



Millbrook Parish Council Full Council meeting
Tuesday 20th February 2024 @ 7:30pm
Venue: The main hall in Millbrook Village Hall

Councillors' Present: N Roberts (Chair of the Council), S Lewis, F McBain, R Meeson, C Wilton, E Woffenden and H Wood.

In attendance: K Heald (Parish Clerk), CC Kate Ewert, and five members of the public.

The Chair opened the meeting at 19:30hrs, welcoming everyone and outlined the meeting procedures.

148. Apologies for absence (A.I.1)

Apologies for absence received and noted from Cllrs Mattholie, Reilly, Renshaw, Polák and S Woffenden.

149. To receive declarations of gifts, declarations of interest relating to matters on the agenda and to consider any requests for dispensations. (A.I.2)

149.1 To receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the agenda for this meeting, in accordance with the Council's Code of Conduct, and to note any gifts and hospitality.

a. Declarations of interests

None declared.

b. To consider members' requests for dispensation relating to Full Council agenda items

None received.

c. Declaration of gifts or hospitality with a value of over £50.00.

None received.

149.2 To receive and consider the request for dispensation from the Planning Committee relating to Planning Application PA24/0044.

Written requests had been received from Cllr Roberts and Cllr McBain regarding planning application PA24/0044. A planning committee meeting has yet to be convened.

Cllr Roberts explained that her initial request for dispensation was because she felt the Council should be exercising the right for consultee comment and without the dispensation the committee would be inquorate. However, following advice from Sarah Mason of Cornwall Association of Local Councils, she has decided in the interest of public perception it would be better to withdraw her request for dispensation. Cllr McBain also withdrew request for dispensation. Cllr Roberts highlighted the need to have more Councillors undergo planning training and that an item should be included on the agenda for the next Parish Council meeting to consider amending the Planning Committee Terms of Reference to provide the ability to co-opt a trained Councillor to the Planning Committee on an ad hoc basis to make the meeting quorate.

Action: (i) Parish Clerk to contact Cornwall Council's Planning Officer to inform them the Parish Council no longer requires an extension for the submission of a consultee response on Planning Application PA24/0044 (Proposed erection of detached dwelling at High Cross House, Higher Anderton Road) as on this occasion the committee will not be submitting a comment. (ii) Include an item on the agenda for the next Council meeting to review the Planning Committee's Terms of Reference.

150. Cornwall Councillor report / update and Public Forum (A.I.3)

a Cornwall Councillor Ewert update

Full Council meeting took place today. Following a lively debate there will be an increase in the tolls for the Tamar Bridge and Ferry. Council tax will rise by 5% in April 2024.

The new collection has caused some confusion. The bins have been delivered early as the appointed Company has been contracted to deliver to over 120,000 properties. The wheelie bins cannot be used until April 2024, when the new service commences, as specialist

equipment is required for the collection. Cornwall Council will still be offering the assisted collection service.

b. Black Prince Festival Committee

CC Ewert and a representative from the committee outlined the reason for the application to the Council for funding.

151. Chair's Announcements (A.I.4)

- 151.1 **Play park vandalism:** Panelling from the Multi-play unit has been deliberately removed with a ratchet. This is criminal damage. Any anti-social behaviour should be reported to the police.
- 151.2 **Yellow rattle:** Thank you to Village Enhancement Team, Parish Councillors, the Council's caretaker Peter Gold, Millbrook Primary School, Fourlanesend Primary School and Cornwall Councillor Kate Ewert for sowing the yellow rattle. Cormac have been contacted with a request for more seeds.
- 151.3 **Defibrillator:** A new defibrillator has been installed outside the Snooker Hall. Thanks were given to Millbrook Snooker Hall committee for supplying the electric and to Meridian 893 Lodge for a donation of £100.00 towards the costs of the defibrillator.
- 151.4 **Cormac Workshops:** An email has been circulated with details about Cormac's Spring workshops. If anyone is interested in attending, please contact the Clerk.

152 Millbrook Skatepark Project (A.I.5)

- 152.1 **Old Skatepark ramps:** To agree how to dispose of the remaining old steel ramps. Following the notification from representatives of Millbrook Skatepark Project that they no longer required the old skatepark ramps the Parish Council discussed the disposal of the Council assets. It was proposed by Cllr Wilton and seconded by Cllr Wood that the Council seeks the best scrap value for the disposal of the ramps. Cllr Wilton offered to assist in taking the ramps to site. The motion was supported by all Councillors except Cllr Meeson who said the Council should first check whether the school would want the old ramps. Agreed actions (i) The Clerk would contact Torpoint Community College (ii) Contact local waste management companies.
- 152.2 **Maverick Valuation and Application for payment:** A site meeting took place with Russ Holbert (Director of Maverick Industries), Ian Jennings (Site Manager of Maverick Industries) representatives of the Parish Council and Millbrook Skatepark Project. During the meeting Mr Holbert showed the attendees the progress completed to date, as listed on the valuation report. Mr Jennings discussed the benefits of the modified General Arrangement plans for the overall skatepark site. It was noted the revised plans would be economically better value than to resurface the tarmac areas surrounding the new site, which would involve removal of tree roots. Additionally, the trees provide drainage for the site, and it was considered the modified plans would be more aesthetically pleasing.
- 152.3 **Modified Plans:** The Council was presented with a revised 'General Arrangement' plan for the skatepark. The changes include:
- curved bench removed.
 - manual pad added to tarmac area.
 - revised bin position
 - removal of redundant tarmac
 - tarmac to be lost in bunding.
 - area of tarmac removed to be landscaped, topsoiled and seeded.
 - pin kerbs added as shown.
- Maverick confirmed they would be happy to take on all the additional works involved to facilitate these changes, with the only additional cost being 150t of topsoil which would be £4,500 + VAT.



Three contractors were asked to quote for the tarmac surfacing works. Although they visited the site, Cormac withdrew their interest stating they could not commit to completing the works within the required timeframe. Additional quotations were received from D Thomas and AFE Surfacing. It was agreed to accept the quotation of £10,200 from AFE Surfacing. It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed to approve the submitted General Arrangement plan, as detailed above. **Resolved.**

152.4 **Skatepark signage:** It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed to approve the Millbrook Skatepark safety signage, as presented by Millbrook Skatepark Project. **Resolved**

152.5 **Community Ownership Fund:** It was proposed by Cllr Roberts and seconded by Cllr Lewis that the Council delegates the signing of the Community Ownership Fund legal agreement to be signed in accordance with Standing Order 23, by any two Councillors and witnessed by the Proper Officer of the Council. An example of the agreement was within the meeting document pack. The motion was carried with one abstention. **Resolved.**

153. Approval of the minutes from previous meeting (A.I.6)

153.1 **Minutes of the last full Parish Council meeting:** It was proposed by Cllr Lewis, seconded by Cllr Meeson and unanimously agreed that the minutes of the Full Parish Council meeting held on Tuesday 16th January 2024 are approved as a true and accurate record of the meeting. **Resolved.**

154. Finance (A.I.7)

154.1 **Unity Trust bank balance (main account):** Cllr Roberts noted the bank balance at 4pm on 20th February 2024 was £92,579.57.

154.2 **Unity Trust savings account (skatepark account).** Cllr Roberts noted the balance in the Unity Trust account for the skatepark funds was £86,489.62.

154.3 **Council's savings account balance:** Cllr Roberts noted the balance in the Nationwide Building Society Account on 31st January 2024 was £52,183.83.

154.4. **CCLA Investment Management Fund:** Cllr Roberts noted the January 2024 statement detailing £50,000 in the Public Sector Deposit Fund had been circulated to the Councillors. Interest has been transferred to the Unity Trust account.

154.5 **Bank reconciliation:** The bank reconciliation report for January 2024 was received and noted.

154.6. **Finance report:** Clerk's Finance Report was received and noted.

154.7 **Monthly payments:** The Council was asked to note payments made since the last meeting and to approve the payments as presented by the Clerk. See appendix 1, page 7, Payments paid since the last meeting, not included on the previous minutes, to include Standing Items / payments under delegated authority = £7,152.17.
Payments to be processed listed on the agenda = £108,437.64
Payments to be processed presented in the meeting = £537.90
It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed that the Council approves the payments as listed above. **Resolved.**

155. Grants / Funding (A.I.8)

Black Prince Flower Boat Committee: It was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed to approve the grant funding request of £600.00 towards the running costs of the Black Prince Flower Boat Festival to be held on 6th May 2024. **Resolved.**

156. Use of Parish Council land (A.I.9)

- 156.1 **Millbrook Arts and Crafts:** It was proposed by Cllr Lewis, seconded by Cllr Wilton and unanimously agreed to approve the request from Millbrook Arts & Crafts Group to hold a monthly craft market, for up to 15 craft club members, on the 1st Saturday of the month, from April to September, 9am to 2pm in the Tanyard. **Resolved.**
- 156.2 **Black Prince Festival:** It was proposed by Cllr Wilton, seconded by Cllr Lewis and unanimously agreed to approve the request for the use of the Parish Council owned car park, by the Village Hall, for the Black Prince's maypole dancing and the Town Crier competition and to receive copies of the Black Prince Management Plan documents. **Resolved.**
- 157. Asset and Open Spaces (A.I.10)**
- 157.1 **Asset & Open Spaces Task Group meeting held on 13th April 2024:** The Council received the meeting notes from 13th February 2024, which included a recommendation to continue with the grass cutting contract with no amendments to the existing contract, which is in place until April 2025.
- 157.2 **Soil Management (Biochar):** The Council received the report submitted by Mr Peter Gold regarding proposals for soil management. It was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed that subject to available potential funds, the Council approaches Pigshill and Clarrick Woods to work with Peter Gold and the Council. Cllr Roberts thanked Peter Gold for the work he had completed on this.
- 157.3 **Soil testing analysis:** The Council discussed the report received from the Testing Lab relating to the soil samples tested in the recreation park. Cllr Wilton raised concerns regarding the Council's liability relating to signage.
Actions agreed: (i) Contact the Council's insurers for advice. (ii) Contact Dr Andrew Turner, Plymouth University for further advise on testing the fruit.
- 157.4 **Tree Management:** Cllr Roberts stated Hill from Enhanscapes has received funding from Forest 4 Cornwall to produce a preliminary tree management plan. Once the plan is available this will be presented to the Council.
- 157.5 **Millbrook Playing fields:** The Council was presented with a quotation from Enhanscapes to 'spike and sand' the children's football pitch (between the Tractor Park and tennis courts). This operation will aerate the soil and improve drainage to facilitate cutting and use during the winter months. It was proposed by Cllr E Woffenden and seconded by Cllr Lewis to accept option B of the quotation £780.00 to provide drainage holes and £1,680 for 40 tonnes of sand. (total cost £2,460). The motion was carried with one Councillor voting against the proposal. **Resolved.**
- 157.6 **Tarmac footpath repairs alongside Millbrook Tractor Park heading towards the tennis courts:** The Council was presented with two quotations. Since submitting the quotations to the Asset & Open Spaces Task Group Cormac have said they are not able to provide a commitment on timescales. It was noted Cormac's quotation included additional costs of £250.00 for extra site visits. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed to accept the quotation from AFE. **Resolved.**
- 156.7 **Millbrook Tennis Courts:** The Council discussed the options of replacement tennis posts and whether the courts could provide increased usage as a multi-use area, such as basketball. The Clerk said she had also been obtaining quotations for the resurfacing of the courts, but these had not been received yet.
- 20.36 The Chair opened the meeting to a user of the facility who had historic knowledge of when the tennis courts were originally surfaced. His advice was the courts do not require resurfacing. Meeting reconvened: It was proposed by Cllr E Woffenden, seconded by Cllr McBain and unanimously agreed that the Council sets a budget of £600.00 for the purchase and installation of new posts and tennis nets. **Resolved.**
- 157.8 **West Street car park surfacing:** The Council was presented with images and quotations for the patchwork of Millbrook Car Park, West Street. It was proposed by Cllr Lewis, seconded

by Cllr McBain and unanimously agreed that the Council accepts the quotation of £1,500 from AFE Surfacing. **Resolved.**

- 157.9 **Mobility access by Millbrook Surgery:** The Council received a quotation for purchase, labour and materials of rails by the drop curb near Millbrook Doctors Surgery (New Road side). Cllr Roberts informed the Council that communication had been received from a mobility scooter user stating there have been occasions where a car has blocked the disabled access by the bridge near the doctors' surgery. It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed that the Council accepts the quotation of £685.00 from Enhanscapes. **Resolved.**

158. Climate and Environment (A.I.11)

Electric Charging Point: The Council received the report from the Parish Clerk and discussed the options of applying for grant funding to cover 75% of additional installation points. Following consideration over the loss of parking spaces and an analysis of the current usage of the charging points (see appendix 2) it was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed not to proceed with additional EV Charging Points. **Resolved.**

159. Cornwall Council agreements (A.I.12)

- 159.1 **Local maintenance Partnership:** The Council was presented with the documentation from Cornwall Council and considered signing up to the programme for 2024-25. It was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed not to accept the proposals. Action: Council to report overgrown vegetation, as necessary, to Cornwall Council. **Resolved.**

- 159.2 **Cornwall Council Service Level Agreement – Parking Enforcement:** The Council received the Service Level Agreement document covering the period from 1st April 2024 to 31st March 2025. Cllr Wilton recommended to continue a budget of £1,000. It was proposed by Cllr Roberts, seconded by Cllr McBain and unanimously agreed to continue with the Service Level Agreement and agree a budget for the services of £1,000. **Resolved.**

160. Policies and procedures (A.I.13)

- 160.1 **Social media policy:** The Council reviewed the Council's Press and Media Policy (which includes social media procedures) and recommended the following changes: Management of the Council's Facebook page:

7.4 After The page would be set up using the Parish Clerk's email address insert '*Admin Support Officer and two other Parish Councillors will have access rights*'.

Where applicable amend Facebook 'wall' to Facebook 'page'.

Remove 'Friends would be able to comment on wall topics created by the Parish Council'.

Insert 'Comments will be restricted on certain posts at the discretion of the Parish Clerk'

Insert 'Posts will only be shared when published by recognised authorities (such as Cornwall Council, local police) and not for profit community groups.'

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed that the Press and Media Policy is approved subject to the above amendments. **Resolved.**

- 160.2 **Expenses policy:** The Council reviewed the Expenses Policy. Cllr Roberts recommended (i) Removal of NALC Standard text at end (ii) Removal of costs for overnight subsistence (iii) where square brackets are included, remove brackets and insert Clerk / RFO/Chair as applicable. Subject to these amendments it was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed to approve the expenses policy. **Resolved.**

161. Cornwall Council consultations

- 161.1 **Draft Gypsy, Roma and Traveller strategy:** The Council received information on Cornwall Council's current consultation on Gypsy, Roma and Traveller strategy. It was proposed by Cllr

Roberts, seconded by Cllr Wilton and unanimously agreed that the Council has no comment to submit for the current consultation. **Resolved.**

162. Minutes / reports from Councillors / Council Officers

162.1 **Millbrook Village Hall Management Committee:** The Village Hall Management committee had presented its Carbon Saving Calculation to the Council. Cllr Lewis said there was a recent incident when users of the hall were required to provide the emergency services with the postcode, which was not available. A notice of this information with the What3words location has since been placed in the Village Hall foyer.

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

List provided and noted

164. Future items for agenda:

(i) Cornwall Council – Call for Local Sites: Request from Cllr Roberts for inclusion on the next agenda.

Cornwall Council has emailed Cornwall Council seeking information on potential sites suitable for a broad range of uses including:

- Housing (which could include market-led housing, affordable housing, supported living, residential institution, student accommodation, community-led, self-build plots, or other types of specialist housing) and Gypsy and Traveller pitches.
- Employment
- Commercial (including offices, retail, leisure, hotel and mixed commercial uses)
- Community
- Energy generation
- Nutrient neutrality mitigation land
- Biodiversity Net Gain

(ii) Use of the Village Hall Car park: Action request from Cllr Wilton and update to be included on the next agenda.

Clerk to write to the residents, who have properties where their rear access backs onto the village hall car park, reminding them whilst they have 'right of access' to their property' they do not have automatic right for parking and should not block other vehicles in.

The meeting closed at 21:10hrs.

Appendix 1: Agenda item 7.7, Minute 154.7

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)

Note: where Councillors have declared an interest and vacated the meeting these payments should be approved separately.

- (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 £
One Less Worry	Payroll Service	158f, 21/03	38.69
Amazon	Reimburse K Heald – batteries for defibrillator	C.D.A.	67.98
Carne Computers	New keyboard for Clerk's laptop	C.D.A.	70.00
Create Signs	No dogs in tennis courts sign	C.D.A.	14.40
Defibrillator Warehouse	Pads for defibrillator	C.D.A.	141.60
e-on	Energy costs – EV Charging point	S.I.	133.17
Enhanscapes	Grass cutting maintenance – Dec instalment	140d, 15/02	621.00
Jed Gibson	Repairs to playpark matting with Peter Gold – June and July 2023 and empty bins – August 2023	C.D.A.	112.50
Octopus Energy	Electric costs – Public toilets	S.I.	36.94
Peter Gold	Mileage reclaim – Sept 2023 to Jan 2024	C.D.A.	67.05
Seadog IT	Website Security Services – Annual invoice	S.I.	95.00
Staff / HMRC / Nest	Staffing costs	S.I.	6,307.46
Wallgate	Soap for Wallgate machine (Nov invoice)	C.D.A.	122.98
	TOTAL		7,152.17

- (ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
Cornwall ALC	Addressing conflict between Employees and Members – Cllr Reilly and Cllr McBain	C.D.A.	72.00
Enhanscapes	Grounds maintenance – Jan 2024 instalment	140d, 15/02	621.00
	Consultancy (Cormac meeting)	C.D.A.	30.00
Enhanscapes	Removal of aspen tree adjacent to Millbrook Skatepark	C.D.A.	75.00
Maverick Industries	Preliminaries: Temporary trackway for access Insurances, heras, store, plant hire 24 hours monitored CCTV £19840 (ex V.A.T.) less 5% retention = £18,848	172.2, 5/04	22,617.60
Maverick Industries	Transport, fuel, skips 50% Set up Engineers Stations Block walls, rebar, concrete fill 90% £20,180 (ex V.A.T) less 5% retention = £19,171	172.2, 05/04	23,005.20

Maverick Industries	Importation and Compaction of Stone 95% £31,920.00 (ex V.A.T.) less 5% retention = £30,324	172.2,05/04	36,388.80
Maverick Industries	Offsite steels – Second Phase 70% Onsite Steels 50% Shuttering, Reinforcing, Tying £20,800 (ex V.A.T.) less 5% retention = £19,760	172.2, 05/04	23,712.00
Pod Point	Admin Fee - EV Charging Point: Oct 2023 Admin Fee – EV Charging Point: Nov 2023 Admin Fee – EV Charging Point: Dec 2023	S.I. S.I. S.I.	2.57 1.51 4.60
Screwfix	Dewalt drill bit set, saw, screwdriver set, Dewalt impact bit set, anvil loppers, brackets for Lime Kiln. Shears and large bin bags.	C.D.A. C.D.A.	112.69 29.48
Source for Business	Water bill – public toilets	S.I.	170.22
South West Water	Tanyard water bill	S.I.	14.97
Switched on Electrical	Installation of defibrillator box to the wall of Millbrook Public toilets	C.D.A.	80.00
The Testing Lab	Soil samples and chemical analysis – recreation park	139.2, 16/01	1,500.00
	TOTAL		108,437.64

Additional payments presented in the meeting.

Play Safety	Play Inspection Course on 13/02/2024 - James Sainsbury	142.1, 16/01	360.00
James Sainsbury	Mileage journey for Play Inspection course	142.1, 16/01	27.90
Switched on Electrical	Installation of defibrillator outside Millbrook Snooker Hall	122.2, 21/11	150.00
	TOTAL		537.90

Appendix 2: Agenda item 11, Minute 158: Electric Charging Point Usage

	Charges	Average per month
Dec-22	32	
Jan-23	50	
Feb-23	60	
Mar-23	116	
Apr-23	45	
May-23	57	
Jun-23	30	
Jul-23	43	
Aug-23	54	
Sep-23	37	
Oct-23	11	
Nov-23	18	
Dec-23	38	
Jan-24	31	
14 months	622	44.43

