

Wednesday 11th October 2023

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on Tuesday 17th October 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

Millbrook Parish Council Full Council meeting
Tuesday 17th October 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 19th September 2023.
8. **Millbrook Skatepark Project**
 - 8.1 **Installation update:** To note order placed on 3rd October 2023, with Maverick Industries, based on Concept Design 3 and to receive updates regarding the installation dates.
 - 8.2 **Detailed drawings:** To receive Maverick Industries' detailed drawings for the skatepark.
 - 8.3 **CIL Funding agreement:** To approve the Cornwall Council CILF258 project agreement.
 - 8.4 **Maverick Industries contract:** To receive the example JCT Minor Works with Contract Design 2016 from Maverick Industries (final contract to be issued once confirmation of the installation date is available).
9. **Village maintenance**
 - 9.1 **Public meeting held on 16th September 2023:** To receive an update on attendees.
 - 9.2 **Cormac / Millbrook Parish Council landownership:** To receive an update on the meeting held on Friday 6th October with Trevor Jones MCIHort, Environment Area Manager, Cormac Solutions.
 - 9.3 **Government Guidance on Biodiversity:** To note the guidance from Society of Local Clerks (SLCC): (i) Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England to have regard to conserving biodiversity as part of their policy or decision making. Conserving biodiversity can include restoring or enhancing a population or habitat. (ii) Duty has been reinforced under the Environment Act 2021, and government guidance asking for councils to complete their first consideration of what action to take for biodiversity by 1 January 2024 and agree policies and objectives as soon as possible afterwards was published on 17 May 2023.
 - 9.4 **Grass cutting and Village maintenance:** (i) To receive and discuss the Grass Cutting and Village Maintenance report (ii) To agree next steps.

10. Traffic and Transport

- 10.1 **Cornwall Council / Cormac relationship:** To consider a submitting formal communication regarding Cornwall Council's relationship with Cormac (initially raised as a concern by a member of public during the meeting held on 20th June 2023).
- 10.2 **Public Transport:** To agree a budget for the printing of Rame Peninsula specific bus times.
- 10.3 **Tamar Crossings consultation:** Does the Council wish to submit a formal response in relation to the survey?

11. Finance

- 11.1 **Council's bank balance:** To note the Council's Unity Trust bank balance (to be updated in the Council meeting). Bank balance includes funds transferred from Millbrook Skatepark Project.
- 11.2 **Council's savings account balance:** To note the balance in the Nationwide Building Society Account.
- 11.3. **CCLA Investment Management Fund:** To note the September 2023 statement detailing £50,000 in the Public Sector Deposit Fund. (Interest has been transferred to the Unity Trust account).
- 11.3 **Bank reconciliation:** To note the bank reconciliation reports for September 2023.
- 11.4. **Unity Trust Savings account:** To approve the application for a Unity Trust Savings account for the Millbrook Skatepark Project funds and consider whether a second savings account should be opened to hold the Council's operating funds throughout the year.
- 11.5 **Finance report:** To receive the Clerk's monthly financial transaction report.
- 11.6 **Audit control checks:** To note control checks completed by Cllr Lewis and Cllr McBain on Friday 6th October 2023.
- 11.7 **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 £
Google Cloud	Google workspace subscription	S.I.	69.00
Jan Moore	Public toilet cleaning – August 2023	S.I.	310.00
Microsoft Ltd	Reimbursement to K Heald (balance owing)	S.I.	12.96
Network World Sports / K Heald	Headline wire for net	C.D.A	27.59
Seadog IT	Website hosting	S.I	29.95
Council staff	Wages – September 2023	S.I.	6,520.61
NEST	Pension – September 2023	S.I.	660.01
HMRC	PAYE – September 2023	S.I.	2,185.10
	TOTAL		9,815.22

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
One Less Worry	September (balance owing) and October	S.I.	64.47
Create Signs	Emergency play park closure signage	C.D.A.	115.20
Enhanscapes	Grounds maintenance – September 2023	140D, 15/02	661.00
	Community Engagement Event	C.D.A.	40.00
India Hicks	Seamstress / Handcrafted clothes designer: Materials for Town Crier 'Great Coat'.	35	208.01
Jan Moore	Public Toilet cleaning – September 2023	S.I.	300.00

Richards Builders Merchants	Woodscrews	C.D.A.	8.26
Screwfix	Drill bit set	C.D.A.	5.99
	Gloves, wipes, Hi-Vis jacket and safety boots	C.D.A.	170.14
	Hacksaw blades	C.D.A.	5.99
Torpoint Town Council	Caretaking and Enforcement services	164, 21/03	137.50
	TOTAL		1,716.56

12. Community Support

- 12.1 **Millbrook Preschool** : To consider the grant funding request of £2,000 from Millbrook Preschool. See application.
- 12.2 **Permaculture Kernow Orchard plans**: To review additional information and to consider approval of the previous submitted plans for tree planting in the playing field, adjacent to the skatepark. (See Minute 160.2, meeting held on 21st March 2023 and Minute 82.1, meeting held on 19th September 2023).
- 12.2 **Permaculture Kernow funding request**: Depending on the decision of agenda item 12.2, to consider the funding request from Permaculture Kernow for community tree planting.

13. Climate and Environment:

Electric Charging Point: To receive the report from Cllr Mattholie and to agree actions.

14. Committees and Working Groups

Staffing Committee: To approve an additional member(s) of the Staffing Committee.

15. Assets and Open Spaces

- 15.1 **Lake rat / wildlife information signage**: To agree a budget for information signage relating to feeding of birds by the lakeside and its encouragement of the rat population (See RSPCA guidance 'Living with Rats and Mice').
- 15.1 **CCTV in the Tanyard**: Following reports of anti-social behaviour does the Council wish to pursue the installation of CCTV in the Tanyard?
- 15.2 **Tanyard pergola roof covering**: Does the Council wish to continue investigating options for a covering of the pergola in the Tanyard?
- 15.3 **Tree survey**: To review the tree survey report completed by Cornwall Tree Consultancy and agree next steps.

16. Updates / reports from Councillors / Council Officers

- 16.1 **Millbrook Village Hall Management Committee** – See minutes from meeting / update from Cllr Lewis
- 16.2 **Rame Cluster meeting**: update from Cllr Lewis

17. Correspondence and matters to note (for information only)

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