

# *Maker with Rame Parish Council*



***Draft minutes of the Parish Council meeting held at 7pm on Monday 18th Oct 2021 at Maker with Rame Community Hall.***

**Those present:** Cllrs Weale (Chairman), Kidd (Vice Chairman), Murray, Sutcliffe, Ferguson, and Lingard.

**In attendance:** C Allen (Acting Parish Clerk), Carolyn May and 7 members of the public.

**297.21 Apologies** accepted from Cllrs. Fox, Green, Ireland and Newcombe and County Cllr Ewert.

## **298.21 Declarations of interest.**

Cllr Lingard declared an interest in respect of PA21/06748 (Sandways).

Cllrs Kidd and Weale are members of the Christmas Lights group.

## **299.21 Chairman's Report**

The Chairman introduced Carolyn May, who has been appointed to the position of Clerk/ RFO for the Parish Council. Caroline Allen (Locum Clerk) will remain in post on reduced hours until the end of December 2021.

The Chairman welcomed Mr Nick Condon, who will take up his seat on 25<sup>th</sup> on the Parish Council.

Congratulations were extended to Cllrs. Ferguson and Green upon the completion of the 'Green Guide.'

The Chairman's thanks were also extended to Councillors and members of the community who help to tidy the war memorial site at Cawsand, and who assisted at the Remembrance services over the weekend.

An update was provided to the meeting in respect of the work that has been undertaken to resolve the backlog of issues inherited by the Parish Council. The Council has engaged in discussions with HMRC, in relation to an outstanding tax return. The final invoice of £816.00 has now been received and is listed on the payment schedule to be agreed during the meeting.

The Freedom of Information matters have now been addressed and the Parish Council is now awaiting a response from the Information Commissioner, in respect of the same. The Chairman felt that, from the Council's perspective, we are now close to resolution but suspected that the body would receive a 'Letter of Guidance,' relating to how the work was managed. If such a letter is received, the Chairman will ensure that the content is passed on to other Councils, to share the lessons learned. The content will also be forwarded to the Cornwall Council Monitoring Officer.

The cost of the legacy issues to the Parish Council has been substantial, circa £3,000, with the Locum Clerk having expended 160 hours in overtime, to address the same. That figure that may rise before all the matters are concluded. However, the process has provided the Council with a good evidence base with which it can move on.

The Chairman extended his thanks to Caroline Allen (Locum Clerk) who had undertaken the work that had enabled the Parish Council to reach the point at which it now stands.

The Chairman concluded his report by stating that during the extant meeting, he would be focussing on the 2022/23 Precept going forward, the monies held, in the bank by the Parish Council and how the Committees may wish to spend those monies on projects. He stressed that the Parish Council would not be expending huge sums, nor would it be extravagant.

### **300.21 Public Forum**

#### **300.21 First Responders**

Mr Chris Gaulton from the First Responders Group addressed the meeting in respect of the work carried out by that group, within both the local and wider community. He detailed the growing demand for the First Responder Service, and the difficulties that the volunteers are experiencing.

He also outlined the different categories of incidents which are attended.

There were two matters that Mr Gaulton wished to raise with the Parish Council.

- Members were advised that the group has lost four members and is now seeking to recruit new volunteers, Mr Gaulton requested that the Parish Council assist in with this task by publicising the service and emphasising its need to recruit new people to train as First Responders. At present the group is operating with four volunteers, however, eight would be ideal.
- The running costs for the First Responders service average £1,000 per annum. However, at the rate that the group is currently operating, it is likely that the stated sum will increase. Mr Gaulton emphasised that, due to the pandemic, the organisation had been unable to fundraise in the usual manner (i.e., coffee mornings). He requested that Members consider donating to the organisation, to assist with the constant operating costs. No sponsorship funding is received by the group.

The Chairman asked what the geographical boundary of the service was.

Mr Gaulton responded by stated that, in theory, the service covers PL10 and PL11, although they do attend matters in places, such as, St German's and Saltash.

The Chairman suggested that the Clerk could research collaborating with other Councils in the area to look at funding for the whole peninsula. He suggested that the way forward would be for the Clerk to discuss the matter with Cornwall Councillor Kate Ewert and co-ordinating the responses from the seven peninsula parishes through her. Alternatively, it may be advantageous to ask Cllr Ewert to speak with Mr Gaulton.

#### **300.21 b Freedom of Information**

Mr. Steenhagen spoke about his Freedom of Information matter. The Chairman, at that juncture, stated that the Parish Council had now answered the questions raised as best it could and that the Parish Council had moved on. The action now resides with the Information Commissioner to revert to the Parish Council. The Chairman requested that, unless a new FOI request is to be received, the speaker kept his address short.

Mr. Steenhagen stated that the situation represented a regrettable episode in the history of the Parish Council and stated that he would like to have drawn a line under the matter many months ago.

The Chairman thanked Mr Steenhagen , adding that the sooner the ICO communicated his findings to us, the sooner the Parish Council could move on.

Cllr Lingard asked if there was to be a line drawn under the social media campaign also.

**300.21 c** Mrs Young thanked the Parish Council members for their hard work and stated it as appreciated by the local community.

### **301.21 Approval of Meeting Minutes for 18<sup>th</sup> October 2021**

**Proposed** by Cllr Kidd, **seconded** by Cllr Sutcliffe. Unanimously approved.

### **302.21 Generic Policy Issues**

#### **302.21a Update on IT Support**

The Locum Clerk reported that all Members, except for Cllr Newcombe, now had their Parish Council email address. Once all Members have returned the necessary information, the Locum Clerk will forward an email to every Member, containing the email contact of the others.

#### **302.21b Grant Application Policy was reviewed by Members**

It was agreed that this is a process that must be adopted by the Parish Council. Two amendments to the document were agreed. **Action:** Clerk to amend the Grant forms accordingly and distribute to First responders, Pigshill CIC and Rame Transport Group.

#### **302.21 c Freedom of Information** – Already discussed at 300.21b .

The Locum Clerk advised the meeting that there had been an additional FOI Request received from Mr Fishleigh (relating to the Sandways chalet licence), which had been replied to within the requisite time frame. Correspondence was subsequently received from Mr Fishleigh, indicating that he was satisfied with the Parish Council's response. The matter is now closed.

**302.21 d Data Protection** - Carolyn May, as the Clerk, has registered as the Data Protection Officer for the Parish Council.

### **303.21 Finance and Economy:** Lead Cllr. Weale

#### **303.21 Principles Discussion**

The Chairman commenced the Precept discussion, referring to the four principles set out in the covering email, forwarded to Members.

1. Precept application is to support in year (IYR) expenditure necessary to sustain Maker with Rame Parish Council annual activity.
2. Sufficient general reserves to be retained to support and manage capital community projects. 50 % of precept.

3. Income generation and funds to be identified to support IYR community projects.
4. Appropriate audit trail and legislation is necessary to support all project funding.

The Chairman enquired about the purpose for the reserve, asked if 50% was sufficient. The Locum Clerk provided an example of a situation where the reserve may have to be utilised, adding that there is a need to assess potential risks when agreeing the reserve. The Chairman stated that despite the extensive costs that had been incurred over the past six months, in addressing the issues faced because of inherited issues, the Council had managed to stay within the budget sum set for 2021/22 (circa. £40,000 at present). He believed that the Council had faced the 'worst case scenario' and had managed to remain within the budget, therefore a reserve of 50% would be sufficient.

Cllr Ferguson asked if the principles would apply to every financial year from now on. Cllr. Weale confirmed that they would.

The Chairman stated that the Parish Council was not good at identifying 'income generating opportunities. Although there have been some activities that have generated income, during the summer the Parish Council experiences high demand on its resources, providing facilities for visitors (for example, public lavatories and water for visiting yachts). In future, the Parish Council should consider charging for these facilities as a means of generating income.

It was **proposed** by The Chairman, **seconded** by Cllr. Hunter and **RESOLVED** that the Parish Council would adopt the four principles. **UNANIMOUS. Carried**

### **303.21i – Approval of amendments to budget 2021/22 (including grant budgets)**

Members considered the budget documentation provided and it was approved by the full PC. See Management Report 303.21 vii.

### **303.21 ii – Approval of precept 2022/23**

Following discussions, it was agreed that the Parish Council's precept for should not be increased for the 2022/23 financial year.

It was **proposed** by The Chairman, **seconded** by Cllr. Hunter and **RESOLVED** and that the annual Precept sum would remain at £77,360 for the 2021/22 financial year. **UNANIMOUS. Carried.**

A provisional budget for 2022/223 was agreed by the full PC see Management report 303.21 vii.

**303.21 iii Asset Register** – not discussed.

**303.21 iv. Payments approved on 15/11/2021**

**Payments approved 15th Nov 2021**

31/10/2021	Lingard grass cutting Nov- March 22	103154	£1,665.00		£1,665.00
31/10/2021	Jenness grass cutting Nov-March 22	103153	£1,665.00		£1,665.00
31/10/2021	Zurich Insurance	103155	£63.01		£63.01
05/11/2021	Information commissioner	103157	£40.00		£40.00
05/11/2021	HMRC Visick May 8th 2021	103156	£816.57		£816.57
11/11/2021	Bulb	DD	£25.00		£25.00
30/11/2021	C Allen clerking Nov + Oct OT	103160	£1,648.69		£1,648.69
30/11/2021	G Tucker Nov 21* estimate		£600.00		£600.00
30/11/2021	HMRC Nov 21 Allen and May	103161	£1,248.44		£1,248.44
30/11/2021	C May clerking Nov estimate		£1,200.00		£1,200.00
15/11/2021	Foy- Air toilet supplies	103159	£28.90	£5.78	£23.12
15/11/2021	SSE Street lighting	103158	£259.20	£43.20	£216.00
	<b>TOTAL</b>		<b>£9,259.81</b>	<b>£48.98</b>	<b>£9,210.83</b>

**303.21 v Income** – The Locum Clerk advised the Members that the invoice for the LMP Payment had been submitted to Cornwall Council £1,031 and a Vat submission for £ 1444 has been made to HMRC. Awaiting payment.

**303.21 vi – Bank reconciliation approved by the full PC.**

<b>Bank Reconciliation 15th Nov 2021</b>			
Bank statement Current Account	02/11/2021	£118,431.26	
Bank statement Deposit Account	02/11/2021	£94,768.47	
Uncleared items		<b>-£3,258.51</b>	
Total funds		£209,941.22	
Adjusted current account		£115,172.75	

**303.21 vii – Management Report approved by the full PC.**

**Maker with Rame Parish Council  
RECEIPTS AND PAYMENTS 2021/22 as  
15/11/2021**

	<b>Actual 2021 / 22 YTD</b>	<b>Budget 2021 / 22</b>	<b>Full year Forecast 2021 / 22</b>	<b>Provisional Budget 2022/2023</b>
<b>Brought Forward</b>	<b>£166,506.87</b>	<b>£166,506.87</b>	<b>£166,506.87</b>	

<b>RECEIPTS</b>				
Precept	£77,360.00	£77,360.00	£77,360.00	£77,360.00
CTS Grant	£889.17	£889.17	£889.17	£889.17

Boat park	£2,758.36	£2,600.00	£2,825.00	£3,000.00
Toilet Donations	£33.50	£250.00	£250.00	
VAT refund	£1,930.99	£3,000.00	£4,000.00	£2,500.00
Rate refund	£2,749.50	£2,750.00	£2,750.00	
Electric refund	£1,049.06	£1,049.00	£1,049.00	
Mount Edgecumbe	£150.00	£300.00	£300.00	
Bank Interest	£4.72	£10.00	£10.00	
Lmp	£0.00	£1,031.00	£1,031.00	
Donation	£250.00	£0.00	£0.00	
Grant	£150.00	£0.00	£0.00	
<b>Total Income</b>	<b>£87,325.30</b>	<b>£89,239.17</b>	<b>£90,464.17</b>	<b>£83,749.17</b>
<b>PAYMENTS</b>				
VAT	£1,313.47	£1,500.00	£1,900.00	£2,500.00
Playground maintenance and repairs	£150.00	£500.00	£500.00	£500.00
Maintenance other incl bus shelter	£0.00	£1,000.00	£800.00	£1,000.00
Salaries	£12,089.88	£17,926.00	£25,000.00	£30,000.00
Nest pension	£148.32	£350.00	£1,350.00	£2,000.00
Hmrc employers NI	£1,094.33	£1,500.00	£2,200.00	£3,000.00
Admin exp incl Councillors incidental exp	£1,112.00	£2,600.00	£2,600.00	£3,000.00
Training/ Subscriptions	£849.61	£1,500.00	£1,500.00	£1,500.00
Grass Control	£9,016.00	£8,000.00	£10,516.00	£5,000.00
Memorial garden	£1,726.93	£1,650.00	£2,050.00	£500.00
Zoom	£35.97	£23.98	£35.97	
Community hall broadband	£0.00	£396.00	£396.00	£396.00
Rent for meetings	£250.00	£1,000.00	£1,000.00	£1,000.00
Post Office subsidy	£90.00	£360.00	£360.00	£360.00
Dog Warden+ bags	£59.07	£1,100.00	£1,200.00	£1,400.00
Ndp website	£16.67	£20.00	£20.00	£20.00
Misc Chairmans allowance	£44.52	£500.00	£500.00	£500.00
Audit fee	£738.00	£800.00	£800.00	£800.00
Grants Section 137	£0.00	£6,556.16	£6,556.16	£6,556.00
Ico	£0.00	£40.00	£40.00	£40.00
Ict licenses/ hosting fee etc Website	£1,494.01	£1,500.00	£2,000.00	£250.00
Toilet cleaning	£5,070.00	£7,500.00	£7,500.00	£10,000.00
Toilet supplies	£1,658.39	£2,000.00	£2,000.00	£3,000.00
Toilet lighting	£899.46	£776.05	£1,200.00	£2,000.00
Toilet water	£440.62	£1,200.00	£1,000.00	£1,200.00
Toilet rates	£1,374.75	£1,374.75	£1,374.75	
Toilet maintenance	£126.49	£250.00	£250.00	£250.00
Street lighting electric and maintenance	£1,183.05	£1,600.00	£2,000.00	£3,000.00
Street light upgrade to Led				£8,000.00

Signage	£529.00	£500.00	£600.00	
Swimming buoys	£290.00	£290.00	£290.00	£760.00
Boat park maintenance	£200.00	£200.00	£200.00	£200.00
Insurance	£1,073.84	£1,300.00	£1,300.00	£1,300.00
Election	£0.00	£2,500.00	£3,500.00	£7,000.00
Green guide		£1,500.00	£1,500.00	
HMRC May 21 Clerk Tax and NI	£816.57		£800.00	
Clocktower ladder repairs and upgrade clock			£200.00	£6,000.00
Repair and renew benches			£3,000.00	£2,000.00
Defibrillators		£2,800.00	£2,800.00	£2,000.00
Environment committee projects			£3,500.00	£5,000.00
Recreation and community projects			£5,000.00	£5,000.00
Public services committee projects			£2,200.00	£5,000.00
Bus shelter refurb				£2,000.00
New Website upgrade				£1,000.00
<b>Total Payments</b>	<b>£43,890.95</b>	<b>£72,612.94</b>	<b>£101,538.88</b>	<b>£125,032.00</b>
<b>Profit/ ( Loss)</b>	<b>£43,434.35</b>	<b>£16,626.23</b>	<b>-£11,074.71</b>	<b>-£41,282.83</b>
<b>Funds available 15/11/2021</b>	<b>£209,941.22</b>	<b>£183,133.10</b>	<b>£155,432.16</b>	<b>£114,149.33</b>

### 303.21 viii - Approve funding for Chairman's grant £ 500.

The Chairman is to speak with Sarah Mason at CALC, in order to determine the rules in relation to this matter.

Members **agreed** that the sum of £100.00, from Parish Funds, could be used for the Christmas Lights Event.

**303.21 ix. Proposal for grant funding from Pigshill and Clarrick woods – Action:** Clerk to amend grant application procedure and form.

**303.21 x. Proposal for grant funding from Rame Transport group – Action:** Clerk to amend grant application procedure and form.

**303.21 xi. Proposal for grant funding Peninsula Trust – Action:** Clerk to amend grant application procedure and form.

**304.21 Staffing:** Lead Cllr Weale.

There were no further matters to report under this heading.

**305.21 Planning, Traffic and Infrastructure:** Lead Cllr Sutcliffe

General update of issues, actions, and projects:

**305.21 I Planning applications.**

Update on PA21/06748 (Sandways) – the chalet owners are appealing the CC decision.

Update on PA21/06709 (Polhawn) – awaiting decision from CC.

Update on PA21/08413 (Friary Manor) – approved by CC.

Update on PA21/07201 (Evolving Places at Maker Heights) – awaiting decision from CC.

Review and approve comments PA20/08408 change of use Field 6717 to a graveyard extension – CC had denied an extension to allow the PC sufficient time to convene a meeting to discuss this application further.

Review and approve comments PA21/10055 Door at Maker Heights- this application was not seen to be contentious. Full PC agreed that this application should be approved. **Action:** Clerk to input decision onto CC Planning portal.

Cllr Lingard raised the matter of Planning Committee meetings, highlighting the problems faced by members, particularly where the given response time is short. The Chairman requested that Members of that Committee should address the matter, outside the meeting. He stressed the need for a fixed routine for such meetings to ensure that the deadlines set by Cornwall Council can be met. Cllr Kidd suggested that Cllr Kidd and Weale could be called in to deputise on the committee if necessary.

- 305.21ii. Victoria Park parking clearance** – The Clerk to contact the Land Registry, order to determine who owns the title to the land. Cllr Murray expressed concerns about the stability of the backwall and warned members about taking on the ownership of this land.
- 305.21 iii. Loading bay Fore St, Kingsand.**- not discussed
- 305.21 iv. Parish open meeting on housing and transport issues** - postponed due to sickness - to be rearranged at a later date.
- 305.21 v. Looe to Cremyll cycle way.** - not discussed.
- 305.21 vi. Mobile speed recording unit** – This unit will be located in the Parish during January and February 2022.
- 305.21 vii. Whitsand Bay chalets.** Mr Cade had raised concerns by email regarding the Freathy / Antony estate chalets, however they are outside the remit of MWR PC as in St John PC catchment. Cllr Ewert is pursuing this.

**306.21 Public Services:** Lead Cllr. Kidd

**306.21 ii. Toilets:**

It was reported that Cawsand gent's toilets were vandalised last week. There was no major damage, and repairs/replacement of dispensers is now complete.

Discussions were held with Cornwall Council, reference the ownership of toilet blocks in the parish. This matter will be progressed through Land Registry enquiries. No refurbishment work can proceed until the issue of ownership is resolved.

**RESOLUTION:** Carolyn May will work with Cllr. Kidd, the Land Registry, and Cornwall Council to clarify / transfer ownership of toilet buildings to the Parish Council.

### 306.21 iii Bus Shelters:

Cornwall Council have confirmed that grant applications for repairs will be considered as and when quotations for work are received.

**RESOLUTION:** Request DB to quote for repairs to Coombe End Bus Shelter.

### 306.21 iv. Air Ambulance:

The Air Ambulance Trust has now responded to Sheryll Murray MP (SM) . The response was very disappointing and does not explain the difference in approach taken by the different pilots this year. It is suggested that the Parish Council still needs to establish an agreed space, suitable for landing that is not just the beach.

Cllr Murray advised the meeting that he had discussed the matter with local landowners, who have indicated that, should the Parish Council correspond with them on the matter, they may be able to help provide a suitable landing site.

**RESOLUTION** – the Clerk should reply to SM, and a request her to organise an on-site meeting asap.

### 306.21 ix Refuse Collection:

Cornwall Council has provided the list of Commercial properties, which they hold.

Officers plan to correspond with Air bnb property, and guest house, owners who currently only pay domestic rates. This will happen in the new year. CC may need PC input to identify these properties.

**RESOLUTION:** Monitor what Cornwall Council forwards to these properties next Mar/Apr.

### 306.21 x. Footpaths:

A meeting was held in order to discuss the proposed £1500 winter deep cut with Jenness and Lingard. The aim is to hold a meeting before the end of November.

There has been an exchange of emails with Cornwall Council, re LMP and options. The Parish Council needs to decide what Members want out of this and communicate accordingly.

Cllr Lingard advised the meeting that there has been damage to steps on the footpath between Foulansend and Whitsand. It was **agreed** that this would be reported to Cornwall Council.

**RESOLUTIONS:** Proceed with Jenness and Lingard proposal, provided it meets the methods requirements agreed at Parish Council meeting with Cllrs. Murray and Kidd. **Action:** Cllr Kidd to report it.

LMP 2022/23 to be reviewed at the January 2022 meeting.

### **306.21 xiii: Defibrillators:**

Further research has been undertaken. The remoteness of our villages and the average response times to a typical Heart or Stroke call being >56 minutes, according to latest surveys this last week. It is likely that this would take longer to this area, particularly in summer months.

The quoted cost of new defibrillators is £1800 for 1 unit, for 4 years rental, servicing and training. Each additional unit is discounted at £1000 if purchased within 12 months of the first unit.

The PC discussed whether they should purchase four new defibrillators or maintain the two existing machines ( currently owned by the Gig club) for the next four years, and purchase two new units.

**RESOLUTIONS:** It was RESOLVED that the Parish Council will purchase two new defibrillators and maintain the two existing defibrillators for the next four years.

**Action:** Cllr Kidd to facilitate the necessary arrangements relating to the handover of the existing defibrillators to the Parish Council.

### **306.21 xv: War Memorial:**

Cllr. Kidd extended his thanks to the VIP team led by Charlotte Browning (CB), which attended at the War Memorial site on 6th November and completed a clearance and re-stocking of the borders, and carried out hedge trimming etc. Rame Refuse removed the green waste.

Remembrance Day and Sunday observances were held, and all attendees were appreciative of the work done.

**RESOLUTION:** Clerk to write to CB and thank the team for their efforts.

### **306.21 xvi: Benches:**

The Memorial Bench for Robert and Dorothy Evans is being refurbished by Cornwall Council, the plaque from the bench on the Green will be placed on the refurbished bench.

The old, dilapidated bench in Cawsand Car Park has now been removed and is currently being refurbished. It is anticipated that this work will be completed by mid-December, whereafter it will be sited in the space by the Clock Tower and dedicated to Kate Shepherd.

The Car Park bench requires replacing, as advised in the email of the 10th November. Cllr Kidd recommended that the replacement should be made of eco-wood. However, there has been a great deal of debate about whether plastic is eco-friendly. However, wooden benches do not do well in the local environment and protection of the wood requires the use of toxic chemicals.

Cllr. Kidd proposed that the Parish Council purchases a new bench which is made of 'Timberpoll,' which are 70% recycled hardwood timber, combined with 30% recycled polyester. This will provide a maintenance free bench that matches the others.

Total cost - £525 plus VAT for the new bench plus materials for refurbishing all units.

Cllr Ferguson alluded to the Sustainable Procurement Policy, and it was agreed that a bench should be purchased, as proposed, provided that the item met with the said policy conditions.

**RESOLUTION Proposed** by Cllr Kidd, **seconded** by Cllr. Weale. Unanimously approved.

All other PARISH COUNCIL-owned benches are to be identified and a fully costed refurbishment plan will be presented at the January 2022 Parish Council meeting.

### **306.21 xxv: Swimming Buoys:**

All six buoys have now been replaced with sea-grass friendly units since last meeting.

**RESOLUTIONS:** Clerk to write contact Ruth Crudwell and team at Natural England thanking them for their support.

Ensure budget provision for annual inspections of buoys and replacement every 10 years.

### **306.21 xxvi: Streetlighting:**

Work continues to identify all Parish Council streetlights. An old unit was found in grounds of Laleham House (13KN) , and that may be one of these. SSE was contacted for confirmation.

There is a need to finalise the Parish Council's approach to its' own streetlights and decide whether to refurbish them, prior to handing back to Cornwall Council the lights which qualify a being the responsibility of that organisation. The cost of conversion will be in the region of £12,000.

It was agreed that there was more work to be undertaken in respect of this matter, prior to any decisions being reached.

Dark Skies & LED initiative with Cornwall Council will take some years to implement for the lights in our area.

### **307.21 Recreation and community: Lead Cllr Fox (presented by Cllr. Lingard).**

General update issues, actions, projects:

- i. **Coombe park play area** - -Inspection report has been sent to all committee members and is being review – no urgent actions required.  
There are Concerns with overgrown nettles on main road side of path and this has been reported to Cornwall Council.
- ii. **Community Orchard** and change of address for deeds.  
Local residents that have shown interest and would like to get involved. General consensus seems to be a desire for fruit trees – use as an orchard. A Coombe Park resident has kindly offered to donate some fruit trees. Aim to work towards acquiring fruit trees and hold community planting day by March. Link with Jubilee celebrations e.g Children planting to mark the jubilee.  
Also develop areas for wildflowers/ natural space.

Any interested parties please get in touch. Will need a committed group to complete project and encourage involvement of related community groups & experts.

- iii. **Outdoor Gym.** - This project is currently on hold.
- iv. **Community events.** – it is noted that some non-Parish Council related events run by groups, including the Church, have been cancelled due to Covid.
- v. **Respect campaign.** -On hold until Spring.
- vi. **Christmas Lights.** – Thanks are given to the Christmas Lights committee and volunteers for all their continued hard work. Thanks, are also extended to residents who will be providing the power to keep the lights on.

**Lights switch on 27th November.** Cllr Fox is happy to help with promoting this.

Although CL Committee has been busy fundraising, they still have extra costs to replace lights. Recommend Parish Council support by considering funding this, if they receive a formal request from the Christmas Lights Management Committee.

- vii. **Queen’s Platinum Jubilee** – Cllrs. Lingard & Fox have met and begun a working group to plan a Jubilee weekend programme of events. The plan includes Lighting of a Beacon, Coombe Park fair, live music over the weekend, children’s Tea party at the Community Hall and garden, Window displays and dress the parish etc...

In Previous years mugs have been given to children to commemorate the Jubilee, this year we recommend that the Parish Council fund water bottles for children instead - to promote green ethos. Costings are being looked at.

Members of the community are already helping with event ideas and planning for the celebrations as part of the working group. If anyone would like to join the working group, please contact either councillor. Cllr Fox will be publicly promoting the invitation to take part over the next month, members of the working group are currently contacting local schools and organisations. We hope this can be an inclusive event, ideas are welcomed!

- viii. **Trick or treat signs.** - Thanks for Cllr Kidd for distributing these whilst Cllr Fox was isolating (Cllr Kidd to claim printing costs). It is proposed that we run same scheme next year as can use the same resources.
- ix. **Volunteers.**- Thanks for War Memorial Volunteers. R&C committee will be asking for volunteers to help with Jubilee celebrations and with the Orchard as the Projects develop.
- x. **Parish Council Logo.**- Can move to next meeting, Cllr Fox wants to get other thoughts on updating logo to a clearer image, with title for use on Parish Council notices and publications.

### **308.21 Environment and Conservation. Lead: Cllr Green**

- i. **Climate and Ecological Action Plan** – not discussed
- ii. **Green guide update** – The Green Guide is now ready to go to print. However, there may be a fee payable for Cornwall Council Legal Team to consider the disclaimer. Millbrook Parish Council is to consider sharing the printing costs.
- iii. **Electric vehicle charging points in Cawsand Car park.** – not discussed
- iv. **Community chest application.** – not discussed
- v. **Cornwall Community Flood forum conference 5th Nov 2021 feedback**-information disseminated.
- vi. **Cornwall climate change group update.**- no formal meeting organised.
- vii. **Climate change literacy training update** – no training has been set up by CC yet.

Members were advised that the Environment and Conservation committee were considering setting up a Marine Conservation working group which may include all users of the Bay and also, perhaps, Millbrook Lake. There will be a planning meeting early in the New Year, with a view to having a Community Consultation Forum established by the end of January 2022.

The Chairman reminded the Members that there is an existing Queen's Harbourmaster Organisation, of which the Parish Council is a member and Cllrs Weale and Kidd regularly attend the meetings. The Parish Council needs to be clear what is being taken on, and if the responsibilities can be taken on.

**309.21. Parish Council membership / election update.** Addressed previously see 299.21

**310.21 Network cluster meeting 11th November update** – not discussed.

**311.21 AOB.**

Cllr Ferguson raised the issue of operation 'London Bridge'. Carolyn May advised the Members that she had identified three styles of condolence books. Members, having discussed the matter elected purchase a leather-bound Condolence Book, embossed with the name of the Parish Council. **Action:** Clerk to arrange this.

**Date of next meeting** - 20<sup>th</sup> December 2021 7pm Maker with Rame Community Hall.