



# 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 20<sup>th</sup> October 2020 @ 19:30hrs held by Zoom.

**Present:** Cllrs N. Roberts (Chair), S. Lewis (Vice-Chair), P Polák, R Vincent, B Taggart, S Woffenden, H. Wood.

**In Attendance:** Mrs K Heald (Clerk/RFO), two members of the public and CC G Trubody.

The Chair opened the meeting at 19:34

### 168) Apologies for absence

Apologies received from Cllr C Wilton and Cllr R Meeson. Cllr E Edwards was absent.

### 169) County Councillor report / update from CC George Trubody

**Budget:** Cornwall Council need to reduce spending by £58 million. There will be consultations carried out. **For further information see appendix 1.**

**Community Infrastructure Levey (CIL):** Following meetings between CC Trubody and Cornwall Council's head of planning, a change in Cornwall Council's policy regarding Neighbourhood Plan areas with a Primary Residencies and the allocation for strategic CIL funding has been agreed. **See appendix 2.**

### 170) Public forum: Village Hall Committee – update

Clare Watkins, Chair of the Hall committee and Amy Luxton, committee member addressed the Council providing an update on village hall management:

**Hall opening:** The preschool has been the only group using the main hall since July. This was decided by the hall management committee and will be case until January 2021. The hall committee have given the preschool a rent holiday. Upstairs is being used by a couple of small groups from 13:00hrs. The committee currently has no income. A government grant of £10,000 was received, which has been used cover Covid requirement set up costs, standard bills and compensate for the loss of income.

**Village Hall heating project:** Following the outcome of a feasibility study, Clare Watkins and Amy Luxton provided the Council with an update on future heating possibilities for the village hall. **See appendix 3.**

### 171) Approval of minutes from the previous meetings

- a. It was proposed by Cllr Lewis, seconded by Cllr Wood and agreed by all Councillors, who were present in the meeting held on 21<sup>st</sup> July 2020, the minutes are approved as a true and accurate record of the meeting. **Resolved.**



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- b. It was proposed by Cllr Lewis, seconded by Cllr Roberts and agreed by all Councillors, who were present in the meeting held on 18<sup>th</sup> August 2020, the minutes are approved as a true and accurate record of the meeting. **Resolved**.
- c. It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by all Councillors, who were present in the meeting held on 15<sup>th</sup> September 2020, the minutes are approved as a true and accurate record of the meeting. **Resolved**

## 172) Declarations of interest and Chair's announcements

### Declarations of interests

Cllr Taggart and Cllr Lewis declared an interest in item 181, relating to the grant application from the Friends of Millbrook Chapel of Rest (FoMCor)  
Chair's announcements

### Chair's announcements

The work on the website is underway. The Chair requested that those Councillors who have not already done so submit a short biography for the website to the Clerk.

Roger Collins from The Rame History Group will be meeting with the Clerk to photograph the old burial records. This will form part of the Millbrook's old cemetery project, recording data of the burial graves and records. No details of plot reservations relating to living persons will be shared.

## 173) Matters arising from the minutes of the previous meeting

**Minute 147(i) West Street / Hounster Hill pedestrian safety.** A site meeting took place on Tuesday, 6<sup>th</sup> October 2020. In attendance were two residents from West Street, Mr Paul Allen (Cormac Highways Manager), CC George Trubody, the Chair and Vice Chair of the Council, and the Clerk. The Chair stressed, that in spite of the apparent misinterpretation by one of the group leaders, neither the Chair, Vice Chair, Clerk or CC George Trubody stated anything that would imply the Council would fully support everything the group requested. The residents were informed the proposals and anything discussed during the site meeting would be taken forward to the Council for discussion.

The Clerk read an email which she had received from Cllr Wilton. **See appendix 4.**  
The contents of Cllr Wilton's email were noted and acknowledged by the Chair.

**Minute 147(ii) LPT3 Hounster Hill:** LPT3 was not carried forward. It was accessed by the Rame Cluster Group representatives and identified as a potential CIL project. See page 51 of the Rame Peninsula Neighbourhood Plan.

## 174) Clerk's report – for information only

The Clerk's report contained an update on actions in progress and matters outstanding. The Chair noted item 141a was showing as works completed but is still



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detailed on the report. Cllr Taggart requested all relevant papers are submitted together just before the meeting. **Noted and agreed by the Clerk.**

## 175) Finance

### a. Finance report

The Clerk highlighted the report showed the forecasted balance and with predicted expenditure but there were items such as the maintenance of the village and replacement of the contractor which need reviewing.

The chair requested the Clerk checks the figures for the net cash movement on the year to date figures of the report.

### b. Approval of payments - as presented to the Councillors

The payments listed below had been circulated to the Council:

Supplier	Details	Amount payable
Drew Memorials	Slate plaque for seating	£ 34.50
SLCC	Clerk training	£ 40.00
Enhancescapes	September groundworks plus amount owing from underpayment	£581.00
Dale Blackler	Repairing the rocking duck in the tractor park	£200.00
Dale Blackler	Removal of the timber youth shelter	£250.00
Dale Blackler	Assembly of picnic bench + waiting for delivery (compensation given from Sustainable Furniture)	£ 95.00
J Gibson	Litter picking and weed clearance	£ 60.00
Stinkyink	Replacement ink cartridges for office printer	£134.19

Additional payments listed below had just been received and were highlighted to the Council in the meeting:

Supplier	Details	Amount payable
Sustainable Furniture	Supply of picnic bench	£333.25
S Bryce Construction	Painting of Height Barriers	£190.20
S Bryce Construction	Construction of Noticeboards	£210.40

The Clerk highlighted, where required. the works had been checked and verified.

Cllr Roberts proposed the Council approve the payments which require the Council's approval. The motion was seconded by Cllr Lewis and agreed by all Councillors present. **Resolved.**



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## c. Parish Council bank account

The Chair outlined the information provided by the Clerk which detailed the benefits of moving bank accounts to Unity Trust. The system will allow electronic payments to be made with the same system that the Council currently operates for issuing cheques (a three-tier system with the Clerk administering the payments online).

- Staff and contractors will have the facility of receiving online payments.
- Unity Trust specialises in town and parish council bank accounts.
- The cost is £6.00 per month.

Cllr Wood suggested transferring required monthly funds each month. The Chair responded the process of the transfer would be a lot simpler, if the Council completely moves bank accounts. The Clerk agreed with this and suggested the Council could, at a later date, consider moving the reserves to an interest savings account.

The Chair proposed, in accordance with the Clerks' recommendation, the Council changes bank accounts from Nat West to Unity Trust. The motion was seconded by Cllr Woffenden and supported by five Councillors. Cllr Wood voted against the motion. **Resolved.**

## 176) Traffic, transport and pedestrian safety

### a. Pedestrian safety signage

It was proposed by Cllr Wood, seconded by Cllr Lewis and agreed by all Councillors present that Council agrees the quotation of £100 for the purchase and installation of a 'pedestrians in the road' sign in West Street. **Resolved.**

### b. Cornwall Gateway Community Network Highway (CGCNP) Improvement funding

The Chair highlighted the Council needs to decide what scheme to put forward as an expression of interest to the Cornwall Gateway Community Network Panel's Highway Improvement scheme.

CC Trubody provided some information regarding his Gallows Park access submission. This scheme is no longer viable and will be withdrawn.

The Chair highlighted the total funds submitted from 16 town and parish councils, for all projects, is £156,000. This excludes any expression of interest from Millbrook Parish Council. The total available funding is £87,000.

The Council discussed the options at length, and it was felt pedestrian safety should be addressed as a priority. The Chair stated the Council needs to be cautious and when addressing the Hounster Hill issues, should seek wherever possible to mitigate any potential knock on effects on traffic in other parts of the peninsula and for local businesses.



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It was proposed by Cllr Lewis, seconded by Cllr Roberts and agreed by all Councillors present in the meeting that the Council submits 'Pedestrian Safety in West Street / Hounster Hill' as an expression of interest for the Cornwall Gateway Network Panel Highway funding scheme. The amount will be decided once costings have been received from Cormac. It was agreed the Council will have more chance of success if the Council contributes towards the project. **Resolved.**

If the Council is unsuccessful in achieving the funding from the CGCNP Highway scheme, then there will be the potential for CIL strategic funding. However, the timescales of the CIL funding are not known and it was felt the pedestrian safety issues should be addressed as a priority.

It was agreed Cormac would be asked to provide a ball-park figure for elements requested in the pedestrian safety report. The Chair agreed with Cllr Wilton's emailed comments that Cormac should fund the reinstatement of the yellow lines, as part of their maintenance programme. CC Trubody was asked for his view and stated it was very unlikely, due to budget constraints, that Cormac would agree.

## c. **Traffic & transport budget for 2020-21**

It was proposed by Cllr Roberts and seconded by Cllr Wood that the Council continues to earmark £15,000 in the 2021-22 budget for traffic and transport. The motion was agreed by all Councillors present. **Resolved.**

## d. **Mobile speed cameras**

It was noted an email had been received from the Cornwall Gateway Community Network Panel Manager regarding the potential for mobile speed cameras in the parish. There are 23 locations proposed across the Cornwall Gateway Community Network Area. It was agreed the last Community Network panel meeting that each parish should be asked for their priorities, as it may be that only one location in each parish can be supported.

There is no guarantee that funding will be available, but it was agreed at the CGCNP panel meeting those towns and parishes which had submitted more than one location should be asked to confirm their priority site. This will then be reviewed by the Highways Manager and the matter considered further, with the aim to reach a decision, at the next panel meeting on 9<sup>th</sup> December.

It was proposed by Cllr Roberts and seconded by Cllr Taggart and agreed by all Councillors present in the meeting, that St John's Road is submitted as a priority for a potential mobile speed camera. **Resolved.**

## 177) **Dog Enforcement**

The Council considered the options regarding service level agreements received from Torpoint Town Council and Sheviocck Parish Council for a dog warden / enforcement officer. It was proposed by Cllr Taggart, seconded by Cllr Lewis and agreed by all Councillors present that the Council agrees to Sheviocck Parish Council's SLA



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proposal to employ the services of their Dog Warden. The hours offered available 8 hours in the summer months and 4 hours in the winter. **Resolved.**

## 178) Cornwall Council / Rame Cluster Group Traffic Enforcement SLA

The Council discussed the Rame Cluster Group traffic enforcement service level agreement.

CC Trubody joined the meeting explaining Cornwall Council's previous SLA agreement was not cost effective.

Costings, for all parishes in the included the current Rame Cluster SLA agreement, have been circulated by Shevioc Parish Council's clerk.

It was proposed by Cllr Taggart, seconded by Cllr Roberts and agreed by all Councillors present that the Council allocates a budget of £750.00 to cover the costs of Cornwall Council of traffic enforcement fees. **Resolved.**

## 179) Open Spaces and recreation facilities

### a. Hedge planting along New Road

It was proposed by Cllr Taggart, seconded by Cllr Lewis and agreed by all Councillors present in the meeting, that the Council agrees the quotation from Enhancescapes for £1,345 submitted for 100m of mixed indigenous hedgerow planting along New Road. It was noted, as this is specialist work only one quotation had been received.

**Resolved.**

### b. Seating in the Tanyard

Both picnic benches installed in the Tanyard have been used by members of the public. The newly installed bench under the pergola has been used by walkers. It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by all Councillors present that the Council accepts the quotation of £670 from Dale Blackler to provide bespoke seating on the triangular concrete base in the Tanyard and the concreted area by the pergola. **Resolved.**

It was proposed by Cllr Wood, seconded by Cllr Lewis and agreed by all Councillors present that plaques stating 'for public use' are placed on the new seating area.

**Resolved.**

### c. Millbrook Tractor park

It was proposed by Cllr Lewis, seconded by Cllr Roberts and agreed by all Councillors that the Council accepts Dale Blackler's quotation to repair the tractor in the play park, using marine ply, at a cost of £750.00 including materials and labour. **Resolved.**



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In the future, the Clerk will approach local tractor dealerships to enquire if they will sponsor towards a new tractor.

d. **The timber youth shelter in the skate park**

On the grounds of health and safety, an electronic decision was made to remove and dispose of the timber youth shelter in the skate park.

It was proposed by Cllr Roberts, seconded by Cllr Taggart and agreed by all Councillors that the Council ratifies the decision to remove and dispose of the youth shelter. It was agreed consideration for alternative seating would be included on for the next Parish Council meeting. Cllr Polák agreed to investigate options. **Resolved.**

Cllr Taggart and Cllr Lewis vacated the remote meeting.

**180) To consider grant request from Friends of Millbrook Chapel of Rest**

It was proposed by Cllr Roberts, seconded by Cllr Wood and agreed by all Councillors that the Council approves the grant request for the amount of £500 from Millbrook Chapel of Rest. **Resolved.**

The Clerk admitted Cllr Taggart and Cllr Lewis back into the meeting.

**181) To agree a budget for the Christmas expenditure**

It was proposed by Cllr Roberts, seconded by Cllr Wood and agreed by four Councillors, that the Council allocates a budget of £200 for the purchase of a Christmas tree and associated costs. The motion was passed with one Councillor abstaining. **Resolved.**

**182) Correspondence and matters to note**

- CALC Code of Conduct training
- Water link in St Johns Close
- Millbrook Skate Park and the timber shelter
- Office of Police and Crime Commission's Advocate Scheme
- Purpose Climate LAB
- Light up Millbrook 2020

**183) Date of next meeting – Tuesday 17<sup>th</sup> November 2020**

The meeting closed at 22:07hrs

# Appendix to the minutes of the remote Full Council meeting held on Tuesday 20<sup>th</sup> October 2020 @ 19:30hrs held by Zoom.

## Appendix 1: County Councillor report - Budget

Cornwall Council has been preparing its budget. Due to Covid-19, the Council has to save approximately 58 million pounds. 600 members of staff have expressed an interest in voluntary redundancy. The Council will be looking to make 200 staff redundant. This will be implemented across the departments, keeping a ratio so that there is not a huge amount of loss in some of the key areas, such as adult social care, health and the environment. A four year budget will be set. Overheads are going up but income from local government settlements is going down. After the next local elections, Cornwall Council's new administration will need to work closely with town and parish councils to ensure the delivery of services is what the residents need but expectation levels must be set at a realistic level. There will have to be scales of economy, as an example, when the Council's new waste contract comes around, Cornwall Council will need to factor in the amount of money available for contracts, the fact there is only one contractor available to manage the whole of Cornwall and the requirements to meet the government's targets on recycling.

<https://www.cornwall.gov.uk/council-and-democracy/have-your-say/budget-engagement/#:~:text=So%20overall%20we%20need%20to,recovery%20from%20the%20Coronavirus%20pandemic.>

## Appendix 2: Councillor report – Community Infrastructure Levy for strategic funding

Discussions have recently taken with the Clerk and Chair of the Council, regarding CIL contributions for development in Millbrook (notably, the development in St Johns Road, at the back of The Hawthorns). When the CIL schedule was put out to consultation and went to examination by the government's appointed inspector, there was a disparity around areas that had neighbourhood plans with principal residency policies. The Government Inspector felt that these areas could potentially cause a fluctuation in housing value (because of the nature of principal residency). The Government Inspector said areas with a Neighbourhood Development Plan had to go down a CIL zone level. Unfortunately, when the schedule came out, the Rame Peninsula Neighbourhood plan had already been produced. Millbrook was allocated a zone 4. Due to the Neighbourhood plan principal residency, Millbrook Parish Council's CIL zone dropped down from zone 4 to zone 5 (zero contributions for any CIL funding). Following several meetings with the Head of Planning, George was able to reach an agreement for a change in Cornwall Council's policy so that, in the specific situation that applying a Principle Residency Policy leads to a parish being downgraded to zone 5 and therefore zero CIL rated, that parish will be paid at the zone 4 rate from the Cornwall Council Strategic share.

## Appendix 3: Millbrook Village Hall Management Committee – Heating project.

Around 18 months ago the village hall committee started a project with a view to reviewing the heating options for the village hall and reducing the need for using oil. The committee obtained European funding for a feasibility study produced by Buro Happold, in Bath. An assessment was completed just before lockdown and a comprehensive report was produced listing various options:

- i. **Condensing boiler:** Replace the current boiler with a condensing boiler. This would require a new space to install the two litres of fluid it produces and a new type of chimney.
- ii. **Air source heat pump.** The only place where the heat pump could be installed would be the balcony. Issues of noise and space regarding health and safety of children would need to be considered. The mechanics of the pump could be installed in the boiler room.
- iii. **Ground source heat pump:** 3 bore holes and 100m pipes would need to be installed in the car park. As the car park belongs to the Parish Council it would need agreement from the Council. The works would take approximately two months and would cause a lot of disruption (for the pharmacy and residents).

There is the option of apply for a renewal heating incentive scheme but plans need to be in by March and completion by September next year. Government grant funding cannot be used as match-funded.

The Chair asked the committee members if there is any urgency in replacing the boiler. Clare responded the existing system is being well maintained by the hall committee's appointed contractor and is running well.

Estimated costs and recouped income were provided. The motivation to address the heating options was the consideration of climate emergency.

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## Appendix 4 Matters Arising from the previous meeting – minute 147(i)

### Email from Cllr Wilton

Dear Karenza,

I am unfortunately unable to make the meeting tonight due to work commitments, and would ask if you can read a few points out to the council regarding this item on the agenda.

1. As Hounster Hill is one of the main routes on the peninsula, should the consultation not also include the wider area? Speed humps, for example, may affect deliveries to shops if goods are rocked around (regardless of how slow a vehicle goes over the tables), similarly transports to and from the boatyards. Will the speed tables handle large traffic, such as tractors and trailers using them during harvest when towing large and heavy trailers, or will could they break up in time?
2. For the residents to claim "the council are offering full backing if the residents are in support" is totally misleading, and if that was promised at the meeting by councillors, it should not have been, and if it wasn't, why are they claiming it has? This raises grave concerns as either way those replying to the consultation are doing so under a false premise.
3. The speed awareness/ pedestrians in road sign would be a good, effective measure, and one, I believe the council could easily deliver with minimum fuss.
4. For Cormac to suggest the PC should pay for the removal/relocation of the yellow lines when they installed them incorrectly, is somewhat out of order, similarly the red pedestrian priority virtual pavement should be part of Cormac's maintenance program, and I assume it ended where it did due to there being a narrow pavement further on.
5. The suggestion of a "yellow box" would need careful consideration and advice from Cormac's designers as I believe there could be a real risk that people would have to commit to entering the box, not knowing if it is clear to exit, and possibly make congestion worse.

Whatever the councillors make of my thoughts on this, I would strongly suggest that making changes to a primary route into the village, without at least consulting with the wider community would be unfair to the rest of the residents, and no decision should be taken on these measures till a wider consultation is undertaken.

Many thanks

Cllr Chris Wilton