

Thursday 14<sup>th</sup> September 2023

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on Tuesday 19<sup>th</sup> September 2023 at 7:30pm in the main hall of Millbrook Village Hall, which Millbrook Parish Councillors are summoned to attend. The business to be transacted is detailed in the agenda below.



Karenza Heald, Parish Clerk / RFO

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

1. **Apologies for absence**
2. **Declarations of gifts and declaration of interest on any agenda item**
3. **Dispensation** - To consider any requests for dispensations relating to agenda items.
4. **Public forum and County Councillor report / update**
5. **Chair's Announcements**
6. **Clerk's report / update**
7. **Approval of the minutes from previous meeting:**
  - 7.1 **Minutes of the last full Parish Council meeting:** To approve the minutes of the Parish Council meeting held on Tuesday 22<sup>nd</sup> August 2023.
  - 7.2. **Minutes of the last Planning Committee meeting :** To approve the minutes of the Planning Committee meeting held on Tuesday 22<sup>nd</sup> August 2023.
8. **Millbrook Skatepark Project**
  - 8.1 **Planning:** To note the receipt of the Cornwall Council's Certificate of Lawfulness for Proposed Use or Development of Millbrook Skatepark (Application PA23/052790
  - 8.2 **Funding / progress to date:** To receive the accounts from the treasurer of Millbrook Skatepark Project and an update on funding to date.
  - 8.3 **Millbrook Skatepark Project Steering Group representative:** To appoint a Parish Council representative.
  - 8.4 **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.
9. **Village maintenance**
  - 9.1 **Cornwall Council Street Cleansing:** To note the communication from Cornwall Council regarding Biffa's Waste and Cleansing contract and Millbrook Parish Council's request for a revaluation of the cleansing zones.
  - 9.2 **Cornwall Council reporting:** To note 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.

## 10. Finance

- 10.1 **Council's bank balance:** To note the Council's Unity Trust bank balance (to be updated in the Council meeting).
- 10.2. **Council's savings account balance:** To note the balance in the Nationwide Building Society Account.
- 10.3. **CCLA Investment Management Fund:** To note the August 2023 statement detailing £50,000 in the Public Sector Deposit Fund. (Interest has been transferred to the Unity Trust account).
- 10.3 **Bank reconciliation:** To note the bank reconciliation reports for July and August 2023.
- 10.4. **Bank signatory:** To approve the appointment the Admin Support officer with access rights to the Unity Trust bank account and if delegated by the RFO to process payments (which would require the standard approval by two signatories) on the Unity Trust bank account .
- 10.5. **External audit:** To note the completion of the External Audit
- 10.6 **Finance report:** To receive the Clerk's monthly financial transaction report.
- 10.7 **Audit control checks:** To note control checks completed by Cllr Wood and Cllr Renshaw.
- 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 clutter 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	S.I.	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 Council	Caretaking and Enforcement Service	164, 21/03	37.50
Vitaplay	Roundabout in tractor park – balance owing	145c 21/02	4,304.40
	<b>TOTAL</b>		<b>6,897.91</b>

## 11. Community Support

- 11.1 **Permaculture Kernow Community Orchard plans:** To approve the plans submitted from Permaculture Kernow for tree planting in the playing field adjacent to the skatepark.
- 11.2 **Permaculture Kernow funding request:** To consider the funding application of £1,500 for Community Tree planting.
- 11.3 **Kingfisher Preschool:** To review the communication from Maker with Rame Parish Council requesting £615.00 as a contribution towards the equipment costs of Kingfisher Preschool.

## 12. West Street car park machine

To note the action made under to delegated authority to place an order for a replacement Singular Strada Mechanical Drawer.

## 13. Climate and Environment:

- 13.1 **Electric Charging Point:** To receive the report from Cllr Mattholie / Jo Bennetts and to agree actions.
- 13.2 **Climate & Environment Working Group:** To receive the notes from the meeting held on Tuesday 12<sup>th</sup> September 2023.

## 14. Parish Council Newsletter

To receive the notes from the meeting held on 15<sup>th</sup> August 2023, to agree the inclusion of business advertising, distribution method and a budget for the printing costs of the newsletter.

## 15. Christmas and Events Task Group

**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.

## 16. Committees and Working Groups

- 16.1 **Staffing Committee:** To approve an additional member(s) of the Staffing Committee
- 16.2 **Finance Committee:** To approve an additional member(s) of the Finance Committee
- 16.3 **Christmas and Events Task Group:** To approve an additional member(s) of the Christmas and Events Task Group.

## 17. Assets and Open Spaces

**Request for a bench by Co-op:** Does the Council approve the request from a parishioner for a request by the Co-op. If yes, (a) does the Council have a preference on the type of bench (b) does the Council agree to fund the costs of purchasing and installing a bench.

## 18. Updates / reports from Councillors / Council Officers

**Millbrook Village Hall Management Committee** – See minutes from meeting / update from Cllr Lewis.

## 19. Correspondence and matters to note (for information only)

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