



# Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AX  
Telephone 01752 823128 Email [theclerk@millbrook-pc.gov.uk](mailto:theclerk@millbrook-pc.gov.uk)

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY, 21<sup>ST</sup> MAY 2019 AT 8:00PM IN THE BALCONY ROOM OF THE VILLAGE HALL.

**PRESENT:** N. Roberts (Chair), S. Lewis (Vice-Chair), H. Wood, R. Meeson, C. Wilton,  
B. Taggart, P. Polák, E. Edwards

**IN ATTENDANCE:** Clerk R. Hamill, County Cllr G. Trubody, 17 members of the public

### 1) APPOINTMENT OF PARISH COUNCIL POSITIONS, COMMITTEES & WORKING GROUPS

#### A) ELECTION OF CHAIRMAN

After 5 ½ years as Chairman of the Parish Council, Cllr Wood announced that he felt it was time for him to step down. It was proposed by Cllr Wilton and seconded by Cllr Lewis that Cllr Roberts be elected as Chair. Motion carried unanimously. The Chair thanked her fellow councillors for their support.

#### B) ELECTION OF VICE CHAIR

It was proposed by Cllr Roberts and seconded by Cllr Wilton that Cllr Lewis be elected as Vice-Chair. Motion carried unanimously.

#### C) APPOINTMENT OF FINANCE COMMITTEE MEMBERS

It was proposed by Cllr Roberts and seconded by Cllr Wilton that Cllrs Roberts, Lewis, Wood, Meeson & Wilton be appointed to the Finance Committee. Motion carried unanimously.

#### D) APPOINTMENT OF STAFFING COMMITTEE MEMBERS

It was proposed by Cllr Roberts and seconded by Cllr Wilton that Cllrs Roberts, Lewis, Wood, Meeson & Wilton be appointed to the Staffing Committee. Motion carried unanimously.

#### E) APPOINTMENT OF PLANNING COMMITTEE MEMBERS

It was proposed by Cllr Roberts and seconded by Cllr Wilton that Cllrs Roberts, Lewis, Meeson, Wilton & Edwards be appointed to the Planning Committee. Motion carried unanimously.

#### F) APPOINTMENT OF TRAFFIC & TRANSPORT WORKING GROUP MEMBERS

It was proposed by Cllr Roberts and seconded by Cllr Wilton that Cllrs Roberts, Lewis, Wood, Meeson, Wilton, Vincent & Woffenden be appointed to the Traffic & Transport Working Group. Motion carried unanimously.

#### G) APPOINTMENT OF OUTDOOR GYM EQUIPMENT WORKING GROUP MEMBERS

It was proposed by Cllr Roberts and seconded by Cllr Lewis that Cllrs Lewis, Taggart, Polák & Woffenden be appointed to the Outdoor Gym Equipment Working Group. Motion carried unanimously.

#### H) APPOINTMENT OF VILLAGE HALL COMMITTEE LIAISON

It was proposed by Cllr Roberts and seconded by Cllr Lewis that Cllr Edwards be appointed Village Hall Committee Liaison. Motion carried unanimously.

#### I) APPOINTMENT OF MLMA LIAISON

It was proposed by Cllr Roberts and seconded by Cllr Wilton that Cllr Vincent be appointed MLMA Liaison. Motion carried unanimously.



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## 2) COUNTY COUNCILLOR REPORT & PUBLIC FORUM

### Millbrook Village Hall Report 2018-19 from Mr R Bews on behalf of the Chair, Clare Watkins

"Another busy year running the Village Hall and improving the facilities offered to the residents of Millbrook, which have included:

- **Millbrook Movies:** Since equipment was installed in January 2018, we have put on Carn to Cove monthly films with an average attendance of 40 each time and positive audience feedback. There were some initial projection problems which have now been sorted.
- **Carn to Cove Theatre Productions:** These have continued but due to Kevin Mattholie standing down as lead, there is a question mark whether this will continue, as we need a new person to take the helm – anybody interested?
- **Music License (PPS & PPL):** Obtained November 2018.
- **Alcohol License:** Obtained February 2019.
- **Website:** [villagehallmillbrook.co.uk](http://villagehallmillbrook.co.uk) launched in May 2018
- **Attic Room:** Carpet was installed in April 2018 to try to increase its use. Has reduced the echo and makes the room look warmer. Room bookings are slowly improving.
- **Cooker (Mendennick Solar Fund):** Installed April 2018 in the downstairs kitchen. Appreciated by the pre-school and other users of the hall.
- **Ongoing maintenance of the hall:** Costs about £36 a day.

## 3) APOLOGIES FOR ABSENCE

Apologies received from Cllrs Vincent & Woffenden. It was proposed by Cllr Wilton and seconded by Cllr Lewis that the absent Councillors' apologies be accepted. Motion carried unanimously.

## 4) DECLARATION OF INTERESTS, GIFTS & DISPENSATIONS IF REQUIRED

Pecuniary interests declared by Cllrs Wood & Lewis under item 7A.

## 5) APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- A) MEETING OF THE FULL COUNCIL 19/03/19  
It was proposed by Cllr Taggart and seconded by Cllr Lewis that the minutes are a true and accurate record. Motion carried unanimously.
- B) MEETING OF THE FULL COUNCIL 16/04/19  
It was proposed by Cllr Roberts and seconded by Cllr Lewis that the minutes are a true and accurate record. Motion carried unanimously.

## 6) MATTERS ARISING FROM THE MINUTES & REVIEW OF ACTIONS

- A) DEVOLVEMENT OF WEST STREET PLAY PARK AREA  
No update.
- B) AIR CONDITIONING UNIT / AWNING FOR THE COUNCIL OFFICE  
Awning information passed to the Village Hall Committee who has requested further information from Cllr Vincent.
- C) REPAIR OF THE NOTICEBOARD AT INSWORKE  
No update.
- D) SIGN FOR THE TANYARD  
Unable to make payment to VistaPrint via cheque. Cllr Roberts offered to pay for it and be subsequently reimbursed.



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- E) **BARBEQUE SLAB OPPOSITE LIME KILN**  
Cllr Lewis to pick up from B&Q.
- F) **REPLACEMENT OF TENNIS COURT KICKBOARDS**  
Timber to be sourced from Southern Timber and installed by our ground staff.
- G) **DISABLED BAY FOR VILLAGE HALL CAR PARK**  
No response from the contractor who had quoted for the work at the beginning of the year. Clerk to find another contractor.
- H) **REPAINTING OF RED WALKWAY IN VILLAGE HALL CAR PARK**  
No update.
- I) **REMOVAL OF BOLLARDS IN WEST STREET CAR PARK**  
1 bollard still remains in place. Clerk to chase the contractor.
- J) **PROVISION OF ELECTRIC VEHICLE (EV) CHARGER**  
No update.
- K) **OUTDOOR GYM EQUIPMENT**  
Questions for the public consultation have been agreed. Next step is to publicise it.
- L) **USE OF HERBICIDES TO CONTROL WEEDS**  
A conversation took place with Cornwall Council (Cormac) who confirmed that they do use glyphosate-based weed control. The Clerk also discussed the possibility of leaving area of grass around hard objects e.g. lampposts, benches etc. unstrimmed rather than spraying them.

## 7) FINANCE

### A) APPROVAL & PAYMENT OF BILLS AS PRESENTED AT THE MEETING (APPENDIX A)

*Cllrs Wood & Lewis left the room at 20:37*

Given the increase from Biffa for bin emptying, it was suggested that the Clerk seek quotes from other contractors for next year. **It was proposed by Cllr Wilton and seconded by Cllr Roberts that the bills be paid as presented. Motion carried unanimously.**

*Cllrs Wood & Lewis returned to the room at 20:46*

### B) MONTHLY BUDGET (APPENDIX B)

Cllr Taggart suggested that given the increase in water costs for the public toilets since the urinals were repaired, the Council consider investigating waterless urinals. The Council took note of its financial position.

## 8) DOES THE COUNCIL APPROVE OF A PARISHIONER INSTALLING A MEMORIAL BENCH ON THE GRASS ADJACENT TO THE DECKING BY THE LAKE?

It was proposed by Cllr Lewis and seconded by Cllr Wilton that the memorial bench be approved. Motion carried unanimously.

## 9) DOES THE COUNCIL WISH TO HAVE A HEIGHT RESTRICTION BARRIER INSTALLED AT THE ENTRANCE TO GREENLAND CAR PARK?

It was proposed by Cllr Wilton and seconded by Cllr Taggart that the Council does install a height restriction barrier. Motion carried unanimously.



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## 10) DOES THE COUNCIL WISH TO DECLARE A CLIMATE EMERGENCY?

It was proposed by Cllr Roberts and seconded by Cllr Lewis that the Council does declare a climate emergency. Motion carried with 2 abstentions. Cllr Polak suggested that the Council set up a Climate Change Working Group.

## 11) DOES THE COUNCIL APPROVE OF ANY OF THE QUOTES RECEIVED TO BUILD A NEW FOOTPATH IN THE GRAVEYARD?

Cllr Meeson suggested that the path be moved slightly which will preserve another couple of plots. It was proposed by Cllr Wood and seconded by Cllr Roberts that the Council approves the quote from Contractor D. Motion carried unanimously.

## 12) DOES THE COUNCIL WISH TO LEASE AN OUTDOOR DRINKING FOUNTAIN / WATER BOTTLE FILLER IN THE TANAYRD?

The Council discussed this matter at length and there was a consensus that providing a tap would be much more cost effective and give an opportunity to monitor running costs. Matter deferred until other options are investigated.

## 13) DOES THE COUNCIL WISH TO HELP FUND EQUIPMENT FOR TORPOINT'S FIRST RESPONDERS?

It was proposed by Cllr Lewis and seconded by Cllr Wilton that the Council does not fund equipment for Torpoint's Rame Responders. Motion carried unanimously.

## 14) DOES THE COUNCIL AGREE TO HAVE A SECTION OF THE VILLAGE HALL CAR PARK LINED FOR USE BY THE NATWEST MOBILE BANK FOR ~30 MINUTES EVERY TUESDAY?

It was proposed by Cllr Roberts and seconded by Cllr Wilton that the Council does not line a section of the Village Hall Car Park and instead advises the mobile bank to park behind the bus stop on The Parade. Motion carried unanimously.

## 15) DOES THE COUNCIL AGREE TO PAY OUR GRASSCUTTING CONTRACTOR TO TREAT INSTANCES OF JAPANESE KNOTWEED NEAR THE FOOTBALL GROUND?

It was proposed by Cllr Wilton and seconded by Cllr Roberts that the Council does pay our grasscutting contractor to treat the Japanese Knotweed if it is present and if the Environment Agency gives its approval. Motion carried unanimously.

## 16) DOES THE COUNCIL AGREE TO THE 2019-20 RAME PARKING ENFORCEMENT SLA?

It was proposed by Cllr Wilton and seconded by Cllr Lewis that the Council agrees to the 2019-20 Rame Parking Enforcement SLA. Motion carried unanimously.

There being no other business, the Chair closed the meeting at 21:25.

Handwritten signature of R. Hamill in black ink.

R Hamill, Clerk