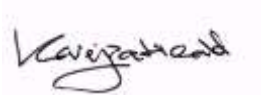
12th November 2025

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on 18th November 2025 at 7:30pm in the balcony room 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
18th November 2025 at 7:30pm
Venue: The Balcony Room, Millbrook Village Hall

1. Chair's welcome and announcements

2. To receive apologies for absence.

3. To receive declarations of members 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.

a. Declarations of interests
b. To consider members' requests for dispensation
c. Declaration of gifts or hospitality with a value of over £50.00.

4. Public forum and Cornwall Councillor report / update.

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. The period of time designated for public participation at a meeting in accordance shall not exceed 30 minutes unless directed by the Chair of the meeting (Standing Order 3f). A member of the public shall not speak for more than 3 minutes (Standing Order 3g).

5. Matters arising and updates from previous meeting / Parish Clerk's updates.

5.1 **Traffic and transport costs (Minute 97.2)**: Update on meeting with a parishioner regarding traffic and transport costs.

5.2 **Community Orchard Project**: To receive an update on the apple testing completed by Cllr Ann Lewis.

5.3 **West Street Car Park fees** (Minute 100): Communication received from Cornwall Council and a member of public (see to agenda item 10)

5.4 **Grant, donations and community support** (Minute 101.6)**:** To receive the updated funding report (amendment raised in the last meeting and funding issued since the last meeting).

5.5 **Utility costs – EV Charge Point and Public Toilets** (Minute 102): Under delegated authority, Octopus Energy was selected as Parish Council's energy supplier. The Centre for Sustainable Energy website lists Octopus as being one of the greenest tariffs.

5.6 **Millbrook Preschool – grant funding (**Minute 103.1)**:** Due to lack of bookings and the sheer volume of other events in the lead up to Christmas, Millbrook Preschool has decided to postpone their Christmas fundraising event. Millbrook Preschool are planning to hold an Easter Fair in March. Does the Council support the funds of £500 released to Millbrook Preschool (as agreed during the full council meeting held on 21st October 2025) being reallocated towards Easter Event.

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5.7 **Removal of the poplar in the Tractor Park:** To receive an update on communication from Cormac and consider the recommendation from Cllr Ann Lewis regarding a bat survey prior to works taking place. A quotation of £200 has been received from Cormac for an arboricultural report and wildlife survey.

5.8 **Specification for works on the play park equipment in the tractor park**
To approve the updated specification which includes work on ceiling panel boards on the multi-play play unit and to agree a submission for tender deadline. (the specification includes works on the multi-play unit and other play park equipment in the play park).

5.9 **Scramble net replacement on the multi-play unit**
To note the deposit payment issued to Outdoor Play People and to receive an update on the works.

5.10 **South West Rural Mobility Pilot funding application**: To receive an update on the application.

6. Approval of the minutes from previous committee
Minutes of the previous full Parish Council meeting
To approve the minutes of the Full Parish Council meeting held on 21st October 2025.

7. Alzheimer's day – 3rd December 2025
To consider the request from Cllr Elworthy to hold a fundraising event for Alzheimer's (which also coincides with National Elf Day) in Millbrook Tanyard**.**

8. Finance

8.1. **Bank balances and savings / investment account balances**
To note the balances in the Unity Trust bank accounts, petty cash tin, Nationwide Building Society and Public Sector deposit funds.

8.2 **Bank reconciliation reports:** To receive the bank reconciliation reports for October 2025.

8.3 **Monthly Finance report**: to receive the Parish Clerk / RFO's Finance Report.

8.4 **Friends of Millbrook:** To receive an update relating to funds received and expenditure on the planting of the flowerbeds in Millbrook.

8.5 **Advertising income for Millbrook Community Newsletter:** To receive a list of advertisers.

8.6 **Precept submission**: To receive the documents from Cornwall Council and to consider approval of submitting a request to Cornwall Council that Millbrook Parish Council's precept submission is submitted after the January 2026 meeting.

8.7 **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). Reported figures exclude nominal petty cash expenses and bank charges. 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). Funded = Covered by grants / donations.

(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 £
BDO LLP	External Audit 2024-25	84.5, 21/09	756.00
EDF	Electric supply DD – EV Charge Point	S.I	268.85
Millbrook Preschool	Donation towards pushchair and fundraising event costs	103.1, 21/10	500.00
Millbrook Waste Management	Removal of the tractor play park equipment	C.D.A.	250.00
Permaculture Kernow	Water butts / watering can and the hire of a power barrow.	103.2, 21/10	500.00
The Peninsula Trust	Costs towards the Post Office and Micro Library in the Rame Centre.	103.3, 21/10	1,410.00
Octopus Energy	Security deposit – energy supply for Electric		

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	Vehicle Charge Points.	102, 21/10	269.00
Outdoor Play People	50% deposit towards the replacement of Scramble nets on the multi-play unit.	105.2, 21/10	2,928.00
Seadog IT	Website hosting	39, 18/06	42.00
Council staff, HMRC and NEST	Staffing costs – October 2025 P.A.Y.E, Staff pension and staff pay	S.I.	7,136.82
	TOTAL		**14,060.67**

(ii) Payments to be processed

Payee	**Details**	**Minute / Ref**	**Amount £**
1 Less Worry	Payroll service provider fee – monthly charge	164.6, 18/02	45.17
Cormac	Inspection of tractor in the play park	C.D.A.	120.00
Cornwall Council	Parish recharges – election 2025 SLA Parking Enforcement – July 2024	S.I. 159.2, 20/02	3,621.75 46.64
EDF	Electric supply – EV Charge Point – final bill	S.I.	502.87
Enhanscapes	Grass cutting instalment – October 2025 (Previous invoice was overpaid by £535)	188.3, 18/03	168.00
Rabart Decorators	Paint for back of skatepark ramps	C.D.A.	30.17
TP Trees	Grass cutting in Millbrook Cemetery – 2 cuts in October 2025.	188.2, 18/03	288.00
	TOTAL		**4,822.60**

(iii) To approve payments of invoices presented in the meeting received after the agenda has been published.

9. Grant Funding requests

9.1 **Rame Peninsula Beach Care**: To consider a donation of £500 towards expenses / running costs involved in co-ordinating beach cleaning activities and related tasks.

9.2 **Rame Conservation Trust / Millbrook Chapel of Rest**: To consider the funding request of £2,353.50 towards the cost of repair works required for the Chapel of Rest building, as detailed on the application.

9.3 **Royal British Legion Poppy Appeal Fund:** To consider a donation. Since 2021 the Parish Council has had a policy of reusing the poppy wreath.

10. West Street Car Park

10.1 **Cornwall Council / New Parking Order**: To receive an update on communication from Cornwall Council regarding the Parking Order.

10.2 **Parking Apps and online payment services for West Street Car Park**: To receive the report detailing options and fees and to consider the provider for parking apps and online payments for West Street Car Park.

10.3 **Charging times for West Street car park**: To receive the communication from a resident car park permit holder and to consider amending the car park permit fee times.

11. Policies and procedures

Use of Council land: To review and consider any amendments to the policy.

12. Water of Tamar Licence to Assign to Millbrook Lake Mooring Association from The Millbrook Parish Council (MLMA)

To receive communication from MLMA and the Duchy of Cornwall and to consider the request from the MLMA that the Council continues to receive any post addressed the MLMA.

13. Training

To receive an update from Cllr Reilly on training courses – boosting your Councils identity, engaging more effectively with young people and communicating with your community.

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14. Correspondence / matters to note updates from the Parish Clerk, updates from Parish Councillors and to receive items for consideration at future meetings.

14.1 **Millbrook Village Hall:** Update from Cllr S Lewis

14.2 **Rame Cluster meeting:** Update from Cllr S Lewis

14.3 **Correspondence:** To receive a list of correspondence.

14.4 **Reporting:** To receive a list of issues reported to Cornwall Council / outside bodies

14.5 **Future meetings**: To put forward items for consideration at future meetings.

15. Closed session

15.1 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 be excluded from the meeting because of the confidential nature of the business to be transacted.

15.2 **'Tractor' in the play park:** To receive the inspection report from Cormac and an update on communication relating to the tractor and to agree next steps.

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