

Wednesday 11th June 2024

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on Tuesday 18th June 2024 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 18th June 2024 at 7:30pm
Venue: The main hall in Millbrook Village Hall**

Part 1

1. Chair's welcome and announcements

- 1.1 Welcome, housekeeping and overview of meeting procedures
- 1.2 Chair's announcements.
- 1.3 To receive the Vice Chair's Declaration of Acceptance of Office.

2. Apologies for absence.

3. To receive declarations of gifts, declarations of interest relating to matters on the agenda, in accordance with the Council's Code of Conduct, and to consider any requests for dispensations. (please refer to the notes at the end of agenda).

- a. Declarations of interests
- b. To consider members' requests for dispensation
- c. Declaration of gifts or hospitality with a value of over £50.00 Declarations of gifts and declarations of interest on any agenda item.

4. Public forum and County Councillor report/update.

4.1 Public forum

Standing Order 3e: Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Standing Order 3f: The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chair of the meeting.

Standing Order 3g: Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

- 4.2 Co-option of Parish Councillors:** Millbrook Parish Council has positions available for two Parish Councillors. Applications have been received from five candidates. The candidates will have the opportunity to address the Council (see agenda item 19) prior to Councillors making their vote by a secret written ballot.

4.3 Cornwall Councillor report / update

5. Approval of the minutes from previous meeting (Standing Order 5jii)

Minutes of the previous full Parish Council meeting: To approve the minutes of the Full Parish Council meeting held on Tuesday 21st May 2024.

6. Matters arising / updates from last Full Council meeting

- 6.1 Community Engagement Working group:** Cllr Reilly has arranged a meeting for Monday 1st July at 10.00am. (Minute 8gii, 21/05/2024)

- 6.3 **Guard Up boxing – grant funding:** It was resolved that providing evidence is produced that matched funding has been obtained from other sources that Council donates 50% of the amount requested (Minute 20, 21/05/2024) Email received thanking the Council and stating the organisation is in the process of trying to match your funding offer with Torpoint Town Council.
- 6.4 **External audit:** Annual Governance and Accountability Return (AGAR) for 2023-24 and supporting documents have been submitted to BDO LLP. (Minute 17.9, 21/05/2024). An email acknowledgement was received on 3rd June 2024.
7. **The Care Hub – letter of support for potential funders:** To consider the request from The Care Hub to produce an email / letter of support from the Parish Council highlighting the organisations value to the local community.(Raised during the Parish Council meeting held on 21/05/2024, Minute 4.6)
8. **Traffic & Transport**
- 8.1 **Tamar Bridge and Torpoint Ferry:** Does the Parish Council support South East Cornwall CAP being promoted as a strategic partner to the Tamar Bridge and Torpoint Ferry joint committee thus enabling the CAP to make strong representations to any consultation exercises and / or representing the views of town and parishes.
- 8.2 **St Johns Road Highway Improvement Scheme - update:** In October / November 2023, 80% of respondents submitted objections to the consultation for Scheme reference Infra23-062. The proposals included a buildout on St John's Road to improve footway and create visibility improvements, by restricting parking, for pedestrians and school children crossing the road on route to school was not carried forward. The Council is currently waiting for further updates on revised proposals.
9. **Policies, procedures, terms of reference and Core Documents**
- 9.1 **Asset & Open Spaces Task Group:** To note Cllr Renshaw was voted as Chair of this group.
- 9.2 **Asset & Open Spaces Group Terms of Reference:** To review the ToRs and consider any amendments.
- 9.2 **Finance Committee Terms of Reference:** To review and consider any amendments.
- 9.3 **Staffing Committee Terms of Reference:** To review and consider any amendments.
- 9.4 **Standing Orders:** To adopt the Parish Council's Standing Orders following amendments approved during the Parish Council meeting held on 21st May 2024 - Minute 10)
- 9.5 **Financial Regulations:** To review the New NALC Model Financial Regulations and to consider the amendments as detailed in the supporting documents.
- 9.6. **Complaints policy:** To review and consider and amendments.
10. **Picnic bench by Millbrook Lake**
To consider the request for donated memorial bench to be situated by the lakeside.
11. **Subscriptions**
To consider the approval of the cost of Parish Online subscription at a discounted price of £140.00 ex V.A.T.
12. **Finance**
- 12.1 **Monthly report:** To receive the Parish Clerk's finance report
- 12.2 **Office for Zero Emission Vehicles (OZEV) grant funding reimbursement:** Update on communication received regarding Electric Vehicle ChargePoint grant.
- 12.3 **CIL funding report:** To receive the Clerk's CIL Funding report for 2023-24
- 12.4 **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)
Note: where Councillors have declared an interest and vacated the meeting these payments should be approved separately.

References: C.D.A = Clerk's delegated authority, S.I. = Standing item (Employment terms / Contractors – general maintenance / Utilities)

- a) 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 £
Clear Insurance	Additional amount due to insurance of skatepark	C.D.A.	176.32
Duchy Timber	Timber for multi-play unit in Tractor Park	188, 26/03	821.78
Rabart Decorators	Paint for play park equipment	C.D.A.	28.27
Safelincs	Defibrillator cabinet	122.2, 21/11	333.23
Sui Generis	Safe treat for multi play unit	188, 26/03	389.93
Source for Business	Water bill – public conveniences 17/01/2024 to 17/04/2024	S.I.	111.67
South West Water	Water bill – Tanyard: 23/01/2024 to 18/04/2024	S.I.	12.67
The Peninsula Trust	Village hall rental for Millbrook Meet up, 50% Annual refreshment costs and annual food Costs for the Community larder kitchen and £300 towards the Annual energy costs of the community larder Kitchen. (see note below *)	201, 16/04	2,116.00
Council staff, NEST and HMRC	Staff wages May 2024, PAYE, staff and employee pension contributions	S.I.	6,698.26
	TOTAL		10,668.13

* The approved minutes from the Parish Council meeting held on 16th April 2024 state £200 – 50% of food costs but should have stated 'refreshment'.

- b) Payments to be processed

Payee	Details	Minute / Ref	Amount £
1 Less Worry	Payroll support service	17.5, 21/05	41.57
Big Up Signs	Skatepark branding / artwork	COF funding	250.00
Cornwall Council	Parking Enforcement SLA Provision April 2024	159.2, 20/02	72.08
Cornwall Council	Parking Enforcement SLA Provision March 2024	105a, 15/11	26.00
Cornwall Council	Learning Hub – Cllr Reilly		44.40
Enhanscapes	Ground maintenance / grass cutting – May instalment	140d, 15/02	632.00
Enhanscapes	Installation of rails in public car park	204, 21/04	300.00
Institute of Cemetery Management	Annual subscription renewal	15, 21/11	
Parish Online	Annual subscription - mapping software (subject to approval of Agenda item 11)	AI11	134.40
Pod Point	Admin Fee – April 2024	S.I.	6.80
	Admin Fee – May 2024	S.I.	11.94
Print Options	A2 map	C.D.A.	14.40
Screwfix	Gloves for maintenance staff and scrub wipes	C.D.A.	25.87
South West Councils	Training – neurodiversity. Parish Clerk / Cllr Lewis.	180.2, 19/03 C.D.A	220.80
Viking	Office printing paper	C.D.A.	9.35
	TOTAL		1,789.61

- c) To approve payments of invoices presented in the meeting received after the agenda has been published.
- 13. Website maintenance**
To review the communication from SeadogIT and to approve the increase in the monthly website hosting & maintenance fee (total increase of £60.00 per annum).
- 14. Bins**
Update on additional cost for emptying the bins situated at the skatepark and to consider approval of quotations for emptying Parish Council bins to be situated outside the Lime Kiln
- 15. Disabled spaces in public car park**
To agree installation costs and purchase of heavy-duty steel base post foots for disabled parking bays in the village hall car park. Total budget £300 (During the meeting held on 16th April 2024 the cost for the purchase of signs was presented to the Council and approved)
- 16. Flags**
To consider the purchase of a replacement union flag(s) to replace the torn flag in the Tanyard.
- 17. Children's play park**
Tractor play equipment: Update on safety issues of the tractor and trailer in the play park and to consider replacement of the equipment.
- 18. Management of green spaces / recreation facilities**
- 18.1 **Asset & Open Spaces Task Group meeting / walkabout around the green Spaces:**
To receive the meeting notes from the group.
- 18.2 **Management of Green Spaces on Cornwall Council owned land:** Update on correspondence.
- 18.3 **Grass cutting and Village maintenance consultation from 2023:** Following detailed public consultation carried out last year does the Council wish to, again, revisit the grass cutting / village maintenance survey?
- 18.4 **Wildlife / biodiversity signage:** Does the Council support in principle additional signage around the lakeside / open spaces?
- 18.5 **Hedgerow between the play park and playing field:**
Does the Council wish to apply for funding for a hedgerow between the play park and the junior football field? (see supporting information)

Part 2

- 19. Co-option of Parish Councillors (2 vacancies)**
Candidates: D Moorey, M Knight, P Knight, M Stacey, C Turner.
The process for co-option will be as detailed in the supporting documents from the meeting held on 21st May 2024, agenda item 8K, Cornwall Association of Local Councils "*Filling vacancies on the Council.*"
- Meeting to be reopened by the Chair to the public**
- 19.1 **Introductions:** Applicants will have the opportunity to introduce themselves and explain briefly why they are interested in becoming a Parish Councillor.
- 19.2 **Feedback from Parish Councillors:** Responses from Parish Councillors to questions asked in the applications for co-option.
Public forum closed – Council business to recommence
- 19.3 **Voting by ballot for position 1 (replacement of position held by M Beadnall):** Councillors will be required to write their name down on a piece of paper and vote for their preferred candidate. The votes will be counted by the Clerk, the outcome will be stated but the individual votes will not be announced. To be co-opted, a candidate needs to receive an overall majority. If there is a tie the process will be repeated at least once before the Chair takes the casting votes.

- 19.4 **Completion of Declaration of Office and Register of Interest forms:** If the successful applicant is still in the meeting room the Clerk will issue them with the necessary forms which will enable them to carry out their role as a Parish Councillor.
- 19.5 **Voting by ballot for position 1 (replacement of position held by R Mattholie):** Councillors will be required to write their name down on a piece of paper and vote for their preferred candidate. The votes will be counted by the Clerk, the outcome will be stated but the individual votes will not be announced. To be co-opted, a candidate needs to receive an overall majority. If there is a tie the process will be repeated at least once before the Chair takes the casting votes.
- 19.6 **Completion of Declaration of Office and Register of Interest forms:** If the successful applicant is still in the meeting room the Clerk will issue them with the necessary forms which will enable them to carry out their role as a Parish Councillor.
20. **Correspondence and matters to note** (for information only)
21. **Future items for agenda:** To raise matters for future consideration in full council, committee or working group meetings.

Part 3

22. CLOSED SESSION

- 22.1 **Exclusion of public and press from the meeting.**
Councillors to resolve that pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 S100 (2) the public and press leave the meeting because of the confidential nature of the business to be transacted.
- 22.2 **Tarmac surfacing leading up to and around Millbrook Skatepark:** Update on communication from contractor.
- 22.3 **Staff holiday entitlement:** To receive an update on the unused staff holiday entitlement from 2023-24 and to approve to carry forward unused leave.
- 22.4 **Grass cutting contract:** To review the terms, conditions of the contract and to agree next steps.
- 22.5 **Millbrook Football Club:** Review of Football Club lease and update on the recent AGM.