review the options regarding the On-Street Residential Parking Scheme funding for the Electric Charging Points in West Street Car Park and to consider the options of (a) the repayment of £2,228 to the funders or (b) allocating the funds towards another scheme.
- 12. Council Assets and Amenities**
12.1 **Millbrook Tractor Park entrance:** To consider approval of the quotation from Vitaplay to lay a safety surface path from the Tractor Park gate up to the roundabout safety surface.
12.2 **Millbrook Roundabout safety surfacing:** To select the colour of the safety surfacing around the new roundabout.
12.3 **Tanyard roof:** To consider the quotations to provide a temporary roof for the Tanyard to provide cover for the Coronation event and other events during the summer of 2023.
12.4 **Millbrook Skatepark Project:** Update on the tender submission.
12.5 **Event signage:** To approve the purchase for event signage as detailed in the supporting document.
- 13. Traffic and Transport**
13.1 **Hounster Hill Feasibility Study:** To note the communication (via CC Kate Ewert) from the residents of West Street, to review the report detailing the timeline of communication relating to the Hounster Hill Feasibility Study and to agree next steps.
13.2 **Blindwell Hill / Cornwall Community Network Panel:** To review the status of Millbrook Parish Council's submission for the Cornwall Community Network Panel Highway Improvement Schemes.
- 14. Dog Enforcement / Service Level Agreement**
To consider the proposal from Torpoint Town Council to continue with the Service Level Agreement for Enforcement Services.
- 15. Publicity**
Does the Council agree to the distribution of a newsletter? If yes, does the Council agree to print copies for every household in the Parish for the letter to be distributed with the invitations for the King's Coronation Event. (See report from the Clerk and draft newsletter from the Admin Support Officer).
- 16. Cemetery Management**
16.1 Update the Clerk's Cemetery Management Training (see report)
16.2 To approve the Cemetery Management Regulations
16.3 To agree next steps relating to unpaid burial fees.