

**Minutes of Millbrook Parish Council Full Council meeting**  
**Tuesday 19<sup>th</sup> September 2023 at 7:30pm**  
**Venue: The main hall in Millbrook Village Hall**

**Councillors Present:** S Lewis (Vice Chair / Chair of the meeting), F McBain, R Meeson, P Polák, C Wilton, E Woffenden, S Woffenden, and H Wood.

**In attendance:** K Heald (Parish Clerk) and seven members of the public and CC Kate Ewert

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

Apologies received from Cllrs N Roberts, R Mattholie, G Renshaw and F Reilly.

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

Cllr S Lewis declared an interest in agenda item 11.1 / 11.2, Minute 82, due to being a relative by marriage of the applicant.

During the meeting, due to being the daughter of the parishioner who had put forward the request for agenda item 17, Minute 86, Cllr E Woffenden declared an interest in this item. Cllr S Woffenden also declared an interest in this item.

**74. Dispensation (A.I.3)**

There were no requests for dispensations relating to agenda items.

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

**75.1 CC Kate Ewert:** Two reports have been circulated to the Parish Council. CC Ewert said there had been several reports of anti-social behaviour and has been in touch with the Tri Services Officer. The local policing team are currently on annual leave but there will be increased police presence. CC Ewert stressed the importance that members of the public should be reporting issues to the police.

**75.2 Town Crier:** Chris Hindley-Matic introduced himself. A meeting is due to take place with the Councillors, CC Kate Ewert and the Black Prince Committee to look at funding and the purchasing of the regalia. The aim is to be ready for Armistice Day, and for this to be Mr Hindley-Matic's first official event. He is looking forward to working with the schools and plans to host a junior Town Crier competition. The competition will be named 'the Clive O'Shaunnessy competition – in memory of the late Town Crier.

**75.3. Millbrook Skatepark Project (MSP):** Three representatives from Millbrook Skatepark Project were present. Mr Sandy Stevenson, Treasurer of MSP, detailed the Skatepark funding raised to date, and put forward a request for a guarantee from the Parish Council to secure any shortfall on the project should it arise.

**75.4 Permaculture Kernow:** Two representatives gave details of this community organisation, who work with volunteers to facilitate the planting of fruit trees and wildflowers. Plans have been submitted to the Council requesting permission to plant apple, pear, plum, cherry, damson, and nut trees in the existing playing field adjacent to the Skatepark (locally referred to as a dog walking field). Wildflowers would be donated by Permaculture Kernow.

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

**Public meeting:** Thank you to all those who attended the public meeting, particularly to Cllr Reilly for pulling together all the information and producing the display boards.

**Grass cutting:** The report from the consultation will be collated in time for the next meeting.

**Cornwall Council reporting:** If anyone sees anything that needs reporting to Cornwall Council, please take photographs and submit report online or send the details to Karenza or Jo, who will submit the report.

**Skatepark:** Maverick attended a Skatepark meeting. The meeting was very well attended.

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**Anti-social behaviour:** The Council have had reports of anti-social behaviour. The police have reiterated if you witness a crime to report it.

**CALC addressing conflict training:** Cllrs Lewis attending a course on 2nd October. Cllrs Roberts, McBain and Reilly will be attending a session on 14th November.

**Rame Peninsula Public Transport Users Group:** A meeting will take place in Antony Village Hall at 2pm on Thursday October 5th. Bus timetables available.

**Peter Gold:** The Council's caretaker has attended RoSPA training.

**James Sainsbury:** Welcome to James Sainsbury who has settled into the role of Assistant Caretaker. One of the tasks James have been doing is weeding the tennis courts. Quotations will need to be obtained for further resurfacing of the courts.

**Tractor Park play equipment:** "Dave the duck", one of the springers in the Tractor Park has come off its springs. The springer was found in the tractor. Quotations are being obtained for replacement springs.

77. **Clerk's report / update.** (A.I.6)  
Googledrive link circulated by the Clerk

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

78.1 **Minutes of the last full Parish Council meeting:** It was proposed by Cllr Lewis and seconded by Cllr McBain that the minutes of the meeting held on 22<sup>nd</sup> August 2023 are approved as a true and accurate record of the meeting. Motion carried with abstentions from four Councillors who had not attended this meeting. **Resolved.**

Cllr Wilton said he was disappointed that the item relating to Cornwall Council's relationship with Cormac first raised in June, was not included on the agenda. Cllr Lewis responded this was an oversight and will be included In the October meeting.

78.2. **Minutes of the last Planning Committee meeting :** It was proposed Cllr McBain and seconded by Cllr Wood that the minutes of the Planning Committee meeting held on 22<sup>nd</sup> August 2023 are approved as a true and accurate record of the meeting. The motion was supported by Councillors who were present in the meeting. **Resolved.**

79. **Millbrook Skatepark Project** (A.I.8)

79.1 **Planning:** Receipt of the Cornwall Council's Certificate of Lawfulness for Proposed Use or Development of Millbrook Skatepark (Application PA23/052790) was noted.

79.2 **Funding / progress to date:** A breakdown of funds produced by the treasurer of Millbrook Skatepark Project Group was present to the Council.

79.3 **Millbrook Skatepark Project Steering Group representative:** Cllrs S Woffenden and P Polak agreed to jointly be appointed as Parish Council representatives for the Skatepark Steering Group.

79.4 **Parish Council funding support:** To consider approval of a further £12,000 to secure the project (in addition to the £20,000 pledged in October 2022 as part of the Skatepark Project Crowdfunder), which would only be utilised if funding from other sources is not obtained.

It was proposed by Cllr Wilton, seconded by Cllr Meeson and unanimously agreed by all Councillors that the Council approves the request from Millbrook Skatepark Group and subject to funds not being achieved to complete the project, the Council commits up to £12,000 (in addition to the £20,000 already committed from the Crowdfunder).

**Resolved.**

80. **Village maintenance** (A.I.9)

80.1 **Cornwall Council Street Cleansing:** The Council noted the communication from Cornwall Council regarding Biffa's waste and cleansing contract. Cllr Lewis said a request had been submitted for a re-evaluation of the cleansing zones.

80.2 **Cornwall Council reporting:** The Council noted the correspondence from Cornwall Council's Regulatory Services regarding (a) the reporting of fly tipping, street cleaning or full public bins and (b) DEFRA'S Code of Practice on Litter and Refuse.

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## 81. Finance (A.I.10)

- 81.1 **Council's bank balance:** The balance in the Unity Trust bank account on 14<sup>th</sup> September 2023 was £175,046.44.
- 81.2 **Council's savings account balance:** Current balance in the Nationwide Building Society Account was reported as £51,322.02.
- 81.3 **CCLA Investment Management Fund:** The statement from CCLA showing the balance of £50,000 in the Public Sector Deposit Fund on 31<sup>st</sup> August 2023 was noted (Interest has been transferred to the Unity Trust account).
- 81.3 **Bank reconciliation:** The Council noted the bank reconciliation reports for July and August 2023.
- 81.4 **Bank signatory:** It was proposed by Cllr S Woffenden and seconded by Cllr S Lewis that the Council approve the Clerk / RFO's request for the Admin Support Officer to have access rights to the Unity Trust bank account. The motion was unanimously agreed by all Councillors and was carried with the proviso that payments are only administered if the Responsible Finance Officer (RFO) has given the authority and payments have either been approved in the meetings or under delegated authority. In extreme emergencies, if the Clerk is not available, the Chair and Vice Chair would give the authority for the payments to be processed. The motion was unanimously agreed by all Councillors. **Resolved.**
- 81.5 **External audit:** The completion of the External Audit was noted.
- 81.6 **Finance report:** The Council received and noted the Clerk's monthly financial transaction report.
- 81.7 **Audit control checks:** The Council noted financial control checks had been completed by Cllr Wood and Cllr Renshaw. A report detailing the checks was presented to the Council.
- 81.8 **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)  
The Council was presented with a list of payments:
- i) Standing items / payments issued under the Clerk's delegated authority which were not included on payment listing of the previous meeting = £6,559.96
  - ii) Payments to be processed = £6,957.91 (Note the agenda payment listing showed an incorrect total of £6,897.91).
  - iii) Payments to process not included on the agenda = £1,658.83.
- It was proposed by Cllr Lewis, seconded by Cllr Wood and unanimously agreed by all Councillors that the payments as presented are approved. **Resolved.** See appendix 1.

Cllr Lewis vacated the meeting.

It was proposed Cllr Wood, seconded by Cllr Meeson and unanimously agreed by all Councillors that Cllr McBain Chairs the meeting.

## 82. Community Support (A.I.11)

- 82.1 **Permaculture Kernow Community Orchard plans:** To approve the plans submitted from Permaculture Kernow for tree planting in the playing field adjacent to the skatepark.

The Councillors discussed the proposals at length. Cllr Wilton said several years ago there was a proposal to use the field as allotments and at that time the Council received many objections to the proposals. Cllr Meeson added the main reason for turning down the proposals was due to soil contamination. It was noted by Cllrs S Woffenden and E Woffenden that there are already fruit trees planted nearby in the orchard.

Cllr McBain opened the meeting to the representatives of Permaculture Kernow who responded to queries about the types of trees included in the proposals and the locations, which would be around the playing field.

It was by Cllr Wood and seconded by Cllr Wilton that the decision is deferred, and the Council

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examines the previous soil analysis. The motion was carried with three abstentions.

**Resolved.**

- 82.2 **Permaculture Kernow funding request:** To consider the funding application of £1,500 for Community Tree planting.

It was proposed by Cllr Wilton and seconded by Cllr Wood that as the Council had voted to defer the decision on the proposals for tree planting the Council does not support the request for funding. The motion was carried with one Council voting against the proposal and two abstentions. **Resolved.**

**Cllr S Lewis returned to the meeting and resuming Chairing the meeting.**

- 82.3 **Kingfisher Preschool:** The Council was presented with communication from Maker with Rame Parish Council requesting a 50% contribution towards the equipment costs of Kingfisher Preschool. It was noted that 63% of the children from Kingfisher Preschool live in Millbrook. It was proposed by Cllr S Woffenden, seconded by Cllr Wilton and unanimously agreed by all Councillors that the Council approves the request from Maker with Rame Parish Council and the request to Kingfisher Preschool. **Resolved.**

83. **West Street car park machine (A.I.12)**

The Council noted the action made under to delegated authority to place an order for a replacement Singular Strada Mechanical Drawer for the West Street Car Park machine.

84. **Climate and Environment (A.I.13)**

- 84.1 **Electric Charging Point:** To receive the report from Cllr Mattholie / Jo Bennetts and to agree actions.

The Clerk advised the report was not available. Cllr Mattholie will be working on a report which will be presented at the next meeting. The Clerk advised there has been a variance due to the V.A.T and the change over from the government energy tariff support scheme coming to an end. The Clerk requested delegated authority, in consultation with Cllr Mattholie, to change energy suppliers. Cllr Wilton suggested an email is sent to all Councillors with the details and the decision is ratified at the next meeting. The Clerk responded that decisions made by email are not legal but would consult by email before proceeding.

- 84.2 **Climate & Environment Working Group meeting notes:** A meeting was held on Tuesday 12<sup>th</sup> September 2023. Cllr S Woffenden said the notes were not available, but the group had met and signed off actions. Cllr R Mattholie recently attended a Cornwall and Isles of Scilly Energy Plan engagement session in Saltash.

85. **Parish Council Newsletter (A.I.14)**

A working group meeting was held on 15<sup>th</sup> August 2023. The Council was asked to agree the inclusion of business advertising, distribution method and a budget for the printing costs of the newsletter.

- i) It was proposed by Cllr Lewis, seconded by Cllr Meeson and unanimously agreed by all Councillors that the Council includes business advertising within the next newsletter. **Resolved.** The Clerk advised rather than the Council approaching the businesses directly, advertisements would be placed on the Council's website, Facebook page and noticeboards inviting the businesses to contact the Parish Council.
- ii) It was proposed by Cllr Wilton and seconded by Cllr Meeson that a budget of £1,000 is agreed for the production of a Council newsletter. The motion was carried with two Councillors voting against the proposal. It was agreed that the newsletter would be hand delivered to all parishioners. **Resolved.**

86. **Christmas and Events Task Group (A.I.15)**

**Christmas and Events Task Group meeting held on 4<sup>th</sup> September 2023:** To receive the meeting notes, agree recommendations and approve the Christmas budget.

It was proposed by Cllr Wilton, seconded by Cllr Lewis and unanimously agreed by all Councillors that a Christmas budget of £1,000 is approved. **Resolved.**

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## 87. Committees and Working Groups (A.I.16)

- 87.1 **Staffing Committee:** To approve an additional member(s) of the Staffing Committee. No Councillors put themselves forward. It was noted that there were a few Councillors not present, so it was agreed to defer the decision until the next meeting.
- 87.2 **Finance Committee:** To approve an additional member(s) of the Finance Committee. Cllr F McBain proposed joining the Finance Committee. The motion was seconded by Cllr Lewis and unanimously agreed by all Councillors. **Resolved.**
- 87.3 **Christmas and Events Task Group:** To approve an additional member(s) of the Christmas and Events Task Group. This was included on the agenda due to M Beadnall having resigned from the Council, but it was noted there were sufficient members on the group.

Cllr E Woffenden vacated the meeting.

During discussions Cllr S Woffenden became aware she was related to the applicant so vacated the meeting.

## 88. Assets and Open Spaces (A.I.17)

**Request for a bench by Co-op:** The Council was asked to approve the request from a parishioner for a bench to be put to the side of the Co-op in West Street. The Clerk provided details of the location, which is on Cornwall Council's land. Cornwall Highways have said they have no issues with the seat being installed provided it is funded by the Parish Council. The Clerk provided the Council with details of bench costings and an estimate of contractor installation fees. It was noted the residents put their weekly refuse in this corner. It was proposed by Cllr Wilton and seconded by Cllr Wood, that subject to the installation being approved by Cornwall Highways the Council agrees a budget of £600 plus installation costs. The motion was carried with one Council voting against the proposal. **Resolved.** The Council agreed the bins should not be moved. There is no other alternative location and current position is convenient for shoppers. The Clerk asked the Council to vote on whether the Council would purchase a bench using recycled composite material or timber. It was proposed by Cllr Lewis, seconded by Cllr Wood that the Council purchases a bench using recycled composite material. The motion was carried with two Councillors voting against the proposal. **Resolved.**

Cllrs E Woffenden and S Woffenden returned to the meeting.

## 89. Updates / reports from Councillors / Council Officers (A.I.18)

### **Millbrook Village Hall Management Committee.**

Cllr Lewis reported she attended the Millbrook Village Hall Management Committee last month. Due to the Methodist Chapel closing, the village hall has obtained some crockery. The aerobics class, previously in the Methodist chapel hall, will be having classes in the village hall.

## 90. Correspondence and matters to note (for information only) (A.I.19) – list circulated.

## 91. Future items for agenda: To raise matters for future consideration in full council, committee or working group meetings.

Cllr Wilton requested that it is minuted he accepts the Clerk's apology. The matter was not listed as an agenda item and whilst it is not standard practice to minute statements which are not related to agenda items and that are of a confidential nature, in the interests of drawing the matter to a close, Cllr Wilton's comment has been included.

Cllr Wilton reiterated Cornwall Council / Cormac Highways relationship should be included on the agenda for the next meeting.

The meeting closed at 20:41hrs.

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Appendix 1

Agenda item 10.8

**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 £
Dale Blackler	Remove old clatter bridge on multi-play unit and fit new bridge.	54.4, 18/07	200.00
Googledrive	Google workspace	S.I.	66.61
K Heald	Rame Peninsula Neighbourhood Plan website payment reimbursement	S.I. (to be recharged)	60.00
The Kernow Lounge	Refreshments for Town Crier competition	C.D.A.	75.00
Pod Point	Admin fee – Nov, Dec, Jan, Feb	S.I.	9.17
Tyler Ewings	Emergency Tree works	C.D.A.	500.00
Council staff	Wages – August 2023 (including DEA payment for June, July and August)	S.I.	4,166.13
NEST	Pension – August 2023	S.I.	480.77
HMRC	PAYE – August 2023	S.I.	1,012.28
	<b>TOTAL</b>		<b>6,569.96</b>

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
One Less Worry	Payroll Service – June, July, August 2023	158.7, 21/03	47.43
Cornwall Council	SLA Parking Enforcement – July 2023	105a, 15/11	46.67
	SLA Parking Enforcement – August 2023	105a, 15/11	60.00
Cornwall Tree Consultancy	Tree Inspection Report costs (Invoice received but it was agreed payment due after completion of the report)	69a, 22/08	605.38
Enhanscapes	Grounds maintenance	140d, 15/02	621.00
	Japanese Knotweed control spray	C.D.A	75.00
Microsoft	Office 365 – reimburse Parish Clerk	S.I.	135.36
Millbrook News & Hardware	Junior hacksaw, hacksaw blades, wire brush, scraper, pointing trowel, paint brush, bolt, cable ties and tape.	C.D.A	29.62
Nisbets	Toilet Roll and Urinal Screen	C.D.A.	95.95
Outdoor Play People	Multi-play unit - Clatterbridge parts & delivery		769.20
Print Options	Printing for public event	C.D.A.	14.40
SeaDog IT Ltd	Website Support	C.D.A	45.00
SeaDog IT Ltd	Website Support	C.D.A	35.00
SLCC	Civility & Respect Training – K. Heald		36.00
Torpoint Town	Caretaking and Enforcement Service	164, 21/03	37.50

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Council			
Vitaplay	Roundabout in tractor park – balance owing	145c 21/02	4,304.40
	<b>TOTAL</b>		<b>6,897.91</b>

**Additional payments not included on the agenda but due for payment:**

<b>Payee</b>	<b>Details</b>	<b>Minute / Ref</b>	<b>Amount £</b>
One Less Worry	Payroll service – balance owing due to incorrect charging.	158.7, 21/03	16.59
AG Intl	Cemetery mapping service	145d, 21/02	1,063.20
Nisbets	Toilet rolls	C.D.A.	47.97
Peter Gold	Mileage – September 2023	C.D.A.	62.10
RoSPA Play Safety	Inspection course – Peter Gold	44.4, 20/06	354.00
Screwfix	Wheelbarrow and Hacksaw blades	C.D.A.	70.98
	Heavy duty refuse sacks	C.D.A.	27.99
Wordpress	Neighbourhood Plan website domain	S.I.	16.00
	<b>TOTAL</b>		<b>1,658.83</b>

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