

Wednesday 12th April 2023

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on Tuesday 18th April 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 18th April 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 meeting held on 21st March 2023:** To approve the minutes of the Full Parish Council meeting held on Tuesday 21st March 2023.
 - b. **Minutes of the full Council meeting on 5th April 2023 :** To approve the minutes of the Full Parish Council meeting held on Tuesday 5th April 2023.
8. **Cornwall Association of Local Councils**
To approve the continuation of the membership with Cornwall Association of Local Councils.
9. **Lease agreements for access to the property of 74 Dodbrook via West Street car park**
To consider the lease agreement with the property owners of 74 Dodbrook and to agree costs.
10. **Community projects**
 - a. **Coronation of King Charles III Community Event:** To receive the meeting notes from the Christmas and Event Task Group's meeting held on 27th March 2023.
 - b. **Millbrook Skatepark Project:** Update on funding and next steps.
 - c. **Black Prince Flowerboat festival:** Approval of use of Council land agreement.
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 March 2023 statement detailing £50,000 in the Public Sector Deposit Fund.
 - d. **Bank reconciliation:** To note the bank reconciliation reports for March 2023

- e. **Finance report:** To review the Clerk's Finance report.
- f. **Receipt of precept submission:** To note the receipt of the £58,870 received from Cornwall Council on 12/04/2023, for 50% of the precept submission. (*Minute 119(i), from the meeting held on 17th January 2023 the precept submission of £117,740 was approved*)
- 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 £
Unity Trust	Bank Charges for the year - 2022/23 (Charged quarterly)	S.I.	193.85
Black Prince Committee	Grant funding towards running costs of Annual May Day Flowerboat festival	160.1, 21/03	500.00
British Gas	Energy bill for EV Charging Point	S.I.	102.00
Dale Blackler	Tarpaulin for Tanyard roof	163.3, 21/03	110.00
Dale Blackler	Repair work on Millbrook War memorial paving I	108f(viii)15/11	220.00
Google Workspace	Google subscription	S.I.	62.61
Jan Moore	Cleaning Millbrook Public Toilets - Jan/Feb 2023	S.I.	590.00
Seadog IT	Website maintenance	S.I.	29.95
Staffing Costs	Staff wages, HMRC payments & staff pension	S.I.	

- (ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
AG Intl Ltd	Survey and mapping of Millbrook New Cemetery and access services	145d, 16/02	1423.20
Cornwall ALC	Cornwall Association of Local Councils CALC and NALC membership subscription	Agenda item 8, 18/04	898.46
Cornwall ALC	Planning training - Cllr Roberts	C.D.A.	36.00
Enhanscapes	Grounds maintenance - March installment	S.I.	610.00
	2 x Off Season Cuts to the Football Field	125a, 17/01	150.00
	Broken tree branch removal and tree remediation - Millbrook Cemetery	C.D.A.	50.00
	Community tree day - Apple Orchard	123b, 17/01	200.00
Antony Pearce	Wheels for the Bier Restoration	C.D.A.	53.23
Print Options	2 x Hard copies of the Hounster Hill Feasibility Study report.	C.D.A.	50.00
Fran Reilly	Bin bags for Coronation event	C.D.A.	8.34
Switched on Electrical	Servicing the hand drying system in the public toilets. (minuted fee £60.00)	169f,26/04	70.00
Torpoint Town Council	Caretaking / Enforcement Service - March 2023	104, 15/11	360.00

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

12. **Cornwall Council Public Protection Order:** Cornwall Council Public Spaces Protection Order (Alcohol Consumption in Designated Public Spaces): Proposed renewal of the current order for October 2023.
13. **Training**
 - a. **Carbon Literacy Project:** To approve Councillor(s) attendance of the Carbon Literacy training on 9th May 2023, at a cost of £120.00 per person.
 - b. **Climate Change Summit:** To approve Councillor(s) attendance of an online summit on 26th April 2023, organised by SLCC, at a cost of £120.00 per person.
14. **Environment**
 - a. **Environmental planning factors:** To consider a formal response to Cornwall Council's Affordable Housing newsletter regarding housing, in particular the need to ensure provision is made for nesting birds especially swifts.
 - b. **Hedgehog highway project:** To consider the purchase of 50 Hedge Highway Surrounds at a cost of surrounds at a cost of £150.00 plus postage.
15. **Policies and procedures**
 - a. **Parish Council Risk Management Scheme:** To review the draft Risk Management Scheme. (Deferred from the meeting held on 21st March 2023).
16. **Publicity / Community Engagement**
 - a. **Website:** To consider the proposal from SeadogIT to have images of the Councillors on the Parish Council website.
 - b. **Parish Council newsletter:** Update on distribution
 - c. **Annual Engagement Event:** Update from the Clerk and to agree arrangements.
17. **Correspondence and matters to note**
18. **Future items for consideration:** To put forward recommendations for future consideration at the next Full Council / committee or working group meeting.