



Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AX
Telephone 01752 823128 Email theclerk@millbrook-pc.gov.uk

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY, 17TH SEPTEMBER 2019 AT 19:30 IN THE BALCONY ROOM OF THE VILLAGE HALL.

PRESENT: S. Lewis (Chair), H. Wood, R. Meeson, B. Taggart, B. Vincent, E. Edwards

IN ATTENDANCE: R. Hamill (Clerk), 3 members of the public

39) APOLOGIES FOR ABSENCE

Apologies received from Cllrs N. Roberts, C. Wilton, S. Woffenden, P. Polák. The Council unanimously accepted the absent Councillors' reasons for their absence. County Cllr G. Trubody was also absent.

40) PUBLIC FORUM & COUNTY COUNCILLOR REPORT

Traffic & Transport – Mr R. Bews

Mr Bews advised the Council that he would this week attend the 'Rame Peninsula Transport Group's' meeting, where traffic flow into the village, especially around the Tanyard, would be discussed.

Mr Bews then advised that he'd asked the Clerk for a formal report from the Traffic & Transport Working Group (TTWG) on progress but noted that it was not on the agenda. The Chair advised Mr Bews that the TTWG had received initial feasibility designs from Cormac and, having reviewed them, the group had requested a new design that incorporated elements from two of the initial options. This had not been received in time for this meeting and so a recommendation from the group would be put to the full Council at October's meeting.

Mr Bews then asked if his understanding that the feasibility plans would cover more than just the Tanyard e.g. around the corner on to The Quay, was correct. The Clerk clarified by stating that whilst the topographical survey (previously commissioned by the Council) and the drawings from Cormac included the corner of King Street and The Quay and indicated the tracking of buses, there were no plans being drawn up for this area.

Finally, Mr Bews asked if ballpark cost figures for the feasibility plans would be included. The Clerk confirmed that they would.

There was no County Councillor Report.

41) DECLARATION OF INTERESTS, GIFTS & DISPENSATIONS IF REQUIRED

Cllr Lewis declared a pecuniary interest in item 44A.

42) APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A) MEETING OF THE FULL COUNCIL 16/07/19

It was proposed by Cllr Lewis and seconded by Cllr Wood that the minutes were a true and accurate record. Motion carried unanimously by all members present at the meeting.



Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AX
Telephone 01752 823128 Email theclerk@millbrook-pc.gov.uk

43) MATTERS ARISING FROM THE MINUTES & REVIEW OF ACTIONS

A) DEVOLVEMENT OF WEST STREET PLAY PARK AREA

No update.

B) REPAIR OF THE NOTICEBOARD AT INSWORKE

C) Replacement of the noticeboard to be discussed under item 51A. BARBEQUE SLAB OPPOSITE LIME KILN Slab has been collected by Cllr Lewis; Clerk to ask the Council's groundwork contractor to install.

D) REPLACEMENT OF TENNIS COURT KICKBOARDS

Following the resignation of the Council's Caretaker, it was agreed that the Council seek quotes from contractors to carry out this work instead.

E) DISABLED BAY FOR VILLAGE HALL CAR PARK

The Clerk had sought quotes from alternative contractors to carry out this work, however, these were considerably higher than the original.

F) REPAINTING OF RED WALKWAY IN VILLAGE HALL CAR PARK

No update.

G) REMOVAL OF BOLLARDS IN WEST STREET CAR PARK

It was brought to the Council's attention that this work had now been completed.

H) OUTDOOR GYM EQUIPMENT

Update to be provided by the working group at October's meeting following the public consultation.

I) USE OF HERBICIDES TO CONTROL WEEDS

The Clerk informed the Council that Cllr Taggart had now attended demonstrations of both the mechanical weed brushes & burners and the hot foam system. Cllr Taggart stated that he thought the Council should consider these alternatives despite the likely increased costs when compared to the spraying of herbicides. The Council discussed the merits of each of the alternatives at length. There was a consensus that the hot foam system would be more practical in areas where vehicles are likely to be parked.

Given the close relationship of this matter to items 50A & B, the Chair moved these items forward for decision at this stage of the meeting. Decisions minuted under the relevant items below.

J) HEIGHT RESTRICTION BARRIER IN GREENLAND

All residents had been informed of this matter. Installation should take place in the coming weeks.

K) CLIMATE CHANGE EMERGENCY

There were 2 matters for decision relating to the climate emergency on this agenda – items 46A & B.

44) FINANCE

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

Cllr Lewis left the room at 20:02. Cllr Taggart took charge of proceedings.

It was proposed by Cllr Wood and seconded by Cllr Edwards that the bills be paid as presented. Motion carried unanimously.

Cllr Lewis returned to the room at 20:04 retaking charge of proceedings.



Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AX
Telephone 01752 823128 Email theclerk@millbrook-pc.gov.uk

B) MONTHLY BUDGET (APPENDIX B)

The Clerk updated the Council on its financial position. The Council took note.

C) DOES THE COUNCIL AGREE WITH THE CLERK'S RECOMMENDATION TO USE XERO ACCOUNTING SOFTWARE TO COMPLY WITH HMRC'S MAKING TAX DIGITAL LEGISLATION?

The Clerk gave the Council his reasons for wishing to use Xero. It was proposed by Cllr Wood and seconded by Cllr Meeson that the Council agree to the Clerk's recommendation. Motion carried unanimously.

D) DOES THE COUNCIL AGREE TO THE FINANCE COMMITTEE'S RECOMMENDATION TO OPERATE 2 BANK ACCOUNTS WITH THE CLERK HAVING AUTHORISATION ON ONE OF THEM TO MAKE PAYMENTS, INCLUDING ELECTRONIC, WITHOUT THE NEED FOR 2 SIGNATORIES?

The Chair informed the Council of the background information to this item. It was proposed by Cllr Lewis and seconded by Cllr Taggart that the Council agrees to the Finance Committee's recommendations providing that different members of the Finance Committee oversee the transfer of funds each month. Motion carried unanimously.

45) VILLAGE HALL COMMITTEE UPDATE

Cllr Edwards stated that, other than the committee progressing its plans to install a sustainable heating system, there were no significant updates.

46) CLIMATE EMERGENCY

A) DOES THE COUNCIL AGREE TO HAVE 2 ELECTRIC VEHICLE CHARGERS INSTALLED IN THE VILLAGE HALL CAR PARK AS PER THE PROPOSAL FROM PLUG'N'GO?

Cllr Wood suggested that, if feasible, West Street Car Park also be considered for EV Charging Points in the future to further promote its use. It was proposed by Cllr Edwards and seconded by Cllr Taggart that the Council does agree to the proposal from Plug'N'Go. Motion carried unanimously.

B) DOES THE COUNCIL AGREE TO INSTALL A WATER BOTTLE REFILL STATION IN THE TANYARD?

The Clerk, referring to the supporting information, stated that he had found an alternative, more cost-effective water bottle filling unit and suggested that the exterior of the public conveniences may be a more suitable location for the station. Cllr Meeson pointed out that he thought that the Council was trying to reduce its water usage [the Council was in the process of converting the urinals in the public toilets to a waterless system]. However, given that the Council had previously moved to support the 'plastic-free movement' and declare a climate emergency, the majority of members agreed that anything that reduces the amount of single-use plastic from bottled water was a good idea. It was proposed by Cllr Taggart and seconded by Cllr Lewis that the Council agrees to install a water bottle refill station at the public toilets on The Parade. Motion carried with 1 against.

47) DOES ANY MEMBER OF THE COUNCIL WISH TO RECEIVE INCIDENT REPORT CARD TRAINING FROM THE CHAIR?

Incident Report Cards are a new initiative from Cornwall Council aimed at tackling environmental offences, such as dog fouling and fly tipping, in a non-confrontational way. Cllrs Lewis and Edwards both expressed an interest in completing the training. The Chair asked that any other members interested let the Clerk know.



Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AX
Telephone 01752 823128 Email theclerk@millbrook-pc.gov.uk

48) MILLBROOK FOOTBALL CLUB

A) DOES THE COUNCIL AGREE TO MILLBROOK AFC'S REQUEST TO SUBLEASE PART OF THE LAND AT THE FOOTBALL GROUND TO ALLOW FOR THE INSTALLATION OF A MOBILE PHONE MAST?

The Chair, reading from the lease agreement between Millbrook Parish Council (landlord) and Millbrook Football Club (tenant), stated that:

- The premises must not be used for any purposes other than as a club house with parking and ancillary facilities – grandstand and playing fields.
- The tenant must not sublet or part with possession of any part of the premises.

Given the above clauses, there was a consensus among members that the Council could not approve this request without amending the terms of the lease. It was also agreed that it should be the responsibility of the tenant to facilitate this and do so at their own cost.

The Council discussed whether another mast was needed, the safety of radio waves from masts, and the visual impact it would have around the lake given its proposed height. Matter deferred pending the above being conveyed to the tenant and their subsequent response.

B) DOES THE COUNCIL APPROVE OF THE REQUEST FROM MILLBROOK AFC TO USE THE GRASSED AREA BETWEEN THE LAKE AND THE SKATE PARK ONCE PER WEEK FOR THE YOUTH TEAM TO PLAY ON?

Cllr Vincent highlighted that the area in question did not drain very well and playing football there would likely cause the area to quickly turn to mud potentially leading to remains from the landfill site being exposed.

Cllr Taggart, despite supporting the proposal in principle, had a number of concerns regarding the suitability of this area for regular, organised sports activities, namely:

- The toxicity of the soil and exposure to soil-borne pathogens
- The reduction in surface vegetation as a result of sports activities will accelerate erosion
- The potential for conflict between dog walkers and those taking part or spectating
- The risk of toxocariasis from dog fouling, even if cleaned from the surface
- Compaction of the surface will exacerbate the problems with drainage and waterlogging
- The liability of the Council should anyone fall ill or suffer an injury

Cllr Taggart suggested that if the Council does agree to the request it be granted for a period of 12 months, after which both parties would review the activities.

It was proposed by Cllr Lewis and seconded by Cllr Wood that the matter be deferred until the soil toxicity report is reviewed and the Council is given clarification on its potential liability. Motion carried unanimously.

49) VILLAGE HALL CAR PARK

A) DOES THE COUNCIL WISH TO INSTALL HEIGHT BARRIERS IN THE VILLAGE HALL CAR PARK?

Cllr Meeson informed the Council that, following the sale of the garage in the Village Hall Car Park, there was a possibility that a large number of commercial vehicles might begin to use the car park making spaces unavailable for residents and general users. Cllr Edwards queried what impact the barriers may have on the emergency services. The Clerk clarified that the barriers are openable and, following previous investigations into installing a height barrier at Greenland Car Park, it was understood that the emergency services had the means to overcome such restrictions. It was proposed by Cllr Taggart and seconded by Cllr Meeson that the Council installs 3 height restriction barriers at the Village Hall Car Park, subject to quotations. Motion carried unanimously.



Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AX
Telephone 01752 823128 Email theclerk@millbrook-pc.gov.uk

- B) DOES THE COUNCIL WISH TO AMEND THE VILLAGE HALL CAR PARK REGULATIONS TO RESTRICT COMMERCIAL VEHICLES FROM USING IT FOR BUSINESS PURPOSES?**

Cllr Taggart queried whether amending the regulations would prevent the pharmacy from parking its van in the Village Hall Car Park. Cllr Meeson suggested that the amendment state that commercial vehicles are not permitted without the Council's prior approval and the pharmacy could have a bay marked specifically for its van. It was proposed by Cllr Meeson and seconded by Cllr Wood that the Council does amend the regulations to restrict commercial vehicles from using the car park for business purposes without prior approval from the Council. Motion carried unanimously.

50) WEED CONTROL

- A) DOES THE COUNCIL AGREE TO THE STAFFING COMMITTEE'S RECOMMENDATIONS REGARDING THE ONGOING PROVISION OF WEED CONTROL IN THE VILLAGE?**

It was proposed by Cllr Lewis and seconded by Cllr Taggart that the Council does agree to the Staffing Committee's recommendation to contract out the control of weeds in the village, subject to specification. Motion carried unanimously.

- B) DOES THE COUNCIL WISH TO SEEK QUOTES FOR THE CONTROL OF WEEDS IN THE VILLAGE?**

It was proposed by Cllr Lewis and seconded by Cllr Taggart that the Council does seek quotes for the control of weeds in the village. Motion carried unanimously.

51) CAPITAL & MAINTENANCE

- A) DOES THE COUNCIL WISH TO REPLACE ANY OF ITS NOTICEBOARDS?**

It was proposed by Cllr Lewis and seconded by Cllr Taggart that the Council seeks to replace the noticeboards at Insworke, The Parade and West Street with the same style of noticeboard installed in the Tanyard up to a cost of £2,500. Motion carried unanimously.

- B) DOES THE COUNCIL WISH TO SEEK QUOTES FOR THE REPAIR OF THE SURFACE IN WEST STREET CAR PARK?**

It was proposed by Cllr Wood and seconded by Cllr Lewis that the Council does seek quotes for the repair of the surface in West Street Car Park. Motion carried unanimously.

There being no other business, the Chair closed the meeting at 20:54.

R Hamill, Clerk