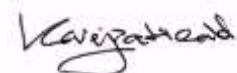


14TH January 2026

Members of Millbrook Parish Council

Notice is hereby given that a meeting of Millbrook Parish Council will be held on 20th January 2026 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
20th January 2026 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.**
 - 4.1 **Public forum:** 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).
 - 4.2 **Cornwall Council report / update:** To receive the November and December reports and any further verbal updates from CC Kate Ewert.
5. **Matters arising and updates from previous meeting / Parish Clerk's updates.**
 - 5.1 **Millbrook Preschool – grant funding:** To note the receipt of £334.01 (for the postponed fundraising event) reimbursed from Millbrook Preschool and the purchase of the double pushchair. (Minute 115.6, 18/11/2025)
 - 5.2 **Removal of the poplar in the Tractor Park:** To review the quotation(s) for works on the poplar tree. (Minute 115.7, 18/11/2025)
 - 5.3 **Millbrook Tractor Park works:** To receive and consider the quotations as detailed on the specification October and November meetings (Minute 105.1, 21/10/2025 and Minute 115.8, 18/11/2025).
6. **Millbrook Football Club**
 - 6.1 **Boundary proposal:** To consider the proposal to from the committee and management of Millbrook Football Club relating a proportion of the hedgerow by the lakeside bar of Millbrook Football Club and to agree any associated costs.
 - 6.2 **South West Water's use of Millbrook Football Club's car park:** To receive an update on communication from South West Water's Local Government Affairs Officer and to agree next steps.

7. Traffic and Transport

Traffic sensors at Dodbrook / the bottom of Hounster Hill: Update on communication from Cornwall Council.

8. Approval of the minutes from previous meeting

8.1 **Minutes of the Parish Council meeting 19th August 2025:** To revisit the approved minutes and approve the Parish Councillor attendance list.

8.2 Minutes of the previous full Parish Council meeting

To approve the minutes of the Full Parish Council meeting held on 18th November 2025.

8.3 Minutes of the previous Planning Committee meeting

To approve the minutes of the Planning Committee meeting held on 13th January 2026.

8.4 Minutes of the previous Finance Committee meeting

To approve the minutes of the Finance Committee meeting held on 12th January 2026

9. Finance

9.1. 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.

9.2 **Bank reconciliation reports:** To receive the bank reconciliation reports for November and December 2025.

9.3 **Monthly payments:** To note payments made since the last meeting and to approve the payments as presented by the Clerk. Any additional payments, which are not included on the agenda may be presented in the meeting to 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). **Payments processed in November and December, to include Standing Items, payments under delegated authority and payments e list below includes payments which fall under Financial Regulation 6.8 (any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk / RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.**

Payee	Details	Minute / Ref	Amount £
1 Less Worry	Payroll service provider – monthly charge November and December 2025	164.6, 18/02 164.6, 18/02	45.17 45.17
Amazon / Cllr Reilly	Ping Pong balls for raffle	106.2, 21/10	15.29
Amazon / J Bennetts	Desktop mouse for Admin Support Officer	C.D.A	25.47
British Telecom	Telephone and broadband: November 2025 to January 2026	S.I.	210.92
Cornwall ALC	Code of Training – Cllr B Clark	C.D.A.	30.00
	Breakthrough training (October) Cllr F Reilly	C.D.A.	84.00
	Breakthrough training (November) Cllr F Reilly	C.D.A.	126.00
Cornwall Council	CEO provision – November 2025	C.D.A.	115.50
Drew Memorials	Replacement memorial plaque. Recharged to Enhanscapes	C.D.A.	35.00
EDF	Electric bill – EV ChargePoint	S.I.	502.87
Enhanscapes	Ground maintenance – November 2025	188.3, 18/03	703.00
Google Cloud	Google Workspace	S.I.	1345.20
Grade 1 Internet Solutions	Millbrook-pc.gov.uk domain	C.D.A. / S.I.	102.00
N Hall	Reimburse overpayment for car park permit	C.D.A.	10.00

HM Land Registry	Title deeds for Millbrook Snooker Hall	S.I.	18.00
HMRC	V.A.T. repay	S.I.	211.51
Octopus Energy	Direct Debit payment EV Charge Point	S.I.	173.22
Online Playgrounds (Fenland Leisure)	Wetpour repair kit (for underneath the removed tractor in the play park)	C.D.A.	11640
Pod Point	EV ChargePoint Admin Fee October 2025	S.I.	8.89
	EV ChargePoint Admin Fee November 2025	S.I.	7.52
Premier Stores	Love 2 Shop vouchers / cash – Reimburse Cllr S Lewis	106.2, 21/10	185.00
Print Options	1100 x 44pg A5 newsletters	53, 15/07	1,350.00
Sacred Healing	Reimburse hall rent paid to MPC in error	C.D.A.	132.60
Seadog IT	Website hosting –	39, 18/06	42.00
Source for Business	Water bill for public toilets	S.I.	214.46
Switched On Electrical	Supply and fit new time clock to Tanyard Christmas lighting	C.D.A.	40.00
Council staff, HMRC and NEST	Staffing costs – November 2025	S.I.	7,147.92
	Staffing costs – December 2025	S.I.	7,117.66
	P.A.Y.E, Staff pension and staff pay		
	TOTAL		31,684.37

(i). Payments made in January (Standing Items, payments under delegated authority and pre-approved items of expenditure)

Payee	Details	Minute / Ref	Amount £
Office Furniture Online	Admin Support Officer's Office Chair	127.1, 19/11	165.60
SLCC	Parish Clerk's membership fee	S.I.	379.00
	TOTAL		544.60

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
1 Less Worry	Payroll service – monthly fee	164.6, 18/02	45.17
Millbrook Village Hall	Full Parish Council meetings Committees and working group meetings	S.I.	235.00
	MPC's Internal Auditors use of the attic room	S.I.	560.50
Jan Moore	Public toilet cleaning contractor September 2025	S.I.	300.00
	October 2025	S.I.	310.00
	November 2025	S.I.	310.00
	December 2025	S.I.	260.00
Octopus	Electric costs: EV ChargePoint	S.I.	234.88
Pod Point	Admin fees: December 2025	S.I.	9.53
Screwfix	Postfix and safety boots	C.D.A.	54.98
South West Water	Public toilets water bill 8 th October 2025 to 5 January 2026	S.I.	181.52
	TOTAL		2,501.58

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

Payee	Details	Minute / Ref	Amount £
Dale Blackler	Fixing post to cemetery gate – works to be Completed next week (to be paid once works Verified)	C.D.A.	200.00
Debbie Carne	To fix the Admin Support Officers laptop	C.D.A.	45.00
Enhanscapes			
Peake U	Emptying sanitary and nappy bins in public toilets	S.I	285.74

- 9.4 **Millbrook Public toilets:** To approve an increase for the charges of the Parish Council’s public toilet cleaning contract.
Note: subject to the discussion the Parish Council may decide to close the meeting for the public for this agenda item and pass a resolution that 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. The meeting will then be reopened for agenda item 8.6.
- 9.5 **To receive the reports produced by the Clerk / RFO, submitted to the Finance Committee and to consider the Finance Committees’ recommendations:**
- (i) **To receive the Clerk’s Finance Report, which includes actions discussed in the Finance Committee meeting**
- (ii) **Budget for 2025-26:** To consider approval of the Parish Council budget as presented.
- (iii) **Precept submission:** To approve the precept submission of £138,322, as recommended by the Finance Committee.
- 9.6 **Appointment of the Internal auditor:** To approve the appointment of Julie Snooks as the Councillors Internal Auditor for 2025-26.
- 10. Grant Funding requests**
- 10.1 **Black Prince Flowerboat Festival Committee:** To review the application and consider a donation of £1,000 towards insurance event costs for the Black Prince May Day event.
- 10.2 **Rame Better Birth:** To review application and consider a donation of £700 to cover the costs of (a) £200 for room hire, staffing costs and promotion of a family-friendly community event (b) £200 towards replacement of the organisations stock of toys (c) £300 for restock of essential parent support packs (including nappies, wipes and basic care materials).
- 11 Community Right to Bid application - The Devon and Cornwall Inn, West Street, Millbrook.**
To receive the correspondence from Cornwall Council noting Millbrook Parish Council’s application has not been accepted for inclusion in the Council’s list of assets of community value and agree any further action.
- 12 Permaculture Kernow**
- 12.2 **Memorial trees in the Community Orchard:** Does the Parish Council agree for Permaculture Kernow to be point of contact for the newly planting orchard trees to be dedicated as potential memorial trees, for a donation.
- 12.2 **Tree planting:** To consider approval of the revised plans from Permaculture Kernow.
- 13 West Street Car Park parking provision**
- 13.1 **Electric Vehicle Charge Point Tariffs:** To receive an update on communication disputing the tariffs rates and to consider a review of the tariff options.
- 13.2 **Variation in parking charges for larger vehicles:** To consider a change in the charging for motorhomes parked in West Street Car Park.
- 13.3 **Vehicle restrictions:** To consider whether to implement any vehicle restrictions in West Street Car Park.

- 13.4 **Parking provision:** To receive an update on communication with local landowners and Cornwall Council and potential stops to address maximising parking provision in village.
- 14 **Defibrillator locations:** To receive an update on communication with the businesses and landlords / owners of Gallows Park and Millbrook Business Park and to agree next steps.
- 15 **Policies and procedures – To review and approve the policies listed below**
- 15.1 MPC Reserve policy
- 15.2 MPC Investment policy
- 15.3 MPC Statement of Internal Control
- 15.4 MPC Climate and Environment Terms of Reference
- 16 **Minute book binding**
To consider the quotation of £80 for book binding the Parish Council minutes.
- 17 **Climate and Environment**
To receive the meeting notes / an update from the Council's Climate and Environment Working Group
- 18 **Consultations**
- 18.1 **Cornwall Council's Consultation PSPO Renewal (Alcohol Consumption in Public Places) 2026**
To consider submitting a comment from the Parish Council
- 18.2 **Cornwall Council's 2026 Off-Street Parking Places Order**
To consider submitting a comment from the Parish Council
- 19 **Correspondence / matters to note updates from the Parish Clerk, updates from Parish Councillors and to receive items for consideration at future meetings.**
- 19.1 **Millbrook Village Hall:** Update from Cllr S Lewis
- 19.2 **Correspondence:** To receive a list of correspondence.
- 19.3 **Reporting:** To receive a list of issues reported to Cornwall Council / outside bodies
- 19.4 **Future meetings:** To put forward items for consideration at future meetings.