

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

**Councillors Present:** N Roberts, S Lewis, R Meeson, B Taggart, C Wilton, E Woffenden and H Wood.

**In Attendance:** Mrs K Heald (Clerk / RFO) and three members of the public.

**130. Apologies for absence (A.I.1)**

Apologies received from Cllr Robert Mattholie, Cllr Beadnall and Cllr S Woffenden. Cllr Polák was absent from the meeting.

**131. Declarations of gifts and declaration of interest on any agenda item (A.I.2)**

None

**132. Dispensation - To consider any requests for dispensations relating to agenda items. (A.I.3)**  
None applicable

**133. Public forum and County Councillor report / update (A.I.4)**

- i. Apologies received from Cornwall Councillor Kate Ewert, who is taking some time off due to a family bereavement. CC Ewert's report was circulated and available on the Parish Council's website.
- ii. **Traffic & Transport:** Concern was raised over the amount of money spent on the Hounster Hill feasibility study and the costs in finding a suitable solution. Any additional costs, such as drawings or assessments, would likely come from parish funds. The Chair responded the Traffic & Transport Advisory Task Group are working through the report and need to decide what actions are likely to be beneficial and are also affordable.
- iii. **Millbrook Model Mariners:** The commodore from Millbrook Model Mariners informed the Council of the organisation's request to replace a small, gravelled area, by the lakeside, with paving slabs.
- iv. **Millbrook Village Hall:** Update from the Chair of the Village Hall Management Committee. The committee have recently had the kitchen renovated; this was partly funded by an Awards for All lottery grant. The electricity is no longer on a fixed tariff rate. The committee will be seeing what government funding is available to support the running of the hall.

**134. Chair's Announcements (A.I.5)**

- **Council vacancies:** The Parish Council still has two vacancies. Cllr Hall's vacancy has been advertised.
- **Millbrook Meet ups:** The Friday Millbrook Meet up sessions are going well. Half term was particularly busy. Thank you to all those involved.
- **Tennis courts:** Tarmac surfacing repair works are being completed on Thursday 23<sup>rd</sup> February.
- **Dog mess:** There have been reports of an increase in dogs' mess in the village. The Clerk and Admin Support Officer will be looking to do some publicity. Cllr E Woffenden suggested involving the local primary schools.
- **Meeting papers:** There have been some concerns regarding the volume and timing of documents circulated by the Clerk. If anyone has any feedback, please contact the Clerk.

**135. Clerk's report / update (A.I.6)**

The Clerk's progress report was noted. Cllr Roberts noticed the RAG status (priority indicator) was missing in the report and asked for that to be included next month.

- 136. Approval of the minutes from previous meeting (A.I.7)**
- a. **Minutes of the previous full Parish Council meeting held on 17<sup>th</sup> January 2023.**  
It was proposed by Cllr Lewis and seconded by Cllr Roberts that the minutes of the meeting held on 17<sup>th</sup> January 2023 are approved as a true and accurate record of the meeting. The motion was supported by all Councillors, with the exception of Cllr Meeson, who was absent from said meeting. **Resolved.**
- b. **Minutes of the previous Planning Committee meeting held on 17<sup>th</sup> January 2023.**  
It was proposed by Cllr Roberts and seconded by Cllr Lewis that the minutes of the planning committee meeting held on 17<sup>th</sup> January 2023 are approved as a true and accurate record of the meeting. The motion was supported by Cllr Wood who was present in this meeting. **Resolved.**
- c. **Minutes of Staffing Committee meeting held on 13<sup>th</sup> February 2023**  
It was proposed by Cllr Lewis and seconded by Cllr Roberts that the minutes of the Staffing Committee meeting held on 13<sup>th</sup> February 2023 are approved as a true and accurate record of the meeting. The motion was supported by Cllr Wood, who was present in the meeting. . **Resolved.**
- 137. Millbrook Model Mariners: Improving safety of publicly accessible bank (A.I.8)**  
It was proposed by Cllr Roberts and seconded by Cllr Lewis to approve the request from Millbrook Model Mariners to improve the surface around the picnic table on the waterside, which is maintained and provided by Millbrook Model Mariners. The loose gravel will be replaced by paving slabs. The motion was unanimously agreed by all Councillors. **Resolved.**
- 138. Millbrook Skatepark / Millbrook Skatepark Project (A.I.9)**
- a. **Planning application:** The Council was asked 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. The Council discussed the planning requirements and communication received from Mr Louis Dulling, Chartered Town Planner from Devon and Cornwall Planning Consultants. It was noted, in support of the project, Mr Dulling had agreed to donate his services, less nominal costs such as travel expenses. Cllr Wilton highlighted, whilst he supports the project, the Council has pledged £20,000. Cllr Roberts said the Council own the skatepark so the planning requirements fall under the jurisdiction of the Parish Council. Following discussion, it was proposed by Cllr Meeson, seconded by Cllr Wilton and unanimously agreed by all Councillors that the Council allocates up to £5,000 towards the associated planning costs. It was noted that if the Millbrook Skatepark Project Group approach the Council for further funds in 2023-24 then the Council will need to take into consideration its contribution towards planning costs. **Resolved.**
- b. **Tender publicity:** It was proposed by Cllr Wilton, seconded by Cllr Meeson and unanimously agreed by all Councillors that the Council agrees to set aside Standing Order 18diii and on this occasion to use other means for advertising the Millbrook Skatepark Project tender. **Resolved.**
- c. **Tender review panel:** The Clerk highlighted the Parish Council owns the skatepark and the proposed format was following a recommendation from Sarah Mason, Cornwall Association of Local Councillors. Following discussion, it was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed that Council approved the formation of a Skatepark Tender review panel, which will consist of representatives from Millbrook Skatepark Committee, Millbrook Skatepark Steering Group and Millbrook Parish Council. **Resolved.** 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:
- 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.

**Action:** Clerk to forward the completed tender, which is scheduled to be distributed by 25<sup>th</sup> February, to all Councillors.

- d. **Skatepark repairs:** The Council was presented with quotations for the repair of the Quarter Pipe skatepark ramp or the option removing it from site. The most recent assessment stated the contractor considered the ramp as being dangerous in the state it is in, the steel structure itself is beyond repair and in his opinion 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. It was proposed by Cllr Roberts, second by Cllr Wilton and unanimously agreed by all Councillors that the Council accepts the offer from Rame Refuse to remove the Ramp. Cllr Wilton recommended photographs are taken prior to the ramp being removed, which may be beneficial for the planning application. **Resolved.**

**139. Millbrook Arts & Crafts / Use of Millbrook Tanyard (A.1.10)**

It was proposed by Cllr Lewis, seconded by Cllr Wilton and unanimously agreed by all Councillors 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 1<sup>st</sup> April, Monday 8<sup>th</sup> May, Saturday 3<sup>rd</sup> June, Saturday 1<sup>st</sup> July, Saturday 5<sup>th</sup> August and Saturday 2<sup>nd</sup> September 2023. **Resolved.**

**140. Finance (A.1.11)**

- a. **Council's Unity Trust bank balance:** The balance in the Unity Trust bank account was noted as £111,314.78.
- b. **Council's savings account balance:** The Nationwide Building Society balance of £50,492.45 was noted. The balance includes interest received.
- c. **CCLA Investment Management Fund:** A statement was circulated confirming £50,000 in Public Sector Deposit Fund. £151.71 interest received has been transferred to the Unity Trust Bank account.
- d. **Bank reconciliation:** The bank reconciliation for January 2023 was noted.
- e. **Finance report:** The Clerk's finance report was noted. The Clerk highlighted a debt was outstanding. The Chair said a formal letter giving seven days' notice of legal action may be necessary.
- g. **Monthly payments:** The Clerk presented the Council with a list of payments made since the last meeting, which included:
  - Standing Items and payments under the Clerk's delegated authority, which were not included on agenda of the last meeting, totalling £6,825.84.
  - Payments to be processed totalling £2,403.01
  - Invoices / expenses received distribution of the agenda totalling £760.00.
It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council approves the payments as presented. See appendix 1. **Resolved.**

**141. Traffic & Transport (A.1.12)**

- a. **Traffic & Transport Task Group meeting notes:** The notes from the walkabout on 19<sup>th</sup> January 2023 and the meeting held on 2<sup>nd</sup> February 2023 were received.
- b. **Traffic & Transport recommendation:** To approve the recommendations from the Traffic & Transport Task Group:
  - To agree a budget for the signage on the wall of The Pipes (the lane beyond the Tanyard wall) using designs from the pupils of Fourlanesend Primary School discouraging parking on the pavement by the Tanyard which results in accessibility issues
It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors to approve a budget of £100.00 for the production of the signage from one of the posters produced by the pupils of Fourlanesend primary school. **Resolved.**

(ii) to accept the traffic & transport priority issues detailed on the table within the meeting notes. **Deferred** due to the document missing priority ranking information.

**142. Christmas and Events Task Group (A.I.13)**

- a. **Christmas and Events Working Group meeting notes:** The notes from the meeting held on 31<sup>st</sup> 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 6<sup>th</sup> May 2023 to 7<sup>th</sup> May 2023. See appendix 2.

**143 Climate change and environment (A.I.14)**

- a. **Electric Vehicle Charging Point charges:** 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.

**144. Policies and procedures (A.I.15)**

- a. **Standing Orders:** It was proposed by Cllr Wilton, seconded by Cllr Lewis and unanimously agreed by all Councillors 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. **Resolved.**
- b. **Financial Regulations:** It was proposed by Cllr Wilton seconded by Cllr Lewis and unanimously agreed by all Councillors to amend 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:** It was proposed by Cllr Lewis and seconded by Cllr Roberts that the Council accepts the recommendations from the Staffing Committee and approves the modified Disciplinary Policy, with the exception of the amendment relating to grievances raised by employees already subject to a disciplinary procedure. Motion approved unanimously. **Resolved.**
- d. **Sickness & Absence Policy:** It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council accepts the recommendations from the Staffing Committee and approves the modified staffing Sickness and Absence Policy. **Resolved.**
- e. **Health & Safety Policy:** It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors to accept the recommendations from the Staffing Committee and approve the Council's Health & Safety Policy. **Resolved.**

**145. Council assets & village maintenance (A.I.16)**

- a. **St Andrews Street green space:** It was proposed by Cllr Wilton, seconded by Cllr Meeson and unanimously agreed by all Councillors that the Council 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, 15<sup>th</sup> November 2022). **Resolved.**
- b. **Millbrook Scouts proposals:** It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve, in principle, the request from Millbrook Scouts and Millbrook Cubs, as detailed below:
  - (i) A request to maintain the triangle of land by Millbrook Doctors Surgery
  - (ii) 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
  - (iii) To create 2 x insect hotels (locations to be confirmed)**Resolved.**
- c. **Replacement roundabouts in the Tractor Park:** During the Council meeting on 15<sup>th</sup> 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. The Council was presented with images and proposals from four play park equipment suppliers, Rhino Play, Sutcliffe Play, Vitaplay and Hags. It was noted that both Vitaplay and

Sutcliffe can supply the same equipment, but Vitaplay (who have their own contractors) can supply the equipment sooner. It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors the Council approves the quotation from Vitaplay. Cllr Meeson recommended Vitaplay are given a deadline to complete the work.

- d. **Cemetery mapping:** 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 carried with one abstention. **Resolved.**
- e. **Lime Kiln:** It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors to approve the quotation, of £344.00 ex V.A.T., from CEC Environmental for a bat survey in the Lime Kiln. Cllr Taggart recommended the survey is completed as soon as possible. **Resolved.**

**146. Annual Parish Meeting (A.I.17)**

The Chair noted the Annual Parish Meeting will be on 22<sup>nd</sup> April 2023. It was proposed by Cllr Wilton, seconded by Cllr Taggart and unanimously agreed by all Councillors to allocate a budget of £500.00 towards the event. **Resolved.**

**147. Millbrook Village Hall (A.I.18)**

- a. **Custodian Trusteeship of Millbrook Village Hall:** The Clerk had circulated the Trust Deed for the Village Hall and legal advice relating to the Parish Council's responsibility of the hall. Cllr Wilton read point 17 of the Trust Deed which states "*The committee may with the consent of the Charity Commission from time to time by mortgage or otherwise obtain such advances on the security of the trust property or any part thereof as may be required for maintaining extending or improving the same or any part thereof or erecting any building thereon or for the work carried on therein and may continue or may repay in whole or I part and from time to time any mortgage or charge on the trust property from monies belonging to the Charity.*" Cllr Wilton questioned that the Council has previously been paying the loan for the hall and whether it was appropriate use of the Council's funds to pay for rent for the Council office. Cllr Roberts responded that the rent is towards increased energy costs, the Council is likely to be charged more for rent elsewhere, the building is a community asset and that the Council's decision to pay the rent had already been approved.
- b. **Millbrook Village Hall Parish Council representative**  
Cllr Roberts noted, as per the Trust Deed, the Council should appoint a representative to sit on Millbrook Village Hall Management Committee.  
Cllr Roberts opened the meeting to the Chair of Millbrook Village Hall Management Committee who advised the committee meets once month, usually on the third Monday of each month, except in August, for one hour.  
Cllr Wood recommended Cllr Mattholie. 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.

**148. Correspondence and matters to note (A.I.19)**

For information only, a list detailing correspondence (received since the last meeting and up to the date of distributing the agenda for this meeting), was provided as an appendix to the agenda and available on the Council website.

**149. Future items for consideration (A.I.20)**

Cllr E Woffenden asked if the Council could assist in organising a) roadside collection of Tetra Packs b) recycle bins next to the waste bins.

Action: Clerk to contact CC Ewert to see if there is any action the Parish Council could take.

**150. Closed session (A.I.21)**

a. **Exclusion of public and press from the meeting.**

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 were asked to leave the meeting because of the confidential nature of the business to be transacted members of the public were asked to vacate the meeting.

b. **Staffing Committee recommendations:** To agree the recommendations from the Staffing Committee

**(i) to carry forward unused holiday entitlement**

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that staff unused holiday entitlement from 2022-23 is carried over to 2023-24

**(ii) To offer the Admin Support Officer a permanent contract of employment.**

It was proposed by Cllr Wood, seconded by Cllr Lewis and unanimously agreed by all Councillors that the position of Admin Support Officer is deemed a permanent position for the Council. Cllr Meeson recommended the Admin Support Officer is given the opportunity to obtain the Cilca (Certificate in Local Council Administration) qualification.

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## Appendix : Payments

11g. **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	S.I.	60.00
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
	<b>Total</b>		<b>6,825.84</b>

(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	108f(vi), 5/11	300.00
Enhanscapes	Installation of concrete ramp	108a, 15/11	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.D.A.	41.57
Screwfix	Rechargeable 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
	<b>Total</b>		<b>2,403.01</b>

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

Payee	Details	Minute / Ref	Amount £
Dale Blackler	Repair of the Tanyard Wall	108e, 15/11	100.00
	Emergency works on skatepark ramp - repair on the side panels on the 1¼ pipe skate ramp	C.D.A	50.00
Jan Moore	Cleaning of the public toilets: November & December 2022.	S.I.	610.00
	<b>Total</b>		<b>760.00</b>

- (iv) To note the payment issued to Tamar Aquatics of £196.99 has been refunded (Minute 108b). Other options are being explored.

## Appendix 2: Coronation of King Charles II Community Event

Millbrook Village Hall, Village Hall car park and Millbrook Car park.

Entertainment booked:

- Luke Deacon
- Joanna Cooke
- Flash Jack
- Jo Phillips

Possibilities:

- Coppola Dance School
- Torpoint Sea Cadets
- Hi Kix Dance School

Supplier	Type	Expense	Cost	Notes
TLC	Lighting	Red, white & blue light bulbs	£237.60	
Millbrook Village Hall	Hall hire	Room Hire	£130.00	
Cornwall Council	Licence	Temporary Event Licence	£21.00	
Weigh to Go	Food & Drink	Serving Teas / Coffees	£150.00	
Booker? / Supermarket	Food & Drink	Tea & Coffee etc.	tbc	
Cornish Pod	Food & Drink	Pasties	£810.00	
Cornish Pod	Food & Drink	Sausage rolls / savouries	tbc	
Cornish Pod / Carlie	Food & Drink	tbc	tbc	
Lucy's Kitchen?	Food & Drink	Royal themed biscuits?	tbc	
Flash Jack	Entertainment	Folk / Shanty	£300.00	NR arranged
Luke Deakin	Entertainment	Singer / guitarist	£80.00	MB arranged
Joanna Cooke	Entertainment	Singer	£100.00	
Jo Philips (Girl Friday)	Entertainment	Singer / guitarist	£100.00	
Flag	Sundries		tbc	JE arranged
Wild Flowers	Gifts	To be sourced	£500.00	
Crown	Sundries		tbc	
Hello Petal	Services	Eco Friendly paint glitter & real dried flowers	£180.00	
Awenek	Services	Budget for time / materials ?		
Print Optinos	Publicity	Printing invitations	tbc	TBA
			£2,608.60	



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