



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, 18TH FEBRUARY 2020 AT 19:30 IN THE BALCONY ROOM OF THE VILLAGE HALL.

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

IN ATTENDANCE: K. Heald (Deputy Clerk), 1 member of the public and CC George Trubody

The Chair opened the meeting at 7.30

90) APOLOGIES FOR ABSENCE

Apologies were received from Cllr Woffenden. The Council resolved to accept the reasons of absence from Cllr Woffenden.

It was noted that Cllr Edwards was absent from the meeting and apologies had not been received.

91) PUBLIC FORUM & COUNTY COUNCILLOR REPORT

TANYARD

Mr Roger Bews highlighted one of the items on the agenda was the Tanyard and asked whether there would be a spending decision. The Chair responded that the Council will not be authorising expenditure at this stage.

TRAFFIC, TRANSPORT & HIGHWAY SAFETY ISSUES

Mr Rogers Bews commented on the following:

- (i) Traffic issues in Blindwell Hill. The Chair advised that whilst this item is on the agenda, a request had been received from Cllr S Woffenden requesting that as she was unable to attend the meeting this evening, the item be deferred.
- (ii) Child safety issues in St Johns Road due to children walking to school, stepping out between double parked cars.
- (iii) Child safety concerns over children crossing the road to the Tractor Park

The Chair responded:

- The Clerk has been trying to organise a meeting with Millbrook Primary School and Cornwall Council Crossings Patrol. If Cornwall Council are unable to fund the school crossing, she would expect them to provide MPC with costings.
- It is debatable that suggested solutions regarding the Tractor Park crossing, within the remit of the Parish Council, would make the issues worse or would meet opposition due to increased double yellow lines, and because there is not enough footfall the option of a pedestrian crossing has been vetoed.
- Through the Cornwall Gateway Community Network Panel's speed watch programme, the Parish Council is hoping to have mobile speed cameras in two locations of the village. This will be a rolling programme. In the hope of reducing speed, one of the places MPC has asked for one of the cameras to be placed is be coming down the hill of St Johns Road.

Cllr C Wilton stated during a meeting with Mr Paul Allen, Cormac Solutions, it was noted any highway works in St Johns Road and the tractor park area were vetoed by Cornwall Council Highways, on the grounds of safety of both the vehicle owners and pedestrians. County Cllr George Trubody confirmed this, adding a crossing by the tractor park would need double yellow lines. Due to the loss of parking and highway objections community support would be unlikely.



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CC COUNCILLOR GEORGE TRUBODY

- (i) Cornwall Council's budget for 2020/21 was agreed by Cornwall Council's cabinet last week and the proposal will go to Cornwall Council's full Council on Tuesday 25th February 2020. The proposals include a council tax rise of 1.99 per cent and the discretionary two per cent increase for adult social care services. By 2023 a projected additional saving of approximately £15 million will be required. Workforce in the Council has been significantly reduced. The Council has 4500 miles of roads to maintain.
- (ii) As the Parishes on the Rame Peninsula have been proactive in planning ahead (examples include producing a Neighbourhood Plan, working with neighbouring parishes, dog enforcement) CC Councillor George Trubody feels these parishes are in a much stronger position.
- (iv) Predictions moving forward are divisional areas will be bigger, there will be more demand on Community Network Areas and Community Chest Funds are likely to be reduced. A community consultation for the Maker Heights Draft Conservation Management Plan took place in Millbrook Village Hall on Tuesday 4th February. The next meeting will take place in Kingsand on Wednesday 19th February 2020 from 4pm to 6pm.
- (v) CC Councillor George Trubody and Cllr Don Wood attended the CC East Area Planning Committee meeting on 3rd February 2020. The Mark of Friendship planning application (PA19/07150) for three dwellings was considered. Based on the application to register the Mark of Friendship as an Asset of Community Value, the planning committee deferred the planning decision until the next meeting. A member of the public will be permitted to speak at the next committee meeting but needs to register one week before.

CLLR C WILTON ASKED THE CHAIR IF CC COUNCILLOR GEORGE TRUBODY COULD BE PERMITTED TO SPEAK DURING ITEM 98A. THE CHAIR AGREED.

92) DECLARATION OF INTERESTS, GIFTS & DISPENSATIONS IF REQUIRED

Cllr Wood declared a pecuniary interest in item 79A.

93) APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A) MEETING OF THE FULL COUNCIL 21/01/2020

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

94) MATTERS ARISING FROM THE MINUTES & REVIEW OF ACTIONS - SEE APPENDIX ON PAGES 6 & 7.

Prior to reviewing the matters arising and review of actions, the Chair explained a new system is being trialled whereby these items will not be included on the agenda but included in a supplementary document.

The Chair highlighted the items are for information only and unless there is a motion, the Council cannot vote.

The Chair read the updates from the Clerk. The following comments and actions were noted:

WEED CONTROL: For information purposes Cllr C Wilton advised Midlothian Council are looking at removing the ban on glyphosate. Links and information were forwarded to the Deputy Clerk during the meeting.

ELECTRIC VEHICLE CHARGES FOR THE VILLAGE HALL CAR PARK: The Deputy Clerk to request a timeframe and potential legal costs to be included on the next agenda.



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95) FINANCE

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

Cllr Wood left the room at 20:00

Two payments required Council approval. The remaining payments were for information only, either under the Clerk's delegated power or standing payments.

Cllr Roberts proposed the Council approve the payments. The motion was seconded by Cllr Wilton and unanimously agreed by all present.

Cllr Wood returned to the room at 20:01

B) MONTHLY BUDGET

The Council took note of its financial position.

Cllr Lewis advised a £5.00 donation from Widdicombes had just been received, which had been handed to the Deputy Clerk this evening. This now alters the VETs budget from a deficit balance of £3.69 to a surplus of £1.31.

Cllr Meeson asked why the graveyards budget line was showing as a negative balance. The Deputy Clerk responded this would no longer be the case as she had just received a cheque for £500.00.

Cllr Taggart queried why there was a balance showing as unspent for lake flailing. The Vice-Chair responded that the work is now part of the grass cutting contract.

Action: Deputy Clerk to review and make the reallocation in the accounts / budget sheet.

C) RESULTS OF INTERNAL AUDIT

The Chair reported that the internal audit had been completed by herself and Cllr Wood.

A couple of minor issues had had been identified, which included the numbering of the dockets.

The Chair proposed the audit is completed again with the next six months. Cllr Lewis volunteered to assist with the next audit.

The Chair advised the Council needs to complete the Financial Risk Assessment before the end of the Financial year. **Action: Finance Committee to arrange a date, before the next Council meeting.**

96) TRACTOR PARK

A) DOES THE COUNCIL APPROVE OF THE PURCHASE OF GRIP (NON-SLIP) STRIPS FOR THE BALANCE BEAMS, CLIMBING FRAME AND BALANCE LOG IN THE TRACTOR PARK?

The Chair read the Clerk's supporting information, which stated the estimated costs are £231 plus minimal labour costs.

Cllr Roberts proposed the Council agrees the purchase. The motion was seconded by Cllr Wilton and unanimously agreed by all present in the meeting.

B) DOES THE COUNCIL WISH TO HAVE THE PLAY EQUIPMENT IN THE TRACTOR PARK PROFESSIONALLY CLEANED?

The proposal to have the play equipment in tractor park was proposed by Cllr C Wilton, seconded by Cllr N Roberts and unanimously agreed by all Councillors present in the meeting.

97) DOES THE COUNCIL APPROVE OF THE REQUEST TO PLANT 2 PLUM TREES IN THE AREA BETWEEN THE PUMPING STATION AND THE COMMUNITY ORCHARD AROUND THE LAKE?

Linda Dunstone, on behalf of Rane Climate Action Group, has organized a Rane Peninsula open day, which due to take place on 4th April 2020. Local schools and preschools will be invited to take part in various workshops and tree planting.

Having asked advice from Cllr Taggart, **Cllr Wilton proposed** the Council agrees to the request to plant 2 plum trees for the community on the green adjacent to the water tank on left hand side of the lake area, towards the dam. **The proposal was seconded by Cllr Lewis and unanimously agreed by all present.**



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98) TRAFFIC AND TRANSPORT

A) DOES THE COUNCIL APPROVE OF THE TRAFFIC & TRANSPORT WORKING GROUP'S RECOMMENDATION TO IMPROVE TRAFFIC FLOW & PEDESTRIAN SAFETY AT THE TANYARD?

20:10 - The Chair closed the meeting and opened the discussions to CC Councillor George Trubody and the public.

Cllr C Wilton asked CC Councillor George Trubody for background regarding public consultation of the Tanyard. CC Councillor George Trubody suggested Traffic & Transport Group review previous consultation work regarding the Tanyard. In 2009, prior to being employed by the Council, Karenza Heald was engaged to assist with the completion of the village plan. In 2011, Karenza facilitated the Village Plan update review. The Council felt there was a need to measure public opinion regarding the Tanyard area. Several comments were received regarding access and congestion.

City Bus have fed back to members of the Rame Peninsula Public Transport Users Group that they are pleased the Council is being proactive in the work being completed.

Action: Deputy Clerk to forward previous consultation results to the Traffic & Transport Working Group.

20:28 - The Chair re-opened the meeting

It was proposed by Cllr C Wilton and seconded by Cllr N Roberts that the Council approve the Traffic & Transport Working Groups recommendations. The motion was carried with one Councillor against the proposal.

The Chair suggested the Council's next steps would be to request a detailed quotation.

Cllr C Wilton pointed out that in line with the Council's Standing Orders, three quotations should be obtained. Contractors could be asked to be tender based on Cormac's drawings.

B) DOES THE COUNCIL WISH TO UNDERTAKE THE WORKS PROPOSED BY CORMAC AT THE BOTTOM OF BLINDWELL HILL TO MAKE IT SAFER FOR CHILDREN WALKING TO SCHOOL?

Cllr N Roberts proposed the Council defer the decision until Cllr S Woffenden is available. The motion was seconded by Cllr C Wilton and agreed by all Councillors present in the meeting.

Action: Clerk to review previous discussions. Cllr B Taggart asked that the future agenda item includes cost implications.

99) DOES THE COUNCIL WISH TO HAVE A PUBLICITY LEAFLET DESIGNED AND PRODUCED?

Cllr B Taggart suggested a publicity leaflet would be a way to reach more members of the parish, informing them what the Council does. Cllr Wilton voted against the proposal suggesting it would not fit in with green credentials and that other methods could be used, such as a Clerk's update in The Courier.

Cllr Polák thanked Cllr Taggart for the suggestion but agreed with Cllr Wilton, suggesting the Council use the Rame Centre and make the noticeboards more attractive. **It was proposed by Cllr Roberts and seconded by Cllr Wilton that the Council does not proceed with the leaflet but explores other options. The motion was carried unanimously.**

100) DOES THE COUNCIL APPROVE MILLBROOK & DISTRICT ARTS & CRAFTS CLUB'S REQUEST TO HOLD MONTHLY CRAFT MARKETS IN THE TANYARD FROM APRIL - SEPTEMBER?

It was proposed by Cllr S Lewis and seconded Cllr P. Polák that the Council approve Millbrook Arts and Crafts Club's request to hold monthly craft markets from April to September. The motion was carried unanimously by all present in the meeting.



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101) DOES THE COUNCIL WISH TO APPLY TO THE COASTAL FOUNTAIN FUND TO HELP WITH THE PURCHASE OF A PUBLIC WATER BOTTLE REFILL STATION?

Cllr D Wood proposed the Council does apply to the Coast Fountain fund to help with purchase of a public water bottle refill station. The motion was seconded by Cllr Taggart. The motion was carried with one Councillor voting against the proposal.

102) WHAT ACTION DOES THE COUNCIL WISH TO TAKE REGARDING THE CLEANSING OF BINS ON SITES HISTORICALLY DEVOLVED FROM CORNWALL COUNCIL?

Following information received from the Clerk, which included further investigation of the bins owned by the Parish Council, this item was not considered.

103) DOES THE COUNCIL WISH TO TAKE ANY ACTION REGARDING THE OWNERSHIP OF MILLBROOK LAKE FOLLOWING THE CORRESPONDENCE FROM THE DUCHY OF CORNWALL?

The Deputy Clerk had a copy of the letter from Duchy of Cornwall available for circulation.

Cllr Lewis updated the Council on the ownerships and titles deeds of the lake.

Cllr Lewis is due to have a phone call with the land agent.

Cllr Roberts proposed the motion be deferred pending Cllr Lewis's further investigation and communication with the Duchy of Cornwall. Cllr Wilton seconded the proposal. The motion was unanimously agreed by all present in the meeting.

ACTION: Deputy Clerk to scan the letter from the Duchy of Cornwall and email to all Councillors.

104) DOES THE COUNCIL WISH TO ACCEPT THE RENEWAL QUOTATION FROM WALLGATE FOR THE ANNUAL SERVICE CONTRACT?

The service contract quotation from Wallgate ,covering three hand / wash / dry units in the public toilets, was £717.00 It was proposed by Cllr Wood and seconded by Cllr Meeson that the Council renews the contract The motion was unanimously agreed by all Councillors present in the meeting.

105) DOES THE COUNCIL WISH TO REPLACE THE BROKEN BBQ PAVING SLAB LOCATED ON THE GRASSED AREA OPPOSITE THE LIME KILN?

It was proposed by Cllr Wilton and seconded by Cllr Wood, that the Council replaces the broken paving slab. The motion was unanimously agreed by all Councillors present in the meeting.

The Chair closed the meeting at 8.55pm.

APPENDIX TO AGENDA ITEM 93 - MATTERS ARISING FROM THE MINUTES & REVIEW OF ACTIONS (FOR UPDATE ONLY)

	CLERKS UPDATE AS AT 17 th FEBRUARY 2020	UPDATE / COMMENTS RECEIVED DURING MEETING
A	<p>DEVOLVEMENT OF WEST STREET PLAY PARK AREA As the Cornwall Council (CC) Waste Contract with Biffa has been extended until April 2021, we are in the same position for another year i.e. we'd be liable for the cleansing (emptying) costs for the bins located in and around the play park. Likely October 2020 before we can progress this matter with the CC Devolution Dept.</p>	
B	<p>REPLACEMENT OF TENNIS COURT KICKBOARDS - Additional quotations still need to be sought.</p>	
C	<p>DISABLED BAY, PHARMACY BAY & REPAINTING OF RED WALKWAY IN VILLAGE HALL CAR PARK I may have found an in-house solution for the 2 parking bays – pre-formed thermoplastic lines, symbols and letters are available to purchase online and little, other than a large blowtorch, is needed for installation. The cost of this approach would be significantly less expensive than the quotation we have received so far. Cost of materials + delivery for both bays: approx. £127.25. More info: https://roadcraft.com/preformed-thermoplastic-road-markings/page-2/</p>	The Chair suggested this needs further investigation and should be included on agenda for a future meeting.
D	<p>OUTDOOR GYM EQUIPMENT Initial proposal submitted to lottery unsuccessful. The Deputy Clerk has spoken to the representative from The National Lottery Community Fund who has recommended applying to Sports England.</p>	
E	<p>WEED CONTROL No update.</p>	Cllr C Wilton advised Midlothian and Highland Council are looking to remove the Glyphosate ban.
F	<p>HEIGHT RESTRICTION BARRIER FOR GREENLAND & VILLAGE HALL CAR PARKS Works commencing 21/02/2020. Subject to weather conditions the foundations are being dug this week and the barriers are being installed w/c 24/02/2020. Residents in New Street have been notified and Green Land</p>	Taller vehicles which were in the car parks have now moved.
G	<p>ELECTRIC VEHICLE CHARGERS FOR THE VILLAGE HALL CAR PARK Approval of the draft lease agreement sent to Plug'n'Go along with the information they'd requested – awaiting update.</p>	Deputy Clerk to request time frame. Clerk to include any legal costs on the next agenda.
H	<p>REPLACEMENT OF COUNCIL NOTICEBOARDS - Noticeboards delivered 10/02/2020. Installation to be arranged</p>	
I	<p>PEDESTRIANS IN ROAD SIGNS FOR HOUNSTER HILL - Order placed with Cormac for the works to be completed. Awaiting start date.</p>	
J	<p>REPAINTING OF THE LADIES' PUBLIC TOILETS - Awaiting commencement of work.</p>	
K	<p>CARBON ENERGY AUDIT European funding for free carbon energy audits under the Cornwall New Energy scheme is no longer available. Seeking quotations.</p>	
L	<p>WILDLIFE HEDGEROW, PERENNIAL MEADOWS & TREE PLANTING LOCATIONS Costs need to be ascertained and locations identified – suggestions welcome.</p>	Cllrs asked to forward suggestions to the Clerk
M	<p>MAKING THE PORTABLE DANCE FLOOR FOR THE TANYARD SAFER Clerk has yet to speak to Ann Trevarton re Cllr Wood's suggestion of free play park surfacing. Other suggestions also welcome.</p>	Cllrs asked to forward suggestions to the Clerk
N	<p>APPLICATION TO REGISTER THE MARK OF FRIENDSHIP AS AN ASSET OF COMMUNITY VALUE (ACV) Cornwall Council's Planning Committee deferred the decision on Punch Taverns' planning application to convert the pub into 3 dwellings, partly due to the Parish Council's application to register it as an ACV. As a result, Punch Taverns' solicitors have written to the Parish Council (as an 'interested party') to inform us that they believe Cornwall Council's decision / actions are unlawful and will be pursuing the matter.</p>	Ensure member of the public registers their attendance at least one week before the next committee meeting.