

**Millbrook Parish Council Full Council meeting**  
**Tuesday 21<sup>st</sup> March 2023 at 7:30pm**

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

**In Attendance:** Mrs K Heald (Clerk / RFO), CC Kate Ewert and two members of the public.

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

Apologies received from Cllr Wilton, Cllr Mattholie and Cllr Beadnall.

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

During the meeting Cllr Lewis declared an interest in item 10.2, Minute 510.2

**153. Dispensation requests (A.I.3)**

None received.

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

154.1 **CC Kate Ewert:** CC Ewert's monthly report was circulated, uploaded on the Council website, and displayed during the meeting on the overhead projector. CC Ewert added the following updates:

**(i) Nursery provision:** Following a statement released from the manager of Millbrook Preschool regarding Fournalenesend Primary School's nursery provision, the Clerk sent an email to CC Ewert to ask if this would have an impact on the local preschools. Millbrook Preschool pay rent to the Millbrook Village Hall Management Committee. CC Ewert has made enquiries. Fournalenesend Primary School registered an interest five years ago and the interest was updated when Little Monkeys Nursery closed down. CC Ewert will be arranging a meeting with local schools and preschools to see if they can work together. Due to the increase in the living wage, the funding received for the operation of the preschool does not meet the costs.

**(ii) Cornwall Gateway Community Network Panel Highways Scheme:** Millbrook Parish Council has not been successful in its bid for improvements on Blindwell Hill.

154.2 **Black Prince Committee:** Representatives from the Black Prince Committee spoke on behalf of their funding request towards the Black Prince Annual Flower Boat Festival on May Day. £500.00 is being requested from both Millbrook Parish Council and Maker with Rame Parish Council.

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

- The Skatepark tender submission has been extended by one week.
- There are currently two casual vacancies on the Council.
- The bat survey in the lime kiln was completed today. There was no evidence of bats in the Lime Kiln but there was evidence of bird nests. The recommendation will be to remove the ivy by hand.
- A parishioner has sent an email, which was complimentary about the park and surrounding lakeside but raised the following issues (a) dogs being exercised in the tennis courts (b) the signage on the tennis courts stating 'no dogs' needs replacing (c) people have been allowing their dogs to jump on and over the picnic benches. Cllr Taggart recommended the Council looks to install a small agility course for the dogs, which would discourage owners from using benches but also provide something for the dog owners. Actions: (i) The Council's caretakers to clean up the benches. (ii) Members of the public to be encouraged not to allow their dogs to jump over the benches. (iii) Cllr Taggart to research costs and options for a dog agility course.

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

Noted.

**157. Approval of the minutes from previous meeting (A.I.7)**

**Minutes of the previous full Parish Council meeting:** It was proposed by Cllr Wood and seconded Cllr Lewis that the minutes of the Full Parish Council meeting held on Tuesday 21<sup>st</sup> February 2023 are approved as a true and accurate record of the meeting. The motion was carried with one abstention. **Resolved.**

**158. Finance (A.I.8)**

158.1 **Council's bank balance:** The Chair reported the balance in the Council's Unity Trust bank account was £102,911.77.

158.2 **Council's savings account balance:** The balance in the Council's Nationwide Building Society Account on 1<sup>st</sup> March 2023 was noted as £50,600.91.

158.3 **CCLA Investment Management Fund:** The Council noted the Public Sector Deposit Fund statement showing a balance of £50,000

158.4 **Bank reconciliation:** The bank reconciliation report for February 2023 was noted.

158.5 **Finance report:** The Clerk's finance report was noted. Cllr Roberts noted there is a debt outstanding from a Funeral Director.

158.6. **Monthly payments:** To note payments made since the last meeting and to approve the payments as presented by the Clerk, included in the list below and any additional payments presented in the meeting, which can be submitted for approval at the discretion of the Chair.

In addition to the payments detailed on the agenda, the Clerk advised there had been three additional payment requests:

The two payments listed below for approval:

Millbrook Village Hall	-	Rent for January to March 2023	£154.00
The Peninsula Trust	-	Millbrook Meet up contribution costs	£138.00

A request for payment of £53.10 had been made by Mr Pearce, for wheels for the bier. The document received is a copy of a transaction from a bank statement. The Clerk has contacted Mr Pearce stating payment cannot be made until a payment receipt is provided. Cllr Roberts agreed that the payment cannot be made until satisfactory paperwork is provided.

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the payments be approved as detailed:

Payments processed during the month, to include standing items, not included on the previous agenda = £6,385.11.

Payments to be processed = £1,911.83

Payments presented in the meeting for payment of £292.00.

**Resolved.**

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

An email had been received from One Less Worry Payroll Service stating, "With effect from the 1<sup>st</sup> April 2023, we will be increasing our charges by 7.5%". It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors to accept the increase. **Resolved.**

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

Cllr Roberts noted this was a working document. It was proposed by Cllr Lewis, seconded by Cllr Taggart and unanimously agreed by all Councillors to approve the Council's asset register as presented. See appendix 2. **Resolved.**

158.9 **Statement of Internal Control**

It was proposed by Cllr Roberts, seconded by Cllr Lewis, and unanimously agreed by all Councillors that subject to minor grammatical amendments the Council approves the Statement of Internal Control. **Resolved.**

158.10 **Risk Management Scheme:**

Cllr Roberts recommended approval of the Risk Management Scheme be deferred pending further review.

159. **Millbrook Village Hall representative (A.I.9)**

It was proposed by Cllr Roberts, seconded by Cllr Wood, and unanimously agreed by all Councillors that Cllr Lewis is appointed as the Parish Council representative on the Millbrook Village Hall Management Committee. **Resolved.**

160. **Community support (A.I.10)**

160.1 **Grant funding / donation request from the Black Prince Festival Committee**

It was proposed by Cllr Roberts, seconded by Cllr Meeson, and unanimously agreed by all Councillors that the Council approves the funding grant funding request of £500.00 towards the running costs of the Annual May Day event for Millbrook, Kingsand and Cawsand, known as the Black Prince Flowerboat Festival.

Cllr E Woffenden joined the meeting.

19:55hrs Cllr Lewis vacated the meeting.

160.2 **Permaculture Kernow:** To review the communication from Permaculture Kernow, and to consider, in principle, subject to agreement from Cornwall Council, whether to support the organisation's Millbrook Orchard proposal on part of the green space near West Street Car Park and play area.

The Council discussed the proposals at length and noted:

- The land adjacent to West Street Play area is owned by Cornwall Council and whilst the organisation is seeking support from the Millbrook Parish Council, the activities would not fall under the remit of the Parish Council.
- The Parish Council would be interested in Permaculture Kernow managing the Orchard, which is owned by the Parish Council, with the option of extending it into the top part of the field. If Permaculture Kernow was interested in taking on the responsibility of managing the orchard, perhaps this could operate alongside any project in West Street with Cormac's volunteering scheme.

It was proposed by Cllr Roberts that the Parish Council offers Permaculture Kernow the opportunity to adopt the management of the existing orchard, by the lakeside, and subject to discussion with the Council to extend over an area in the field. The motion was seconded by Cllr Taggart and unanimously agreed by all Councillors.

20:08hrs Cllr Lewis returned to the meeting.

160.3 **Christmas and Event meeting notes:** The Council received the notes from the Christmas and Events meeting held on 28<sup>th</sup> February 2023.

160.4 **Coronation of King Charles III Event:** The Council received a progress update report from the Clerk.

161. **Climate and Environment (A.I.11)**

**ORCS Grant:** The Council was asked to review the options regarding the On-Street Residential Parking Scheme funding for the Electric Charging Points in West Street Car Park and to consider the options of (a) the repayment of £2,228 to the funders or (b) allocating the funds towards another scheme.

Cllr Meeson recommended, prior to making any decision, it is investigated how much it would cost to install another EV Charging point. **Decision deferred.**

**162. Council Assets and Amenities (A.I.12)**

162.1 **Millbrook Tractor Park entrance:** The Council was shown images of the muddy entrance to into the Tractor Park. It was proposed by Cllr Wood, seconded by Cllr Lewis, and unanimously agreed by all Councillors to approve the quotation, of £1,308 + V.A.T., from Vitaplay to lay a safety surface path from the Tractor Park gate up to the roundabout safety surface. **Resolved.**

162.2 **Millbrook Roundabout safety surfacing:** It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all Councillors to select yellow (RAL1012) for the coloured surfacing around the new roundabout. **Resolved.**

163.3 **Tanyard roof:** The Council has received quotations to provide a temporary roof for the Tanyard to give cover for the Coronation event and other events during the summer of 2023. It was proposed by Cllr Taggart, seconded by Cllr Meeson and unanimously agreed to approve the quotation from Dale Blacker at £600.00 for labour and materials plus £350.00 for labour and materials for guttering. **Resolved.**  
Action: Contact insurers for advice on appropriate signage to deter climbing on the covering.

162.4 **Millbrook Skatepark Project:** Update on the tender submission.  
The Skatepark Tender review panel will be meeting on Thursday 30<sup>th</sup> March 2023.

162.5 **Event signage:** To approve the purchase of event signage as detailed in the supporting document.  
It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council approves the purchase of two x 'Slow, Community Event, Pedestrians in road' signage. **Resolved.**

**163. Traffic and Transport (A.I.13)**

163.1 **Hounster Hill Feasibility Study:** To note the communication (via CC Kate Ewert) from the residents of West Street, to review the report detailing the timeline of communication relating to the Hounster Hill Feasibility Study and to agree next steps. Cllr Roberts noted the residents from West Street, have asked what progress has been made regarding the Hounster Hill Feasibility Study. Reference has been made, by the residents, to the speed bumps/cushions in Crafhole but it has been previously advised, by Cormac Highways, that this would not be an option for Millbrook. Cllr Roberts and Cllr Lewis have scheduled a meeting to review the Hounster Hill Study in detail.

163.2 **Blindwell Hill / Cornwall Gateway Community Network Panel:** To review the status of Millbrook Parish Council's submission for the Cornwall Gateway Community Network Panel Highway Improvement Schemes. A briefing report was produced by Cllr Roberts with background information on Millbrook Parish Council's Expression of Interest for the Blindwell Hill Scheme. The projected costs are now in the region of £27,000, instead of the original amount of £15,000. Cllr Roberts thanked Cllr S Woffenden for attending the last recent Cornwall Gateway Community Network Panel meeting at short notice.

**164. Dog Enforcement / Service Level Agreement (A.I.14)**

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors the Council commits to two visits per month, at a cost of £75.00 for each visit, for a period of six months, for the services of Torpoint Town Council's Dog Enforcement Services.

**165. Publicity (A.I.15)**

It was proposed by Cllr Roberts, seconded by Cllr Lewis, and unanimously agreed by all Councillors that the Council approves a budget of £600.00 for the distribution of a newsletter to all households in Millbrook. **Resolved.**

Some of the topics to be included in the newsletter:

- Welcome from the Chair
- Being a Parish Councillor
- Millbrook Parish Council's Community Engagement Event and Annual Parish Meeting on 22<sup>nd</sup> April 2023.
- The King's Coronation Community Event on 7<sup>th</sup> May 2023.
- Millbrook Skatepark Project.
- Millbrook's new roundabout.
- Millbrook Meet ups.
- Local information.
- Updates from schools / community groups.
- A tick box for residents to fill in should they wish to receive future newsletter in the post, which would be returned to the Council Office.

Future newsletters to include advertising at nominal fees from local businesses.

Deadline for submission of articles 7<sup>th</sup> April 2023.

Completion of the newsletter 14<sup>th</sup> April 2023.

**166. Cemetery Management (A.I.16)**

**16.1 Update on the Clerk's Cemetery Management Training** (see report)

The Clerk had recently attended Cemetery Management Training through the Institute of Cemetery Management. A report was submitted detailing the procedures which need to be put into place. The Clerk explained the requirements for the purchase of grave plots and for permitting monuments.

**16.2 Cemetery Management Regulations**

It was proposed by Cllr Meeson, seconded by Cllr Taggart and unanimously agreed by all Councillors that the Clerk, in consultation with the Chair and Vice Chair, is delegated to finalise the Council's Cemetery Management Regulations.

**16.3 Unpaid burial fees.**

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council takes legal action to recover the debt outstanding from a funeral director. It was agreed interest should be charged. **Resolved.**

The meeting closed at 20:55hrs.

## Appendix 1: Agenda item 8.6 - Payments

**Monthly payments:** To note payments made since the last meeting and to approve the payments. as presented by the Clerk 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)

Ref: C.D.A = Clerk's delegated authority, S.I. = Standing item

(i) Payments made since the last meeting which were not included on the payment listing from the previous meeting

Payee	Details	Minute / Ref	Amount £
BT	Telephone and Broadband - Quarterly bill	S.I.	133.09
Bulb	Energy usage DD - Public toilets	S.I.	60.00
Contract Signs	Parking on pavement signage	141b	74.02
Cornwall Air Ambulance	Unclaimed cash found – Donation	N/A	10.00
Cornwall Council	Temporary event licences	122b, 17/01	42.00
Cornwall Environmental Consultants	Bat Survey in the Lime Kiln	141b, 21/02	412.80
Council staff	Staff wages for February 2023, PAYE paid to HMRC and staff pension to NEST	S.I.	5,376.26
Julie Elworthy	Coronation Union Jacks	122b, 17/01	53.52
Google Cloud	Council emails / Google Workspace	S.I.	56.35
Fran Reilly	Reimbursement of crafts for Millbrook Preschool's table at the Coronation Event	122b, 17/01	20.97
Seadog IT	Website maintenance / hosting fee: Feb, Mar 23	119h, 17/01	59.90
	<b>TOTAL</b>		<b>6,385.11</b>

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
The Book Bindery	Cloth Binding of Minutes 2019-2022	C.D.A.	80.00
Margaret Edwards	Coronation Silk Banner	122b, 17/01	34.25
Jed Gibson	Labour charges - skatepark ramp		30.00
Alex Keating	Weeding and cutting branches: Tennis courts	C.D.A.	90.00
Alex Keating	Labour charges - skatepark ramp		120.00
Cornwall Council	Service Level Agreement: Parking enforcement	169d, 28/04	35.40
Enhanscapes	Ground maintenance: February instalment	S.I.	600.00
Little Mops	Public Toilet - Toilet Paper (08/22 Invoice)	C.D.A.	23.76
Little Mops	Public Toilet - Soap 5L for dispenser	C.D.A.	13.14
Millbrook News	General maintenance materials	C.D.A.	55.34
Nisbets	Toilet rolls	C.D.A.	27.58
Nisbets	Digital water-resistant thermometers	C.D.A.	31.17
Screwfix	Surveyors Marking Spray	C.D.A.	9.99
Tartendown Nurseries	Memorial tree by the lakeside (Payment received from parishioner)	C.D.A.	86.20
Torpoint Town Council	Caretaking / Enforcement Services: Jan, Feb 23	104, 15/11	675.00
	<b>TOTAL</b>		<b>1,911.83</b>

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

Payee	Details	Minute / Ref	Amount £
Millbrook Village Hall	Room hire for meetings: January to March 2023	S.I.	154.00
The Peninsula Trust	Meeting costs for Millbrook Meet up.	48b, 19/07	138.00
	<b>Total</b>		<b>292.00</b>

## Appendix 2: Millbrook Parish Council Asset register

Asset	Date of acquisition (if known)	Details	Asset type	Method of valuation 2022-23	Location	Value as at 31/03/2023 £	Previous year valuation £	Notes / reason for adjustment
<b>Millbrook Village Hall</b>			Land & Buildings	Charity asset	The Parade, PL10 1AX	1	1	
<b>Office equipment general</b> - Office desk - Office chair - Office cupboards - Projector			Office equipment	Proxy cost	Millbrook Village Hall	1064	1064	Donated desks. Two office chairs. Cupboard. Two filing cabinets
<b>Office laptop</b>	Aug-20	Elite HP notebook	Office equipment	Acquisition	Millbrook Village Hall	527	527	
<b>Office laptops</b>	23/01/2018	P200			Millbrook Village Hall	725	725	Admin Support Officer + spare
<b>Printer</b>			Office equipment	Proxy cost	Millbrook Village Hall	200	200	
<b>Burial ground</b>			Land & Buildings	Community Asset	Millpool Head, PL10 1FD	1	1	
<b>Burial ground wall</b>				Community Asset	Millpool Head, PL10 1FD	1	1	
<b>Tanyard / Tanyard Wall</b>		CL112748	Land & Buildings	Community Asset	King Street	1	1	
<b>Public seating</b> - Lakeside - Tanyard - Play Park			Street furniture	Community Assets	Approx 25 seats around the lakeside, play parks and Tanyard - nominal community asset value £1. Seating purchased for the Tanyard - two x benches £479.17 + £277.71 from Sustainable Furniture + Bestoke seating in the Tanyard totalling £400	3000	1182	
<b>Picnic bench (recycled material)</b>		P9, 29/04/2021	Street furniture	Community Asset	Skatepark	672	0	

<b>Picnic bench (recycled material)</b>		P111, 30/06/2022	Street furniture	Community Asset	Between tractor park and skatepark	622	0	
<b>Bus Shelter (1)</b>			Street furniture	Proxy cost	Insworke	1500	1500	
<b>Bus Shelter (2)</b>			Street furniture	Proxy cost	The Parade, PL10 1AX	1500	1500	
<b>Car park (1)</b>			Land & Buildings	Community asset	The Parade, PL10 1AX	1	1	
<b>Car park (2)</b>			Land & Buildings	Community asset	Greenland, PL10 1DE	1	1	
<b>Car park (3)</b>			Land & Buildings	Community asset	West Street, PL10 1DD	1	1	
<b>Public amenity area Playing fields</b>		Gifted to MPC / CL112748	Public amenity	Community asset	New Road, PL10 1BY	1	1	
<b>Play equipment</b>			Public amenity	Acquisition	New Road, PL10 1BY	65000	65000	
<b>Tennis courts</b>			Public amenity	Community asset	New Road, PL10 1BY	25000	25000	
<b>Football ground</b>			Public amenity	Community Asset	New Road, PL10 1BY	1	1	
<b>Stone quay and lime kiln</b>			Public amenity	Community Asset	Proxy cost	1300	1300	
<b>Skate Park</b>			Public amenity	Acquisition	New Road, PL10 1BY	48000	48000	
<b>Paths around lake</b>			Land & Buildings	Community asset			0	
<b>Trailer and tools</b>			Maintenace equipment	Acquisition		1500	1500	
<b>Island and fundus</b>			Land & Buildings	Community asset		1	1	Rebuilding the island
<b>War memorial</b>			Land & Buildings	Community asset		1	1	
<b>Computer Centre equipment</b>						0	1	Donated to the Rame Centre
<b>Lifesaving equipment</b>	Jul-15		Miscellaneous	Community asset	Lake North side - FC Ground Lake North side - Jetty Lake North side - Nature Res. Lake South side - GP	1	0	Asset transfer from Cornwall Council. Not previously insured.



					Surgery Lake South side - Lower Anderton Lake South side - Opp Mill Road			
<b>Container</b>	Nov-16	Weavall Haulage	Street furniture	Acquisition	Playing fields	1800	1800	Relocated from Hounster Hill to Playing fields
<b>Defibrillator</b>	10/08/2017	P104	Community equipment			1258	1258	
<b>Skipper trolley</b>	15/12/2017	P179	Maintenance equipment			327	327	
<b>Hedge strimmer</b>	08/08/2018	P89	Maintenance equipment	Acquisition		0	166	Needs replacing
<b>Frogo Bin</b>	31/01/2018	P210	Street furniture	Acquisition	New Road, PL10 1BY	1	1	Donation
<b>Grit Bins</b>	11/04/2018	P4	Street furniture	Acquisition	New Road, PL10 1BY	340	340	
<b>Noticeboards</b>	21/02/2020	P190	Street furniture	Acquisition		2280	2280	
<b>Dance floor</b>	21/03/2019	P248	Miscellaneous	Acquisition	Stored in the Lime Kiln	0	1599	Disposed. Donated to Torpoint Town Council
<b>Height Barriers</b>	Mar-20	P207	Street furniture	Acquisition	Village Hall & Greenland car park	2844	2844	Proxy cost for donated barrier added
<b>Flowerboats</b>			Street furniture	Community Assets	The Dam, Greenland (near Doctors Surgery) Hounster Hill Play Park New Road - behind the pharmacy Dodbook / top of Millpool Head	6	6	
<b>Electric charging point and noticeboards</b>	2022-23		Pod Point charge unit	Acquisition	West Street car park	1829	0	Unit = £1,775. Signage = £54
<b>Desk lamps x 2</b>	12/12/2022	P442	Office equipment	Acquisition	Parish Council Office	60		
			<b>Totals</b>			<b>161367</b>	<b>158130</b>	Previous year agrees with box 9 on AGAR