

Minutes of Millbrook Parish Council Full Council meeting 18th November 2025 at 7:30pm Venue: The Balcony Room, Millbrook Village Hall

Councillors Present: S Lewis (Chair of the Council), L George, A Lewis, F McBain, D Moorey, P Polák, F Reilly, S Woffenden, and H Wood.

In attendance: K Heald (Parish Clerk / RFO), CC Ewert and one member of the public

The Chair opened the meeting at 19:30hrs

111. Chair's welcome and announcements (A.I.1)

Community Highway Improvement Programme: By 31st December each Cornwall Area Partnership (CAP) member from Town and Parish Councils and Cornwall Councillors can submit one Expression of Interest for the scheme. The key exclusions are:

- Isolated on-street parking restrictions (e.g. yellow lines); such restrictions will only be considered as part of a wider scheme.
- Feasibility studies, for value for money reasons. However, options appraisals may be considered if they clearly define the issue and location.
- Residents parking schemes, due to their strategic nature and complexity.

The Traffic and Transport Working Group meeting notes will need to be reviewed.

Communication: Councillors were reminded that when conducting council business, they should not use their personal email address. Councillors should copy the Clerk in when sending any communication. The official office is Millbrook Village Hall. Councillors should not be using personal addresses, and the office telephone number should also be on correspondence.

Walk Wheel Cycle Trust (formerly Sustrans):

The WWCT is working with Cornwall Council and Torpoint Town Council to develop a Local Cycling and Walking Infrastructure Plan (LCWIP). Workshops are being held on;

20th November 2025 4.00pm to 6.30pm in Eliot Hall, St Germans

21st November 2025 4.30pm to 7:30pm in Millbrook Village Hall

22nd November 2025 10:00am to 2:00pm in Torpoint Library

Millbrook Parish Council was late being informed about this. Posters have been printed information is on Facebook. The workshops will be information gathering.

Council newsletter

Cllr S Lewis gave a huge thank you to Cllr Reilly for all her hard work collating the newsletter and to everyone who has submitted articles. The newsletters are currently being printed and are due to be distributed over the coming weekend.

InPost at Millbrook Football Club

The main concrete platform is complete. Electrical works have been installed ready for connecting the locker unit. The Football Club is waiting for the concrete base to be installed in front of the main base unit to prevent any trip hazards and for the main locker unit to be installed. All the works are expected to be completed before Christmas.

St Johns Road drain issues

Thank you to the parishioners, CC Ewert and the Parish Clerk who reported the issues. Cllr S Lewis and a parishioner were out helping to clear the drains which were full of silt and have now been cleared.

112. To receive apologies for absence. (A.I.2)

Apologies received from Cllr E Woffenden and Cllr Turner.

- 113. 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.I.3)**
- a. Declarations of interests
 Cllr S Lewis and Cllr A Lewis declared an interest in agenda item 9.1, Minute 119.1, due to being the sister and wife of the contractor who works for the Rame Peninsula Beach Care.
 Cllr Elworthy declared an interest in agenda item 10.3, Minute 115.6, due to being a parent of one of the employees for Millbrook Preschool.
 Cllr McBain declared an interest in agenda item 10.3, Minute 120.3, due to being a resident permit holder.
- b. To consider members' requests for dispensation. None received.
- c. Declaration of gifts or hospitality with a value of over £50.00. None.
- 114. Public forum and Cornwall Councillor report / update. (A.I.4)**
CC Kate Ewert: Apologies received from CC Ewert, due to an unforeseen domestic emergency. Report circulated and available on the Parish Council website.
 Cllr S Lewis outlined the Standing Orders. The whole public forum should take no more than 30 minutes, and any member of public should speak for no more than three minutes.
Public forum: A parishioner attended the recent Rame Peninsula Public Transport Users Group (RPPTUG) meeting. Disappointment was expressed over the lack of attendance. In attendance were three senior people from Cornwall Council and two from the bus company, including the Managing Director. There is a lot of forward planning that goes into what the organisation does. Priorities will depend on the government's spending review but options being explored are a bus service to Derriford Hospital from this district. RPPTUG are aware that the quickest route is the 34 from the Cremyll Ferry.
- 115. Matters arising and updates from previous meeting / Parish Clerk's updates.**
- 115.1 **Traffic and transport costs** (Minute 97.2): Queries were raised regarding traffic and transport costs at the last meeting. A meeting has taken place with the parishioner to clarify the figures (the parishioner had quoted a figure of £34,000 for traffic and transport but this included figures spent by MPC of £18,876 and funds historically available to Millbrook Parish Council, when the Rame Peninsula Neighbourhood Plan was produced, but were drawn down by another parish).
 Cllr D Moorey led the discussion for the next agenda item.
- 115.2 **Community Orchard Project** (Minute 80.5): The Council received a document detailing the apple testing completed by Cllr A Lewis. See appendix 1, page 3 As Permaculture Kernow were concerned they might have to field queries in the future Cllr A Lewis went ahead and arranged for the apple testing. The table includes comparisons with Food Standard Agency UK results for apples in supermarkets. Cllr Elworthy added the existing orchard is on more hardcore and proposed the Council regularly tests the fruit and this is incorporated in the budget. The Clerk noted Cllr Elworthy's feedback as a recommendation
 Cllr S Lewis continued chairing the meeting.
- 115.3 **West Street Car Park fees** (Minute 100): The Council noted communication received from Cornwall Council and a member of public (covered under agenda item 10)
- 115.4 **Grant, donations and community support** (Minute 101.6): The Council received an updated funding report which included amendments raised in the last meeting and funding issued since the last meeting.
- 115.5 **Utility costs – EV Charge Point and Public Toilets** (Minute 102): The Council noted that 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.
- 19:50hrs Councillor Elworthy vacated the meeting.
- 115.6 **Millbrook Preschool – grant funding** (Minute 103.1): The Council received an email from Millbrook Preschool's Manager thanking the Council for the kind offer of the grant towards a planned Christmas event. The preschool has decided to postpone the event, due to lack of

bookings and the sheer volume of other events in the lead up to Christmas. Millbrook Preschool are planning to hold an Easter Fair in March. Following approval at the last Council meeting funds of £500 have been released. The Council was asked to consider reallocating the funds already released towards an ted towards Easter Event.

Cllr Wood proposed and Cllr Clark seconded that the funds are reallocated towards an Easter event. Motion not carried.

The Council **resolved** that, due to possible conflicts a proposed future event and unknown event costs, Millbrook Preschool purchases the pushchair (funds up to £250) and reimburses the Parish Council with the balance. Millbrook Preschool can reapply for an Easter Event fundraising costs nearer the time. Proposed Cllr S Woffenden. Seconded Cllr Reilly.

Agreed with one abstention.

19:50hrs Cllr Elworthy returned to the meeting.

115.7 **Removal of the poplar in the Tractor Park:** The Council received an update from the Clerk on communication regarding the poplar tree. The Clerk informed the Council she had had conversations with Cormac's Arboriculture Works Supervisor regarding recommended options for works on the poplar tree. The tree survey completed in February 2025 highlighted the tree is not suitable for bat habitat. Cllr Elworthy had also completed investigations.

As quotations had not been received, the Council agreed further consideration on the works be deferred until the next meeting.

115.8 **Specification for works on the play park equipment in the tractor park**

The Council **resolved** 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 and that a deadline for submissions is 11th January 2026.

Proposed Cllr S Lewis. Seconded Cllr Wood. Agreed unanimously. .

115.9 **Scramble net replacement on the multi-play unit**

Cllr S Lewis noted the deposit payment issued to Outdoor Play People and to receive an update on the works. Outdoor Play People have been out to the site to measure up. The nets are currently being manufactured. The installation is expected to take place before Christmas.

115.10 **South West Rural Mobility Pilot funding application:** The Council noted the funding application to support a pilot project for the Anderton bus route was unsuccessful. Cllr S Lewis thanked Cllr Elworthy for submitting the application.

20:04hrs Cllr Elworthy vacated the meeting

116. **Alzheimer's day – 3rd December 2025 (A.I.7)**

The Council **resolved** to approve the request from Cllr Elworthy to hold a fundraising event for Alzheimer's (which also coincides with National Elf Day) in Millbrook Tanyard.

Proposed Cllr Wood. Seconded Cllr Lewis. Unanimous.

20:05 Cllr Elworthy returned to the meeting.

117. **Approval of the Full Parish Council meeting held on 21st October 2025 (A.I.6)**

The initial draft minutes had been amended to make it clearer that the Parish Council is aware a statutory consultation will need to be completed before car park fees are amended. The Council resolved that the minutes of the Parish Council meeting held on 21st October 2025, are approved as a true and accurate record of the meeting.

Proposed Cllr S Lewis. Seconded Cllr Wood. Agreed by all present in said meeting.

118. **Finance (A.I.8)**

1181. **Bank balances and savings / investment account balances**

The Council noted the balances in the Unity Trust bank accounts, petty cash tin, Nationwide Building Society and Public Sector deposit funds.

Petty cash funds	=	£	96.11
Unity Trust bank accounts	=	£	99,316.81

Nationwide Building Society = £55,872.02
CCLA / Public Sector Deposit funds = £50,000.00

- 118.2 **Bank reconciliation reports:** The Council received the bank reconciliation reports for October 2025.
- 118.3 **Monthly Finance report:** The Council received the Parish Clerk / RFO's Finance Report.
- 118.4 **Friends of Millbrook:** The Council received an update relating to funds received and expenditure on the planting of the flowerbeds in Millbrook. See appendix 2.
Cllr McBain said the last Friends of Millbrook turnout was disappointing as it was very poorly attended. The group will be meeting again next year. Cllr Reilly added there is information in the newsletter.
- 118.5 **Advertising income for Millbrook Community Newsletter:** The Clerk informed the Council £1,116.67 income (ex V.A.T.) has been received from advertising. The cost of the newsletter will be £1,350 making the overall cost approximately £230.
- 118.6 **Precept submission:** The Council received the documents from Cornwall Council and resolved to submit a request to Cornwall Council that Millbrook Parish Council's precept submission is submitted after the January 2026 meeting.
Proposed Cllr Lewis. Seconded Cllr Elworthy. Agreed unanimously.
- 118.7 **Monthly payments:** The Council was presented with a list of payments to note made since the last meeting (which were not included on the previous agenda) and payments for approval. Cllr S Lewis noted additional, not included on the agenda for Create Signs, Enhanscapes, GB Sport and Leisure and Print Options. The Clerk added contractual payments such as Enhanscapes and Jan Moore will need to be paid next month.
The Council **resolved** to approve the payments as presented.
- i. payments made since the last meeting which were not included on the payment listing from the previous meeting = £14,060.67
 - ii. payments to be processed (included on the agenda) = £ 4,822.60
 - iii. payments presented in the meeting to be processed = £ 480.60
- Proposed Cllr S Lewis. Seconded Cllr Wood. Unanimous.

20:11hrs Cllr S Lewis and Cllr A Lewis vacated the meeting

Meeting chaired by Cllr Moorey

119. Grant Funding requests (A.I.9)

- 119.1 **Rame Peninsula Beach Care:** The Council considered the request for a donation of £500 towards expenses / running costs involved in co-ordinating beach cleaning activities and related tasks. Whilst the Council applauds the efforts of the organisation, due to the healthy bank balance of the organisation and part of the expenditure in the application covers wages/costs, and the Parish Council will have a lot of ongoing costs, which include the play park, the Council **resolved** not to support the application this year. Proposed Cllr Elworthy. Seconded Cllr Reilly. Agreed with two abstentions and one Councillor voting against the proposal.

20:18hrs Cllr S Lewis and Cllr A Lewis returned to the meeting.

Cllr S Lewis resumed chairing the meeting.

- 119.2 **Rame Conservation Trust / Millbrook Chapel of Rest:** The Council considered 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. Due to the following concerns the Council **resolved** not to offer funding support for this particular application:

- More information required on the wood treatment required.
- The Council was not aware of any evidence in trying to raise additional income.
- Millbrook Parish Council has been asked to cover all the costs for this particular project and the Councillors were not aware of any evidence of matched funding
- No evidence was provided on fundraising towards the project.
- It is a listed building and there does not appear to be a business plan in place.
- Concerns were raised whether ongoing costs, such as a damp proof flooring, had been considered.

Application approved. Proposed Cllr Elworthy. Seconded Cllr McBain. Two abstentions.

- 119.3 **Royal British Legion Poppy Appeal Fund:** The Council resolved to approve a donation of £50.00 towards the Poppy Appeal Fund. Since 2021 the Parish Council has had a policy of reusing the poppy wreath. Proposed Cllr S Lewis. Seconded Cllr Elworthy. One abstention.
- 120. West Street Car Park (A.I.10)**
- 120.1 **Cornwall Council / New Parking Order:** The Clerk circulated communication from Cornwall Council regarding a new parking order. Cornwall Council's Asset & Technical Manager can review the draft order and deal with out the necessary consents from Cornwall Council and Highway Authority prior to statutory consultation. The signage currently states Millbrook Car Park. This could lead to confusion as there are other car parks in Millbrook. The Clerk recommended that permits, signage and the car park order all state West Street Car Park, Millbrook.
- 120.2 **Parking Apps and online payment services for West Street Car Park:** A report was presented to the Council detailing options and fees from providers of parking apps and online payments for West Street Car Park. The Clerk recommended a combination of JustPark as a parking app and BuzzPay as an online website payment facility. These two combinations are used across a range of Cornwall Council owned car parks. The Council resolved to accept the recommendations from the Clerk. Proposed Cllr S Lewis. Seconded Cllr Moorey. Unanimous.
- 20:31 Cllr McBain vacated the meeting.
- 120.3 **Charging times for West Street car park:** The Council received communication from a resident car park permit holder expressing concern that permit holders are frequently unable to find car park spaces in West Street Car Park. The parishioner recommended changing the car park fee paying times. The Council **resolved** to include in the new draft car park order an amendment to the fee-paying times so that car park users pay from 8am to 8pm. Proposed Cllr Elworthy. Seconded Cllr A Lewis. Unanimous. It was noted there are currently 67 spaces but 63 permit holders. To be reviewed at future meetings: A few years ago, the Council proposed taking over the green space between the car park and West Street Play area. At the time, due to policy on retaining the green space Cornwall Council declined the proposal. The Council discussed the options of contacting Cornwall Council to revisit this proposal, thereby creating an additional seven spaces. Since approaching Cornwall Council the EV Charge Points have been installed, taking up two spaces. Additionally, the demographics have changed where more children remain living at home for longer. Cllr Moorey suggested contacting local landowners. Cllr S Woffenden discussed safety in West Street car park and how a clear footpath from the bridge to the playground would help parents with small children.
- 20:40 Cllr McBain returned to the meeting.
- 121. Policies and procedures (A.I.11)**
- Use of Council land:** The Council reviewed the policy and **resolved** to amend the policy stating in certain situations, such small fundraising events to the Clerk in consultation with the Chair and Vice Chair will consider requests for use of council land. Such requests will be updated under Chair's announcements at the following meeting. Proposed Cllr Reilly. Seconded Cllr Elworthy. Unanimous.
- 122. Water of Tamar Licence to Assign to Millbrook Lake Mooring Association from The Millbrook Parish Council (MLMA)**
- The Council received communication from MLMA and the Duchy of Cornwall and resolved to approve the request from the MLMA that the Council continues to receive any post addressed to the MLMA. The assignment of lease agreement will need to be signed. Cllr Elworthy requested the Council writes to MLMA congratulating them on their achievements.

123. Training

Cllr Reilly updated the Councillors on recent Breakthrough training courses - 'Boosting your Councils identity, engaging more effectively with young people and communicating with your community.' Cllr Reilly was pleased to report that Millbrook Parish Council is already doing many of the recommended communication strategies such as newsletters and engagement events. The course included tips on managing crisis situations. Cllr Wood recommended a review of the Emergency Plan. Cllr S Lewis responded that is in hand.

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

- 124.1 **Millbrook Village Hall:** Cllr S Lewis attended a recent meeting. The electrician will be installing a box ready for the Christmas lighting for the hall. Arrangements had been made for the carpets to be cleaned.
- 124.2 **Rame Cluster meeting:** Update previous circulated from Cllr S Lewis
The discussions points included;
- Police updates
 - The Highway Improvement Scheme
 - A study of the A374 aiming to make the road safer. Recommendations will be published.
 - Parish issues included pedestrian safety issues in Sheviock, Maker with Rame hosting a flooding workshop, Torpoint Neighbourhood Plan Development referendum took place on 30th October 2025.
 - A discussion over whether there is the appetite to revisit the Rame Neighbourhood Development Plan (NDP) See note below ¹. It was felt that Cornwall Council ignores the plan except for the Primary Residence Policy. The Cornwall Local Plan is up for renewal, and it was felt we need to push for the Primary Residence Policy to be part of this. It was agreed to not revisit the current NDP.
- 124.3 **Correspondence:** The Council received a list of correspondence.
- 124.4 **Reporting:** The Council noted receipt of the document detailing issues reported to Cornwall Council / outside bodies.
- 124.5 **Future meetings:** Agenda item relating to the use of green space and signage by the West Street Play Park.

125. Closed session

- 125.1 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.
There were no members of the public present.
- 125.2 **'Tractor' in the play park:**
The Council received the inspection report and new communication relating to the tractor. **Resolved:** to issue communications to both contractors in the partnership to ensure clarity relating to the tractor.
Proposed Cllr Elworthy. Seconded Cllr S Lewis. Unanimous.

¹ Rame Peninsula Neighbourhood Development Plan – New housing / Primary Residency Policy: Planning permission for new dwellings (excluding replacement dwellings), within the Rame Peninsula NDP area, will only be permitted where they are to be occupied as a principal residence.

Appendix 1: Agenda item 5.2, Minute 115.2

Contaminants in Apples from Millbrook Park

All units mg/kg (same as ppm)

Contaminant	Max limit in fruit according to EU law	Concentration in fruit from Millbrook Park	Comparison	Concentration in supermarket fruit (FSA UK)
Lead	0.010	<0.005	Less than half EU limit	0.001 to 0.049
Cadmium	0.020	<0.001	Less than 1/20 EU limit	0.0005 to 0.014
Arsenic	0.020 (in juices)	0.004	1/5 of EU limit	In SW, 0.001 to 0.0067
Mercury	Not given	<0.005	1/200 of EU limit for fish	

EU limits from website: [Regulation - 2023/915 - EN - EUR-Lex](#)

FSA is the UK food standards agency.

The UK maximum levels are higher than EU limits: 0.1 for lead and 0.05 for cadmium in fruit:

www.legislation.gov.uk

In the UK, there are only max levels given for arsenic in rice and for mercury in fish. (Arsenic is significantly higher in rice and mercury is significantly higher in fish than in other foodstuffs.)

Appendix 2: Agenda item 8.5, Minute 118.4

Friends of Millbrook (formerly V.E.T.s)		£	£
02/09/2025	Anonymous donation		1,000.00
11/09/2025	Quay Garage	Sponsorship	50.00
22/09/2025	Ivor Allen Builders	Sponsorship	50.00
22/10/2025	Cornish Pod	Sponsorship	50.00
29/10/2025	Combined Logistics (1)	Sponsorship	50.00
05/11/2025	Millbrook Waste Management	Sponsorship	50.00
10/11/2025	Devon and Cornwall Inn	Sponsorship	50.00
11/11/2025	Kernow Cars	Sponsorship	50.00
			<u>350.00</u>
Less expenditure (ex V.A.T.)			
11/09/2025	B & M Stores	Compost	30.18
18/09/2025	Trago	Paints & Fertiliser	118.66
18/09/2025	Rabart	Paint	27.80
18/09/2025	Rabart Paint	Paint	105.00
05/11/2025	B & Q	Plants	26.50
			<u>-308.14</u>
			<u>1,041.86</u>
Payment outstanding			
Combined Logistics sponsorship (2)			

Appendix : Agenda item 8.5, Minute 118.4

Where applicable, amounts include V.A.T. Reported figures exclude nominal petty cash expenses and bank charges. 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 Christmas 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 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, MRC 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

- (ii) Payments to be processed (received after distribution of agenda and supporting documents)

Payee	Details	Minute / Ref	Amount £
Create Signs	Millbrook Waste Management flowerboat sponsor sign	C.D.A.	16.80
Enhanscapes	To clear the boundary area behind the tennis courts to 2.5m and dead hedge the green waste.	104.2, 21/10	180.00
GB Sport & Leisure	SafaGrass Mat	C.D.A.	268.80
Print Options	Christmas and Walk Wheel Cycle posters	C.D.A.	15.00
	TOTAL		480.60