



Millbrook Parish Council

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

Minutes of remote Full Council meeting held on Tuesday 15th September 2020 @ 19:30hrs held by Zoom.

Present: Cllrs N. Roberts (Chair), S. Lewis (Vice-Chair), E Edwards, R Meeson, P Polák, R Vincent, C Wilton, S Woffenden, H. Wood

In Attendance: Mrs K Heald (Clerk/RFO) and 11 members of the public

The Chair opened the meeting at 19:34hrs

146) Apologies for absence

None received. Due to technical errors some Councillors joined the meeting during the public forum presentation.

147) County Councillor report and public forum

Apologies received from Cornwall County Councillor George Trubody

(i) Pedestrian Safety presentation

Mr Ian Crowford spoke on behalf of a community group, consisting of residents in West Street and the lower end of Hounster Hill. A report and consultation survey had been submitted to the Council. The report highlighted:

- 90% of West Street residents, who filled in their questionnaire, fear being hit by a vehicle when walking down the section of road referred to as '*The Narrows*' (*the lower end of Hounster Hill*)
- Approximately 50% of pedestrians have been hit by or clipped by a vehicle and verbally abused by drivers...
- Concerns over the rise in pollution
- Tallies have been taken at various times during the day with evidence showing in excess of 100 vehicles per hour going through The Narrows

A plea was made to the Council to (i) revisit the road signage in the area (ii) review the traffic feasibility study (iii) meet the residents on site.

Cllr Taggart thanked the group for such a detailed and comprehensive report.

The Chair stated the Parish Council is limited on what action it can take, adding the Council can support the residents, put forward proposals and even pay for schemes but it cannot progress without the backing from Cornwall Council Highways.

A member of public stated Cornwall Council Highways would not accept anything other than a professional survey.

Cllr Wilton advised that whilst the Council is sympathetic and understands the issues, expectations are not raised too highly and that the Council is clear what action it can take.

Mr Crowford stated following an incident when a pedestrian was hit by a vehicle, the resident wrote to Cornwall Councillor George Trubody. Mr Trubody agreed with the



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concerns raised, recommended the group approached the Parish Council and stated he would be happy to offer his support.

The Chair proposed a site meeting is arranged between the residents group, parish councillors and, if possible, Mr Paul Allen, Highways & Environment Manager, Cormac Solutions. The Chair, Cllr Taggart and Cllr Lewis said they would like to attend the meeting.

Cllr Taggart proposed a resolution is included on the agenda for the October meeting that the Council supports the residents group. The Chair thanked Mr Crawford for the presentation.

Action: Clerk to liaise with all parties and arrange a suitable meeting date.

(ii) Traffic Management

An update was requested on the LPT3 Hounster Hill Highways bid. It was highlighted by a member of public that the Parish led the way in Cornwall in getting the village-wide 20mph speed limit implemented.

It was stated by a member of public that attempts to increase traffic flow in other areas in the village would have a knock on effect in the Dodbrook area.

(iii) Blindwell Hill, pedestrian safety

A request was made to revisit the issue of pedestrian safety in Blindwell Hill, which was deferred from the meeting held in February 2020.

The Chair noted the request explaining delays in implementing actions were due to Covid-19 and a change of Clerk.

(iv) Caravans parked by the Lime Kiln

The Council was informed a meeting had taken place with a member of the public, the Police Commissioner and MP Sheryll Murray, regarding concern over anti-social behaviour in the parish (which includes the skate park and surrounding area)..

Due to the issues of parked caravans on Lower Anderton Road, a request was made to the Parish Council to consider putting yellow lines by the Lime Kiln. The Chair responded the Council would need to apply for a Traffic Regulation Order (TRO). Cllr Wilton stated the cost of a TRO would be in the region of £6,500 - £7,000 and that the option was considered by the Traffic & Transport Working Group (TTWG) but it there was concern Highways would not support progressing with this, due to the loss of parking. **Action:** review the traffic & transport working group records.

Cllr Taggart suggested a residents parking order is investigated. **Action:** TTWG

The member of public stated that anyone witnessing vulnerable children in danger of being influenced by criminal activities should immediately dial 999.

Councillors also highlighted the Devon and Cornwall Police website has an online reporting form. Members of public can fill in the form and will be allocated with a crime reference number. **Action:** Clerk to provide reporting information on the Council's Facebook page.



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148) Declarations of interests, gifts and dispensations

Cllr Lewis declared a pecuniary interest due to the reimbursement of a payment, minute 154b.

Cllr Wood highlighted the agenda did not include the approval of the minutes from the previous meetings. Although the minutes have been circulated to all councillors, as this item is not the agenda, the Chair advised the formal approval will be included on the agenda for the next meeting.

149) Chair's announcements

The Chair stated it is likely the Council will need to continue meeting online for several months. The change in the recent government guidelines state no more than six people can meet. Even once the village hall is open, the Council cannot guarantee enough space for members of the public who may wish to attend, whilst adhering to social distancing measures.

There is a possibility for councillors who have not received Code of Conduct training or for those who require refresher training to participate in a Code of Conduct training webinar. Once the details are received the Clerk will forward the information.

The Chair announced the Council has been informed of the sad loss of the Council's contractor, Mr William Webb (Bill) who died recently. Bill was a jovial character and will be sadly missed. On behalf of the Council, the Chair offered condolences to Bill's family and friends.

150) Matters arising from the minutes of the previous meeting

It was proposed by Cllr N Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors present in the meeting, that the Council ratifies its electronic decision to approve the Council's expenditure for the website hosting and email accounts, as detailed below:

£150 for initial Gsuite set up to cover creation of email accounts and passwords
£25 monthly hosting fee, which includes a renewable SSL certificate and firewall, spam and malware software
£4.60 per user / per month for Gmail / Gsuite and associated services.

Resolved.

151) Clerks report – for information only

The Clerk's report contained an update on actions in progress and outstanding. Councillors were asked to feed back any queries to the Clerk or the Chair. **Noted**

152) To consider the grant funding request from 'Light up Millbrook 2020'.

The Council discussed the grant application request received from the organisation 'Light up Millbrook 2020'. It was agreed Clerk would obtain further information such as where the lights will be placed, how they will be powered and what insurances will be in place. If required, the Chair and the Vice Chair would be happy to meet the applicant on site. It was proposed by the Chair, seconded by Cllr Polák and unanimously agreed by all councillors, that following receipt of this information the grant request is considered in the Council's October meeting. **Resolved.**



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Due to emergency work commitments Cllr Wilton temporarily excused himself from the meeting.

153) Rame Peninsula Neighbourhood Plan website renewal

The Rame Peninsula Neighbourhood Plan website is due for renewal at a cost of £85 plus £15 for the domain name. All information and evidence on the website will need to remain publicly available for the length of the plan. (June 2020). In previous years the Millbrook Parish Council has split the cost, re-invoicing the Rame Cluster group parish councils.

It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all councillors that the Council continues with this arrangement. **Resolved.**

154) Finance

a) Finance report from the Clerk / RFO

The Chair noted the finance report stated the balance spent to date was £37,513.

b) Approval of payments as presented to the Councillors

Cllr Lewis vacated the meeting.

The following payments were noted and where applicable approved:

Payee	Details	Net Total
Cllr Lewis	Replacement water containers	£ 37.48
Sustainable Furniture	Picnic bench	£479.17
Dale Blackler	Works in the play park	£860.00
Create Signs	Height restriction signage, barrier tape and installation x 4 barriers	£484.00
Seadog IT	Website construction deposit	
Bulb	Public toilets – electric	£ 37.62
Screwfix	Safety gloves for the street cleaner	£ 3.74

The Clerk highlighted Cllr Wood and Cllr Polák have checked the works completed in the play park.

Cllr Wood proposed the Council approves the payment listing. The motion was seconded by Cllr Edwards and unanimously agreed by all councillors present.

Resolved

Cllr Lewis returned to the meeting room.

c) Update on banking procedures

The Clerk advised Council that she is aware of a number of councils who use Unity Trust and recommended the tiered internet banking administration procedure the bank offer. The monthly cost for this service is £6.00. The Clerk suggested this is put forward to the Finance Committee to consider.

155) Policies and procedures

a) Millbrook Parish Council Publications Policy

The Council reviewed the Publications Policy, which was adopted during the Parish Council meeting held on 20th November 2018.



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The Chair noted the Information Security and Record Management Policies have not yet been completed. It was proposed by Cllr Roberts, subject to the Clerk's recommended insertion:

"A public authority can charge for the time taken by its staff on the activities included in communicating the information. Regulation 7(5) indicates that staff time is to be charged at the flat rate of £25 per hour, irrespective of whether a higher rate is actually incurred by internal staff or charged by external contractor staff"

See page 5 - <https://ico.org.uk/media/1635> the Council confirms the adoption of the Publications Policy. The motion was seconded by Cllr Lewis and unanimously agreed by all councillors present in the meeting. **Resolved.**

b) Equal Opportunities Policy

The Chair noted the following amendments to the existing policy, which was adopted in 2017:

(i) The monitoring section refers to a personnel committee. This needs amending to 'staffing' committee

(ii) Reference to the 'properties' committee needs removing.

The Chair proposed, subject to the above amendments, the Council confirms the continuation of the Equal Opportunities policy. The motion was seconded by Cllr Wood and unanimously agreed by all councillors present in the meeting.

The Chair recommended as the policy states the Council aim to "providing training for all staff in equal opportunities awareness and customer care" that the Council investigates training. **Resolved**

Cllr Wilton returned to the meeting.

c) Environment and Climate Change policy

A discussion took place regarding weed control in the village. Cllr Wood highlighted the Council has not used herbicides for three years and other methods of weed control have been investigated, and the Council does not currently have an employee qualified to use herbicide. The Council's grass cutting contractor occasionally uses herbicide for the control of Japanese Knotweed.

On behalf of the Village Enhancement Team (VETs) Cllr Lewis put in a plea requesting volunteer support helping to hand weed in the parish.

It was proposed by Cllr Roberts the Council adopts the draft Environment and Climate Change policy. The motion was seconded by Cllr Taggart and carried with two councillors voting against the motion. **Resolved**

156) Parish Council street furniture

Cllr Wood agreed to review the condition of the public street furniture and report back to the Council. Cllr Wilton seconded Cllr Wood undertaking this task, which was unanimously agreed by all councillors.

157) Millbrook Lake

a) Millbrook Model Mariner's use of Millbrook Lake and lakeside.

The Council reviewed Millbrook Model Mariner's terms of use for Millbrook Lake and the lakeside. Cllr Taggart noted a discrepancy on rule 7 and requested the risk assessment states, 'no fast boats are allowed on the lake at any time'.



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At 21:11 The Chair opened the meeting allowing members of the public to speak.

Mr Neil Coventry, a representative from Plymouth Model Boat club stated they have never allowed fast model boat clubs on the lake.

Mr Richard Smith, a representative from Millbrook Model Mariner's stated he would be happy to amend risk assessment adding they do not permit fast model boats.

The reconvened the Council meeting at 21:12

It was proposed by Cllr Wood, seconded by Cllr Wilton and agreed by all councillors that subject to the agreed amendment, the Council agrees Millbrook Model Mariners terms of use for Millbrook Lake and lakeside. **Resolved**

b) Plymouth Model Boat

It was proposed by Cllr Wilton, seconded by Cllr Lewis and agreed by all councillors that the Council agrees to accept Plymouth Model Boat Club's terms of use of Millbrook lake and lakeside. **Resolved**

c) Waterfowl warning signage by Millbrook lake

Correspondence has been received requesting the Council considers installing 'warning of waterfowl by the roadside' signage. A quotation had been received for £360 for the supply and installation of warning signs. A discussion took place on whether signage would make a significant impact.

Cllr Wilton proposed the Council does not put up waterfowl warning signs. The motion was seconded by Cllr Wood, one councillor voted in support of the proposal, but 5 councillors voted against and two abstained. **Motion not carried.** Cllr Wilton highlighted any signs would need to be highways compliant.

Cllr Taggart suggested a mural on Council owned land is investigated.

The Chair proposed the Council does not support official highway signage but investigates the possibility of locally produced signage by school children and subject to cost, this is installed on Council land. This motion was seconded by Cllr Taggart, carried with 5 in support of the proposal, two councillors against and one abstaining. **Resolved.**

158) Use of the Tanyard

A request has been received from Black Tar Roses asking for permission to use the Tanyard for live music. The request was received prior to the current government restrictions of groups of six meeting. The Chair proposed consideration of this request is deferred until the first meeting after restrictions have been lifted. The motion was seconded by Cllr Lewis and unanimously agreed by all councillors present in the meeting. **Resolved.**

159) Training

a) Clerk's training

The attendance of the Clerk's remote budget training through SLCC was noted.



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b) Councillor planning training

The Chair and Cllr Lewis's attendance of the Cornwall Council online Local Council Planning Conference was noted.

c) Councillor Lantra Tree inspection course training

It was proposed by Cllr Lewis and seconded by Cllr Wood that Cllr Taggart attends a Lantra tree inspection course at £175.00 plus travel expenses.

The motion was unanimously agreed by all councillors. **Resolved.**

Action: Clerk to check the Council's insurance liability.

160) Noticeboards

Cllr Wilton requested further information on the contractors. Due to the Clerk's technical audio issues the Clerk provided further information using the online chat facility. It was proposed by Cllr Roberts and seconded by Cllr Edwards the contract to install the noticeboards on The Parade and at Insworke and remove the existing noticeboards is awarded to Scott Bryce Construction at a cost of £210.40. The motion was unanimously agreed by all councillors present. **Resolved.**

161) Height barriers

The Council reviewed the costs received to paint the height barriers. It was proposed by Cllr Wilton, seconded by Cllr Meeson and unanimously agreed by all councillors that Scott Bryce Construction's quotation of £190.20 to paint the four height barriers is accepted. **Resolved.**

It was proposed by Cllr Taggart and seconded by Cllr Wilton that the height barriers are painted in yellow. The motion was carried with five councillors voting for the motion and two voting against. **Resolved.**

162) Millbrook Tractor Park

a) It was proposed by Cllr Wilton and seconded by the Chair that the Council accepts Dale Blackler's quotation of £200.00 to repair the duck rocker in Millbrook Tractor park. **Resolved.**

b) Steam clean the equipment in the tractor park

During the meeting held on 18th February 2020 the Council agreed to seek quotations to steam clean the play park equipment in the tractor park (Minute 90B). Two quotations have been received but there was a significant variance in the quoted prices. It was agreed the Clerk would obtain further information on the cleaning methods and substance the contractors are proposing to use.

The Chair proposed the decision is deferred until next month. The motion to defer was seconded by Cllr Lewis and unanimously agreed by all councillors. **Deferred.**

163) To review the expenditure for the picnic benches and consider the Clerk's recommendations for Tanyard seating.

The Clerk will forward a report with further costings and recommendations. The Chair thanked Cllr Taggart and Andy Delve for installing the picnic bench, which is being well used by the public.



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164) Street names for the land adjacent to the Hawthorns, St Johns Road, Millbrook, PL10 1EE (PA16/09713)

Kudos Ltd, who has been constructing nine new dwellings off St Johns Road, has contacted the Council to consult on an appropriate street name.

The Council put forward the following suggestions:

- Amphlett Way
- Kiln Close
- The Old Pottery

It was proposed by Cllr Woffenden, seconded by Cllr Lewis and agreed by all councillors that the Clerk submits the above names as the Council's preferred choice highlighting the Council chose the names due to the local connection.

Resolved.

165) Correspondence and matters to note

- Cornwall Association of Local Councils On line conference on Wilding – Friday 18th September 2020.
- Rame History Group – Photographic record of all gravestones and memorials.
- PA19/07150 – Change of use of public house to three dwellings and associated works - Mark of Friendship, New Street, Millbrook - Appeal Allowed. Punch Partnerships (PML) Ltd. Appeal Allowed. Costs claim against Council – Allowed.
- Parking at Tregantle.
- The housing development at the bottom of St John's Road - the contractor's responsibility in keeping the roads free from mud and debris.

166) To consider the co-option of a new councillor

The Clerk has received a request from a member of public to join the Council but due to work and personal commitments the interested party has deferred completing the required application form.

167) Date of next meeting.

Third Tuesday in October (20th October 2020)

Meeting closed at 22:05