

Clerks Report Update Agenda item 6						
Action from Meeting	Minutes reference	Department	Date	Actions / details	Comments	Priority
Duchy lease	143	Assets & Open Spaces	15/02/2022	Write to Duchy re the lease. Current lease expires 2025	Agreed action: Clerk to contact the Duchy 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	Contact in NY by end of Jan
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 came in 21/09/22 for update. Outlined idea which was given to councillors to provide initial feedback. Gareth yet to produce complete brief with costs. Recent correspondence 11/11/22. Awaiting costs still. Jo to chase 16/11/22. KH to drip feed idea to chair/vice chair prior to meeting and Gareth producing his brief to gauge acceptance. Gareth has given costs for replacement windows but no proposal as yet. Gareth has provided costs (ball park figure). KH asked Gareth to provide visuals for councillors.	To be discussed at next Asset meeting in Feb/Mar
Millbrook Lake EEA report	155c	Assets & Open Spaces	15/03/2022	Keep abreast of EEA report	See supporting doc - Agenda item 11c	KH sent email to Ben Bailey 12/12/22 for an update. No response. Resent 20/01/2023
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	Cycle Hoop installed outside Pharmacy. 2m galvanised cycle bar received for mounting outside the COOP. Awaiting scaffolding removal. KH to contact insurers. Jo emailed Dale for quote to install 2m rail. Dale to get back to us. Jo chased Dale and Jim to speak to Surgery and Football Club 17/01/23 Dale yet to quote. Hill providing quote also. To be done in February. Jim to speak to Millbrook FC. RGP agreed to have mounted. JB to send photo of jim to Julie showing proposed location. RGP agreed positioning. PG to fix to wall w/c 6/2/23	RGP agreed positioning. PG to fix to wall w/c 6/2/23

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. Last meeting held 13/10/22 7pm	Traffic walkabout 26/01/23 and next meeting 6pm on 2/2/23
Millbrook Climate Action Group	31bii	Climate & Environment	28/06/2022	Meeting 26/7/2022	Group met 6th Dec 22. Adopted terms of reference. Minutes done. Next meeting 7th March. Rob to draft action plan - due date 28th Feb. Reach out to other Parish and town councils to seek advice /recommendations on potential professional support with baseline carbon audit - NR to complete by 30/01/23. Explore potential suitability of CSE carbon footprinting tool - SW to complete 30/01/23. Carry out prelim research into initial project as captured in meeting notes section 6 - NR deadline 28/02/23. 07/03/23 no longer convenient for next meeting date. 1st or 2nd March now suggested.	JB/KH to chase Rob's action plan by 20/02/23. JB/KH to chase NR by 20/02/23. JB/KH to chase SW by 20/02/23
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 Queen's Jubilee / King's Coronation garden completed.	VETs to action
Cemetery Management	66b(iii)	Graveyard & Burials	27/09/2022	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.	Still getting communication issues from the local funeral director. Need to look into how to get the land consecrated and adopt cemetery regulations	KH looking into Cemetery management systems for grave mapping to be included on February agenda. KH to follow up with Truro diocese
Cemetery Management training	67c	Graveyard & Burials	27/09/2022	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. KH booked course. KH completed 1st part of course. 2nd part 01/03/23	2nd part of course now 01/03/23
Parish Online Annual Subscription	67d	Administration	27/09/2022	MPC approved the annual subscription to Parish Online mapping service.	JB and KH to get up to speed with mapping	February

Play park	66b(iv)	Open spaces	24/09/2022	MPC agreed a budget of £1500 for cartaker overtime for work on Play and Skate Parks which also includes Sally Turners work on multi play unit	KH to speak to Pete. In progress but delays due to weather. KH to include in forecast for 2023	KH to chase Sally regarding playpark work
Workshop Meeting	90	Administration	18/10/2022		KH to produce notes for meeting	In February
Bat Survey	90	Administration	18/10/2022		KH to liaise with Cllr Hall regarding Bat survey. JB sent email to Bat Conservation Trust 30.01.23	K Hall now left. KH to take over JB to chase in
Village Defibrillators	103b	Assets & Open Spaces	15/11/2022	MPC agreed to purchase another Defibrillator from SWASFT	Purchase Defibrillator from SWASFT. JB contacted SWSFT and we are now on a waiting list to be supplied	April if not heard before. 10 month wait list quoted.
Maker Heights publicity:	103c	Assets & Open Spaces	15/11/2022	MPC agreed the installation of 'Maker specific' noticeboards in the Tanyard where existing noticeboard is	KH/JB to liaise with Tom to ensure job done symathetically and in agreement with MPC. Proposed site not suitable. ON agenda for 17/01/23 for Councillors approve new suggested site for board, providing it is in keeping with the existing noticeboard. Josh Elleschild to create and to feedback to KH on project	JB/KH to oversee on design of board to ensure in keeping with other board in tanyard. KH chased 30/1/23
West Street car park	105b	Traffic & Transport	15/11/2022	The Council agrees in principle to consult with Cornwall Council regarding a potential increase in car park spaces in West Street Car Park and a variation in the lease agreement.	KH to consult CC. JB sent email to Jon Mitchell and Simon Clarke 11/01/23. Jb resent email 17/01/23. Still no response. KH to chase	
Code of Conduct	107a	Administration	15/11/2022	Councillors agreed that Code of Conduct training will be completed as recommended in the Standards meeting attended by Cllr Wood	KH/JB to provide details of training to councillors. KH chased CALC for additional dates as next one 17/3/23 not suitable as falls on Full Council meeting date	
Millbrook Tanyard Paving Circle	108b	Assets & Open Spaces	15/11/2022	MPC approved the revised budget for the installation of a paving circle in the Tanyard (Minute 73, 21/09/2021- original budget £300/new budget of £700.00 for the supply and installation of a paving circle in the Tanyard.	Stone circle ordered by needs to be extended to fit bench. JB to get revised quote from Hill. JB to call Aquatic centre to confirm to hold and to see if have suggestions to extend circle. Jo spoke to Sharon to recount conversation with Hill regarding possible alternative solution to stone circle. Hill emailed and awaiting response 17/01/23	KH contacted Tamar Aquatics to get refund 30.01.23 Tamar Aquatics called to confirm refund would be actioned 31/1/23. KH to check received w/c 6/2/23

Insect / bug hotels	108c	Assets & Open Spaces	15/11/2022	MPC agreed to increase budget from original quotation for the supply of materials for two insect hotels from £300 (Parish Council meeting held on 27th September 2022 Minute 66b(i) to £420.	As raised by Councillors, KH/JB to ensure tanalised wood not used and to obtain locally sourced wood from Pigshill Woods. KH contacted RR who is no longer prepared to complete project without using tanalised wood. Awaiting feedback from Hill	JB to source new contract. Also to liaise with school and contact Councillors with pile hotel idea.
Grass cutting maintenance – Hounster Drive / St Andrews S	108d	Assets & Open Spaces	15/11/2022	Cllrs agreed, subject to costs, to take on the maintenance of this plot	KH to oversee maintenance of space - review contract with Enhancscapes?	JB/KH to price up petrol strimmer. JB to purchase invisible ink security pens
Interpretation board - wasps, bees and hornets	108e(iii)	Assets & Open Spaces	15/11/2022	The Council agreed by all Councillors that the Council approves a budget £1,500 for the design, purchase and installation of two x installation boards	Email sent to Sadie and Bruce to request meeting w/c 30/1/23	Set meeting w/c 30/1/23
Interpretation board – a map of Millbrook / heritage	108e(iv)	Assets & Open Spaces	15/11/2022	Council approved a budget for the quotation from Shelley Signs of £1,500 for the design and purchase of map Millbrook with local / heritage information.	Will need to be passed back to the Asset group to confirm next steps. To be put on the agenda for the next meeting	KH to set Open spaces meeting for February
Village maintenance – Millbrook War memorial	108e(vi)	Assets & Open Spaces	15/11/2022	The Council approved the quotation of £220.00 from Dale Blackler	Waiting for Dale Blackler to action	Dale completing w/c 30/1/23
Village maintenance – Millbrook Tanyard Wall	108e(vii)	Assets & Open Spaces	15/11/2022	The Council agreed to accept the quotation from Dale Blackler.	Waiting for Dale Blackler to action	Dale completing w/c 30/1/23
Millbrook Tanyard roof:	108e(viii)	Assets & Open Spaces	15/11/2022	The Council agreed to defer the appointment of consultants until the Council decides on the preferred covering for the Tanyard roof.	Further parish consultation regarding preferred options for the Tanyard roof. Ongoing Consultation at Millbrook Meet Ups. Jo to print more. Asset group to review in February	JB to print moe consultation questionnaires
Millbrook Tractor Park – roundabout:	108e(iv)	Assets & Open Spaces	15/11/2022	Cllrs agreed to approve the Clerk's recommendation to purchase the roundabout from Proludic and approved Proludic's quotation.	JB contacted Joe Lofty from Proludic to confirm approval of quote 22/11/22. Joe to come back to JB to confirm site visit date. Proludic revised quote so now looking at alternative suppliers. Sutcliffes came out 11/1/23. Awaiting response from Rhino who were due to meet JB 16/01/23	JB to contact Coastline Scrapyard to find out cost to remove rab, KH has contacted Rame Refuse.
Minutes of Finance Committee meeting:	118 b	Administration	17/01/2023	To approve the minutes of the Finance Committee meeting held on Wednesday 4th January 2023.	Put on the website	

	119g	Administration	17/01/2023	Parish Council Office rental: An email from the Chair of the Village Hall Management Committee was circulated requesting £1,200 towards the electric costs. The Finance Committee had recommended rather than the payment being towards energy costs the Parish Council agrees a fixed rental price which includes the energy costs of £1,200.	KH to let the booking officer know of this arrangement for invoice purposes. Commencing April 2023	
Recommendations from the Finance Committee meeting held on 4th January 2023 Budget for 2023-24	119i(i)	Administration	17/01/2023	It was proposed by Cllr Lewis and seconded by Cllr Beadnall that the Council approves the budget as presented.	Publish on website	
Asset register review	119(vi)	Administration	17/01/2023	Asset register report from the Clerk stated the recent purchase of the cycle racks needs adding to the register. Agreed by all Councillors to approve the asset register as presented.	Clerk to review and submit for the end of the end of financial year for approval.	
Review of the Parish Council's burial fees.	119(vii)	Administration	17/01/2023	Agreed by all Councillors to approve the increase of the Council's burial fees by 10%, as recommended by the Financial Committee.	Add to website and let funeral and monumental masons know	
Tamar Toll Action Group Proposal	120	Traffic & Transport Group	17/01/2023	The Council agreed to support the aims of the Tamar Toll Action Group.	KH to inform action group	
Lighting in the Tanyard	122b	Christmas Events & Task Group	17/01/2023	Council agreed for the purchase of red, white and blue light bulbs for the Tanyard to be included within the budget for the Coronation	KH/JB to purchase bulbs	
Community Pruning Day	123b	Climate Change & Environment	17/01/2023	Councillors approved quotation of £200.00 from Enhanscapes to plan, promote and carry out an instructional community pruning day in January / February 2023.	17th February 2023	

Pledge for Nature - CC Campaign	123d	Climate and Environment Action Group	44943	Agreed that the Parish Council joins Cornwall Council in its Pledge for Nature campaign. Action: Cllr Taggart agreed to submit the relevant paperwork.	KH to email BT to ensure this is actioned
Climate and Environment Action Working Terms of Reference	124	Policies and procedures	44943	Agreed by Councillors to approve the Climate and Environment Action Working Group Terms of Reference.	Add to website
Playing field grass cutting	125a	Public Amenities	44943	The Council approved the quotation of £75.00 per cut from Enhanscapes for cutting the grass in the playing field; two cuts at £150.00	Enhanscapes to programme two cuts between now and April - weather permitting
Tennis courts surface repairs	125b	Public Amenities	17/01/2023	Council approved quotation of £1,345 from G.A. Giles.	Contracted advised by KH 25/01/2023. Works taking place 23/02/2023
Annual Parish Meeting Planning	128	Administration	17/01/2023	Cllr Mattholie recommended the Village Plan is reviewed during the Annual Parish meeting.	KH/JB to make arrangements for public consultation

