

Parish Clerk / Admin Support Officers Progress report.

Meeting action progress	Colour code	
Outstanding / some action taken	Yellow	
In progress / near completion	Green	
Priority	Red	
Completed	Grey	

Action from Meeting	Minutes reference	Department	Date	Actions / details	Comments	Priority	Status
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	
Investigate cover for Tanyard	154bii	Assets & Open Spaces	15/03/2022	Contacted various suppliers. Awaiting visit from Sailmaking firm	JB to chase quotes for retractable awning and investigate metal roof and Perspex covering. Councillors decided to not get structural survey done on Pergola 15/11/22 Ongoing Consultation at Millbrook Meet Ups. Jo to	Ongoing consultation process	

					print more. Asset group to review in February		
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. Asset & Open Spaces have not met yet but firm proposals not received.	
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	168b	Traffic & Transport	26/04/2022	Approved purchase of Bike Lockers for West Street Car park	Installed and two lockers in use. Agreements signed.		

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 to Julie showing proposed location. RGP agreed positioning. PG to fix to wall w/c 6/2/23	RGP agreed positioning. Chased Julie at RGP to confirm if OK with Landlord to install on outside of the building. Asbestos present. Awaiting confirmation response 06/03/23	
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. Meeting with Highways Manager on 7th March 2023.	
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	Completed and invoiced Oct 22	

					emergency works which might take priority		
CALC Membership agreed	169a	Membership & Subscriptions	26/04/2022	Paid 29/04/2022			
ICCM Membership agreed	169b	Membership & Subscriptions	26/04/2022	Paid 29/04/2022			
Scribe accounting	169c	Membership & Subscriptions	26/04/2022	Paid 29/04/2022			
Cornwall Council SLA	169d	Traffic & Transport	26/04/2022	Budget £750 agreed for CP Enforcement Officer.	Civil Parking Enforcement Officer notified 03/05/2022		
West Street Car park machine maintenance	169e	Car parks	26/04/2022	Purchase order raised. Payment made 29/06/2022	Works completed		
Wallgate machine maintenance	169f	Public toilets	26/04/2022	Annual checks for monitoring the Wallgate machine at a cost of £60.00	KH spoken with Nick Taylor, Switched on Electrical. March 2023 service date in Google Calendar. Jo to chase Nick for Certificate.		
Investment of funds with CCLA	170dii	Finance	26/04/2022	Form completed and emailed 25/07/22	KH form sent in the post		
Expenses Policy	173a	Polices & Procedures	26/04/2022	Amend and show tracking record of amendments. Upload to website	Approved version uploaded on website 08/08/2022		
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	KH handed tapestry to Cllr Polak	

					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.		
Office Window	176b			Council agreed budget of £750 towards replacement window which opens and split costs with hall	Unlikely to proceed due to concerns re aesthetics and structural compromise. Looking at replacing blown triple glazing and fan now installed		No longer proceeding
Asset & Open Spaces terms of reference	9b	Policies & Procedures	24/05/2022	Update and add to website	Website updated 29/07/2022		
Standing Order amendments approved	9d	Policies & Procedures	24/05/2022	Amend and show tracking record of amendments. Upload to website			
Financial Regulations	9e	Policies & Procedures	24/05/2022	Amend and show tracking record of amendments. Upload to website	Updated and uploaded on the website 29/07/2022		
Insurance Cover	9i	Policies & Procedures	24/05/2022	Agreed Quote	Insurance Provider notified and bill paid		
Press & Media Policy	9k	Policies & Procedures	24/05/2022	Amend and show tracking record of amendments. Upload to website			
General Power of Competence	9l	Policies & Procedures	24/05/2022	Update website	Website updated 08/08/2022		
Future Meetings	9m	Policies & Procedures	24/05/2022	Update website	Actioned by JB		
External Audit	12d	Finance	24/05/2022	Clerk has responded to queries	AGAR displayed publicly		
Licence Agreement	13b	Policies & Procedures	24/05/2022	Amend and show tracking record of amendments. Upload to website	Robin Hall signed agreement for Kernow		

					Lounge's use of the Tanyard 08/08/2022		
Funding Application FFK	14	Grants & Donations	24/05/2022	£300 grant to FFK	Payment 29/09/22		
First Aid / CPR Training	16	Training		Community First Aid/CPR training	Working with BHF rep to deliver community training in August. Date 22nd August. Circular email to be sent. Poster produced.		
Chatty bench plaques	17a(i)	Community support	24/05/2022	Signage ordered and delivered from Jag Signs. Caretaker to install	Bench north side, near the path by the picnic bench Millbrook Model Boat club use needs varnishing.	Work completed 08/08/2022	
Cemetery Ground 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. Completed & invoiced.		
Pruning of Cherry Trees on New Road	17c	Assets & Open Spaces	24/05/2022	Quotation from Enhancescapes was accepted	Work completed. Cllr Taggart has approved the works. To be paid in September 2022		
Revision of Cemetery grasscutting contract	17d	Assets & Open Spaces	24/05/2022	Enhancescapes have been informed via email 26.5.22.	Awaiting response. Chased again 01/08/22. Works to be completed in September. Revised contract is approved.		
Cycle Rack Proposal for Parade Car Park	17e	Assets & Open Spaces	24/05/2022	Proposal from Weigh to go to install cycle rack/planter. Accepted on condition that will be reviewed in 12 months	Installed at no cost to MPC		

West St Car Par Permits	17f	Assets & Open Spaces	24/05/2022	Requested 5 parking spaces for deliveries during build for property owners of 74 Dodbrook.	MPC to consider as and when full planning permission given		
Bike Lockers	17g	Assets & Open Spaces	24/05/2022	Fees of £50 pa + refundable key deposit agreed	Both lockers rented for 1 year. Google Calendar reminders added for renewal		
Set up standing order for One Less Worry payment	26e	Finance	24/05/2022	£30 + VAT (£36)	Standing order set.		
Telephone & Broadband	26f	Finance	24/05/2022	Package with BT approved	BT notified		
Update Statement of Internal Control with amendments and minute reference	27a	Policies	28/06/2022	Once updated upload to website	Uploaded onto website 08/08/2022		
Update Environment & Climate Change policy with minute number	27b	Policies	28/06/2022	Once updated upload to website	Website updated 08/08/2022		
Update Equal Opportunities policy with minute ref	27c	Policies	28/06/2022	Once updated upload to website	Uploaded onto website 18/08/2022		
Rame Community Fund	28a	Office	28/06/2022	Agreed to allow Rame Community Fund to use office post box and address			
Approved Rame Peninsula Male Voice Choir 23rd July	28b	Events / Community Support	28/06/2022	Advise the organisation of the outcome and help publicise			
Approved Millbrook Skatepark Project's Skate Jam 23rd July	28c	Events / Community Support	28/06/2022	Advise the organisation of the outcome and help publicise			
MPC informal forward planning workshop	28d(ii)	Meetings	28/06/2022	Create 'Doodlepoll'	Date decided as 7th September	Agree agenda/format	

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 feedback from Rame Wildlife Group re Duck Feeder.	Project on hold. review if feel necessary in the future	
Additional Costs for S Turner	30ai	Assets & Open Spaces	28/06/2022	Agreed additional costs for S Turner/Tractor refurb			
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	KH spoke to Sally 13/01/23 who confirmed would start up work again	
Quotation from The Fencing & Decking Company agreed	30a(iii)	Play park	28/06/2022	For Work to replace swing frames	Contractor no longer able to do work		
Budget for cleaning the play park equipment	30a(iv)	Play park	28/06/2022	Works being completed 22/07/22	Photos received from supplier, and confirmation he is happy with work carried out. MPC awaiting invoice. Contractor contacted 26/7/22		
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. K Adams completed work 16/01/23. Awaiting invoice. Jo chased for invoice 17/01/23	completed	
Goal post purchase & installation agreed	30c	Play Park	28/06/2022	Posts on order. Awaiting delivery. Contractor on stand by	Delivery due this week. Liaise with Aaron and David from school before		

					installation. 10/08/2022: Goal posts arrived. To be fitted.		
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 tariff charges with Council 18/10/22. Commissioned and in use. Publicised 10/11/2022		
Cornwall Climate Action Group	31bi	Climate & Environment	28/06/2022	Committee agreed to be part of this initiative			
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 foot printing tool - SW to complete	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. JB chased RM for alternative date after w/c 20/03/23	

					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 n longer convenient for next meeting date. 1st or 2nd March now suggested.		
Purchase of Money Scales/Counter	32	Office	28/06/2022	Agreed to purchase of money counter	Bought from VKing		
Purchase of drill	33	Maintenance	28/06/2022	Agreed to purchase drill	Bought from Screwfix		
Hounster Hill Feasibility Study amendments	44b	Traffic & Transport	19/07/2022	Zoom meeting arranged with Aecom & Cormac, 2.30pm 02/08/2022	Cormac / Aecom agreed with MPC's recommendations		
One LessWorry Standing Order	45e	Finance	19/07/2022	Set up 29/07/2022	Completed		
Cleaning of play park equip	45fi	Play park	19/07/2022	Works completed 26/07/2022	Contractor completed a good job - pleased with communication. Need to organise varnishing of equipment - after school holidays		
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. Payment to be approved by Council in October meeting. Completed		

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	
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. Works completed.		
Motorcaravan parking in West Street car park	46g	Traffic & Transport	19/07/2022	Motion not supported - due to lack of parking.	Football Club pursuing options. Parishioner who suggested the idea notified.		
Staffing Comm ToRs	47a	Policies & Procedures	19/07/2022	Once updated upload to website	Uploaded 18/08/2022		
Traffic & Transport ToRs	47b	Policies & Procedures	19/07/2022	Once updated upload to website	Uploaded 18/08/2022		
Asset & Open Spaces ToRs	47c	Policies & Procedures	19/07/2022	Once updated upload to website	Uploaded 29/07/2022		
Memorial Bench & Tree policy	47d	Policies & Procedures	19/07/0222	Once updated upload to website	Uploaded 18/08/2022		
Donation to Scouts	48a	Grants & Donations	19/07/2022	£60 payment for trip agreed	Scout leader notified payment made 22/07/22		
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		
EV Charging - Energy Supply	49a(ii)	Climate & Environment	19/07/2022	MOP Contract with Siemens through Annual Savings Group agreed			
EV Charging - License alterations	49a(ii)	Legal	19/07/2022	Licence alternations approved	Two Councillors to sign as per S/O		
The Peninsula Trust	65a	Community support	66(iii)	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		27/09/2022	MPC agreed to donate £50.00	Make payment		
Millbrook Skatepark Project:	65cii		27/09/2022	MPC agreed to pledge £20,000	Pledge made		
Bug hotels	66b(i)	Assets & Open Spaces	27/09/2022	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 03/10/22. Costs higher than anticipated. Included on agenda for 15/11/2022 for approval. Original contractor unable to create as per MPC requirements. JB to source new contractor		
Moving Hounster Hill shipping container	66b(ii)	Assets & Open Spaces	27/09/2022	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. Completed and invoiced.		

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	
Fencing by the war memorial	66b(v)	Assets & Open Spaces	27/09/2022	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. Bollards purchased and installed by Dale Blackler.		
Lantra basic tree and inspection course	67a	Assets & Open Spaces	27/09/2022	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. PG attended Lantra tree inspection.. Brett not doing it		
Brush cutter training course	67b	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.	PG booked for 18th / 19th January 2023	
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	Completed	

					course at a later date. KH to organise training. KH booked course. KH completed 1st part of course. 2nd part 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	April / May	
Civility and Respect Pledge	17b	Administration	24/09/2022	MPC agreed to sign up to the Civility and Respect pledge	KH to inform CALC. Actioned		
Play park	66b(iv)	Open spaces	24/09/2022	MPC agreed a budget of £1500 for caretaker 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	Sally Turner has advised work will be completed in the Spring.	
Skate Park Project Planning	84d	Administration	18/10/2022	To apply for planning permission for the Skate park project	KH and Cllr Lewis had teams meeting with CC planning officer and infrastructure group leading (CIL) 14/11/22 KH to provide evidence that MPC are supporting project and that MPC own land and working closely with Skate Park Project Group		
Sander	86a	Maintenance	18/10/2022	Order sander and sanding pads from Screwfix	JB Ordered 19/10/22 and delivered to KH Home address 20/10/22. KH ordered Sanding Discs - arrived.		
24 Dodbrook Parking Request West St	80	Traffic & Transport	18/10/2022	Council agreed, subject to legal agreements with Cornwall Council and any concerns such as insurance of	KH to contact CC Legal team to resolve. Property owner communicating with CC.		

				the required fencing resolved beforehand, to allow the reservation of five car park spaces for an initial period of four months at a pro-rata annual permit rate.			
EVCP charging tariffs	81a		18/10/2022	Tariffs recommendations approved by Full Council	Parish Clerk to contact Cornwall Council to ascertain what evidence is required to prove principle primary residence. KH and JB to access online Portal to input tariff values. JBto arrange photo op with RM and do social media post		
EVCP Surge Protection	81b		18/10/2022	Councillors to approved the quotation of £905.00 plus V.A.T. from Pod Point, for the surge protection to be supplied and installed in line with the new amendment to BS7671:2018 Amendment 2:2022.	KH has confirmed with Pod Point to go ahead. Completed		
Traffic & Transport Advisory Task Group recommendations	82bi and bii	Traffic & Transport	18/10/2022	a) Contact Newman Haulage	JB to email 13/12/22 google map images to newman haulage to get feedback on affect on turning circle for hgv's of planters. Feed back was that there is no issue.		
Traffic & Transport Advisory Task Group recommendations	82bi and bii	Traffic & Transport	18/10/2022	bi) Contact Highways for estimated figures on average speed cameras.Consult with neighbouring parishes regarding length vehicle restriction. bii)Agree traffic &	Parishes consulted. Priorities agreed. Contacted Cornwall Hightways speed cameras.		

				transport priorities in the parish			
Millbrook Parish Council training policy:	85b	Administration	18/10/2022		Uploaded on website 16/01/2023		
Millbrook Parish Council Lone Worker policy	85c	Administration	18/10/2022		Uploaded 12/12/2022		
Millbrook Business Park	88	Administration	18/10/2022		KH to send a list of questions to CC and report back to Councillors. CC have responded with answers and KH forwarded to councillors. Idea rejected by Councillors. KH informed CC contact 30/01/23	To be discussed in Full council meeting 17/01/23	
Workshop Meeting	90	Administration	18/10/2022		KH to produce notes for meeting	KH showed video on Cemetery Management. Discussion took place on producing a newsletter.	
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. Survey being completed 21/03/2023	
Parishioner Complaint	91	Administration	18/10/2022	Cllrs Hall and Roberts to offer to meet with the Parishioner	Parishioner declined a meeting with Councillors		
Finance report / review of emergency spend:	102d	Administration	15/11/2022		Updated and uploaded on website 16/01/2023	KH to do by end of January	
Precept submission	102i	Administration			Notify CC		

Staff pay	102j	Administration	15/11/2022	Implement Pay Award	Pay Staff backdated pay award asap		
Direct Debit utility charge	102k	Administration	15/11/2022		Amend DD		
Zoom subscription		Administration	15/11/2022		Cancel Subscription	Actioned	
Payments for December 2022	102n	Administration	15/11/2022	MPC agreed for KH to pay contractors in December for ongoing work/contracts as no meeting to be held in Dec 22	Any agenda items for contractors or suppliers agreed during the meeting (if works completed). Sally Turner, Enhancscapes, 1st Glass Decking, Jan Moore		
Millbrook Preschool	103a	Administration	15/11/2022	MPC agreed to grant fund request from Millbrook Pre School	Pay grant fund to Millbrook Pre School £274.50. Processed 24/11/2022		
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	JB to chase in 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 sympathetically 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. JB Chased Josh Elleschild 06/03/23 for design of board	
Dog Warden Enforcement:	104	Assets & Open Spaces	15/11/2022	MPC agreed to SLA agreement with Torpoint Town Council	KH to liaise with Millie to arrange regular patrol of dog enforcement officer		

Cornwall Council SLA for Car Park Reinforcement	105a	Traffic & Transport	15/11/2022	MPC agreed to £1,000 for the Cornwall Council parking enforcement SLA.	KH to let CC know. Notified 29/11/2022		
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. Catherine Thompson has chased JM and SC for answer w/c 27/02/23	Ongoing	
Millbrook Skate Park Project	107	Assets & Open Spaces	15/11/2022		KH to submit a letter to Millbrook Skatepark Project group, with queries relating to the skatepark ownership and plans for planning applications.		
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		
Expense policy	107b	Administration	15/11/2022	Councillors approved the circulated expenses policy	Uploaded on website 16/01/2022		
Millbrook Tanyard disabled access	108a	Assets & Open Spaces	15/11/2022	The Council agreed the quotation from Enhanscapes for £480 to create a concrete accessibility ramp in the Tanyard	KH/JB to action and ensure ramp angle to access regulations. Hill Ryder to complete works to regulations . Started 16/01/23		
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-	Stone circle ordered by needs to be extended to fit bench. JB to get revised quote from Hill. JB to call	KH contacted Tamar Aquatics to get refund 30.01.23	

				original budget £300/new budget of £700.00 for the supply and installation of a paving circle in the Tanyard.	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	confirmed refund would be actioned 31/1/23. KH to check received w/c 6/2/23. Refund received.	
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. Scouts now producing insect hotels.	
Grass cutting maintenance – Hounster Drive / St Andrews Street	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 Enhanscapes? Enhanscapes have agreed to maintain this area for additional £100 on top of current contract.		
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 Cllr Taggart recommendation - wait until insect hotels completed before progressing.	Sadie not available until after April. Content to be decided and given to Sadie to illustrate. Proposal received from Sadie Barrow. To be put	

						forward to Council once insect hotels completed.	
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	Get feedback in Community Engagement Event - what to include.	
Seat in the dog walking field	108e(v)	Assets & Open Spaces	15/11/2022	The Council reviewed the quotations for a recycled material bench from Glasdon UK and the installation costs from two contractors and agreed a budget of £1,000 for the supply and installation costs of the bench.	KH to liaise regarding installation with Hill and JB to purchase bench. To be stored in play field container until ready to install. Delivery scheduled for w/c 05/12/2022. Completed w/c 09/01/23		
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. Delayed due to weather. Scheduled to complete w/c 21/03/23.	
Village maintenance – Millbrook Tanyard Wall	108e(vii)	Assets & Open Spaces	15/11/2022	The Council agreed to accept the quotation from Dale Blackler.	Completed 15/02/2023	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 consultation questionnaires. Asset group to review in February	Wider consultation to be included in Annual Parish Meeting in April. JB to seek funding for whole of Tanyard upgrade	

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. Cllr approved quotation from Vitaplay during the meeting held on 21/02/2023	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.	Uploaded 28/02/2023		
	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	KH to let the booking officer know of this arrangement for invoice purposes. Commencing April 2023. KH sent email to Chair of MVH Management committee 07/02/2023.		

				towards energy costs the Parish Council agrees a fixed rental price which includes the energy costs of £1,200.			
Website hosting and maintenance fee				Agreed by all Councillors to approve Seadog IT's increase in the monthly website hosting and maintenance fee from £25.00 per month to £29.95 per month.	Notify SeaDog IT and amend DD		
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.	Published on wesite 28/02/2023		
Precept submission approval	119i(iii)	Administration	17/01/2023	Council approves the precept submission of £117,740.	Submitted 25/01/2023. CC Reference 5GY5Q1X3		
Car park fees for residents with more than one vehicle	119i(iv)	Administration	17/01/2023	Cllr Roberts counter proposed up to three vehicles to be included on one vehicle, providing it is monitored and that the income from the car park permits is reviewed. KH to order new car park permits as per quotation provided by Print Option (£140 to include artwork).	KH JB liaised with Chris from print options to review artwork. JB/KH to amend and sign off. Approved 30.01.23 new permits ordered		
Internal auditor: Appointment of Internal Auditor	119(v)	Administration	17/01/2023	The Council agreed to reappoint Julie Snooks as the Council's internal auditor for 2022-23 accounts. Based on	KH to let Julie Snooks know		

				fees payable on the higher of receipts/income or payments/expenditure in the previous year, the cost equates to £425.00.			
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	Added to website. Email to funeral directors and monumental masons once procedures on burials agreed.	
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		
No parking on pavements signage	121b	Traffic & Transport Group	17/01/2023	The council agreed to a budget of £100 to create signage from posters created by pupils from FLE school to be placed on the wall of the Tanyard	KH emailed school 06/02/23 to ask school to create posters. JB to get quotes for signage. PG to install		

The coronation of His Majesty King Charles	122a	Christmas Events & Task Group	17/01/2023	Council approved a budget of £4000 for a community event to be held on 6th May 2023, costs to include room hire, refreshments and activities (see supporting information). Information was presented to the Council to include the supply of pasties, savoury snacks and cream teas from Cornish Pod.	Approve quote from Cornish Pod. KH emailed Louise 30/01/23 to confirm quote accepted		
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. Purchased and delivered.		
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	Event completed. Enhanscapes to invoice MPC	
Millbrook Lake Title number CL550478transfer of ownership	123c		17/01/2023	The Council reviewed the communication from Cornwall Council's Public Space Officer regarding Millbrook Lake, Title Number CL55078. and agreed that the Council is not prepared to incur any costs and not to proceed with the transfer of ownership.	KH to inform CC Public Spaces Officer. Email sent 09/02/2023		
Pledge for Nature - CC Campaign	123d	Climate and Environment Action Group	17/01/2023	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	17/01/2023	Agreed by Councillors to approve the Climate and Environment Action Working Group Terms of Reference.	Uploaded 09/03/2023		
Playing field grass cutting	125a	Public Amenities	17/01/2023	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	One cut completed 15/03/23	
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	Part completed - more materials required.	
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	Consult during Annual Parish Meeting - have copies available	
Millbrook Business Park	129	Administration	17/01/2023	The Council discussed the communication received from the Senior Valuer at Cornwall Council. It was agreed with all Councillors not to proceed with the option of purchasing Cornwall Council's assets outlined in their emails.	KH informed Cornwall Council's Senior Valuer by email 30/01/2023		
Approval of the minutes from previous full Parish Council meeting held on 17th January 2023.	116a	Administration	21/02/2023	Amend and put website	Uploaded 27/02/2023		
Approval of the minutes of the previous Planning	116b	Administration	21/02/2023	Amend and put website	Uploaded 27/02/2023		

Committee meeting held on 17th January 2023							
Approval of the minutes of Staffing Committee meeting held on 13th February 2023	116c	Administration	21/02/2023	Amend and put website			
Millbrook Model Mariners: Improving safety of publicly accessible bank (A.1.8)	117	Administration	21/02/2023	Council approved request from MMM to replace lakeside gravel with slabs	KH notified 27/02/2023		
Tender review panel: formation of a Skatepark Tender review panel, with representatives from Millbrook Skatepark Committee, Millbrook Skatepark Steering Group and Millbrook Parish Council.	118c	Administration	21/02/2023	Unanimously agreed that Council approved the formation of a Skatepark Tender review panel, with representatives from Millbrook Skatepark Committee, Millbrook Skatepark Steering Group and Millbrook Parish Council. Cllr Beadnall is already the Parish Council representative on the Millbrook Skatepark Steering Group. Cllr Lewis agreed to be part of the Tender review panel. The structure and terms of the panel, as detailed on the agenda, will be to: <ul style="list-style-type: none"> • 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 	Clerk to forward the completed tender, which is scheduled to be distributed by 25th February, to all Councillors.	Tender uploaded to Government contract finder, advertised on website and selected contractors contacted directly.	

				installation of the new skatepark.			
Existing Skatepark repairs:	118d	Administration	21/02/2023	The Council agreed the assessment of the ramp by contractors as being beyond repair and needs removing as soon as possible. Rame Refuse has agreed to remove the equipment free of charge, with the possibility of funds from the steel going towards the skatepark project. Cllr Wilton recommended photographs are taken prior to the ramp being removed, which may be beneficial for the planning application.	Rame Refuse to dismantle ramp on 01/03/2023. Photos to be taken for publicity and planning application of new skatepark	Ramp now being taken away 08/03/23	
Millbrook Arts & Crafts / Use of Millbrook Tanyard (A.1.10)	119	Administration	21/02/2023	Council agreed to approve 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.	Karenza to inform Arts & Craft group	emailed 01/03/2023	
Traffic & Transport (A.I.12) a. Traffic & Transport Task Group recommendation for signage in Tanyard	141	Traffic & Transport	21/02/2023	Council agreed 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	KH to chase Fran to drop off posters already created by FLE School pupils. JB to purchase signs. PG to install	Posters received. Published on website and Facebook page. JB has placed order with Contract Signs for three signs.	

				accessibility issues. A budget of £100.00 for the production of the signage from one of the posters produced by the pupils of Furlanesend primary school was agreed			
Christmas and Events Task Group (A.I.13) a. Christmas and Events Working Group meeting notes:	142	Administration	21/02/2023	The notes from the meeting held on 31st January 2023 were received. 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. The Council noted the report detailing the committed expenditure for the Coronation event. It was noted the date of the event had changed from 6th May 2023 to 7th May 2023.	Village Hall booked. Musicians contacted. Fran Reilly working on a function event sheet	Actions on going. Communication with musicians. Quotations for invitations being sourced.	
Climate change and environment (A.I.14) a. Electric Vehicle Charging Point charges:	143	Climate and Environment Action Group	21/02/2023	It was noted Cllr Mattholie and the Council Officers have reviewed the EV Charging tariffs and have amended the costs to 28p per kwh for locals and 43p for per kwh for visitors.			
Amend Policies & Procedures a. Standing orders b. Financial Regulations: c. Disciplinary Policy: d. Sickness & Absence Policy e). Health & Safety Policy.	144	Administration	21/02/2023	Cllrs agreed to amend 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: amend Financial	Uploaded on website 10/03/2023		

				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. Accept the recommendations from the Staffing Committee and approve the modified Disciplinary Policy, with the exception of the amendment relating to grievances raised by employees already subject to a disciplinary procedure. d. Sickness & Absence Policy: Agreed to accept the recommendations from the Staffing Committee and approve the modified staffing Sickness and Absence Policy. e). Health & Safety Policy:Agreed to accept the recommendations from the Staffing Committee and approve the Council's Health & Safety Policy.			
Council assets & village maintenance (A.I.16) a. St Andrews Street green space	145a	Assets & Open spaces	21/02/2023	Agreed by all Councillors to approve an annual cost of £100.00 towards the maintenance of the green space on the corner of St Andrews Street / Hounster Drive. (Minute 108d, 15th November 2022)	KH to inform Hill the additional responsibility to maintain this space within existing contract for additional £100 per year	KH advised Grass cutting management contractor verbally and sent email 21/02/23	
Council assets & village maintenance	145b	Assets & Open spaces	21/02/2023	Agreed by all Councillors to approve, in principle, the	KH emailed Scout leader, 11/02/2023.		

(A.I.16) Millbrook Scouts proposals				request from Millbrook Scouts and Millbrook Cubs to maintain the triangle of land by Millbrook Doctors Surgery, to take on a small area of land, at the far end of the dog walking field, around the 'Let's get Millbrook Buzzing' signage, with a view to enhance the number of wildflowers for pollinators, and to create 2 x insect hotels (locations to be confirmed)			
Council assets & village maintenance (A.I.16) Replacement roundabouts in the Tractor Park:	145c	Assets & Open spaces	21/02/2023	Council agreed to approve the quotation from Vitaplay and are given a deadline to complete the work.	JB to inform Vitaplay and get an fixed date for installation	Vitaplay informed 22/02/23 and installation date confirmed as 28/03/23	
Cemetery Mapping	145d	Graveyards & Burials	21/02/2023	The Council was presented with a quotation and proposal from Atlantic Geomatics for a survey and mapping of Millbrook Cemetery. The total cost was £2,668, excluding to be confirmed prices such scanning and uploading burial register fees at a cost of £35.00 per page. It was noted the Council is legally required to have a map of the site and the Clerk advised a digital mapping system is recommended. It was proposed by Cllr Taggart and seconded by Cllr Meeson the Council approves the quotation from Atlantic Geomatics. The motion was	Surveyor visited the site on 8th March 2023. Works on going. Next stage is to digitalise the records.		

				carried with one abstention. Resolved.			
Lime Kiln Bat Survey	145e	Assets & Open spaces	21/02/2023	e. Lime Kiln: It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors to approve the quotation from CEC Environmental for a bat survey in the Lime Kiln. Cllr Taggart recommended the survey is completed as soon as possible.	Survey to take place on 21st March 2023.		
Annual Parish Council Meeting	146		21/02/2023	Annual Parish Meeting will be on 22nd April 2023. A budget of £500.00 towards the event agreed.	Invitations sent 14th / 15th /03/2023. Event publicised.		
Millbrook Village Hall	147	Administration	21/02/2023	As per the Trust Deed, the Council should appoint a representative to sit on Millbrook Village Hall Management Committee. The committee meets once month, usually on the third Monday of each month, except in August, for one hour. Cllr Mattholie recommended. Cllr Lewis and Cllr Roberts both said if Cllr Mattholie is not able to commit to this position, they would be willing to be the Parish Council representative for the Village Hall Management Committee. Deferred for one month.	KH to add to draft agenda for next months meeting	KH has emailed RM to see if able to commit. Awaiting response. Added to agenda working document	
Tetra Pack roadside collection & recycle bins	149	Assets & Open spaces	21/02/2023	Cllr E Woffenden asked if the Council could assist in organising a) roadside collection of Tetra Packs b)	KH/JB to contact KE to contact CC Ewert to see if there is any action the Parish Council can take.		

				recycle bins next to the waste bins. Action:			
Staffing Committee recommendations:	150	Staffing Committee		To offer the Admin Support Officer a permanent contract of employment. Agreed by all Councillors that the position of Admin Support Officer is deemed a permanent position for the Council. Admin Support Officer to be given the opportunity to obtain the Cilca (Certificate in Local Council Administration) qualification.	KH to review and amend existing contact. JB to look into training		