



# Millbrook Parish Council

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

## Minutes of remote Extra Ordinary Full Council meeting held on 18<sup>th</sup> August 2020 @ 19:30hrs held by Zoom.

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

**In Attendance:** Mrs K Heald (Clerk/RFO) and 4 members of the public

The Chair opened the meeting at 7:30pm

- 135. Apologies for absence** - Councillors were asked to receive and approve the apologies for absence and the reasons given.  
It was proposed by Cllr Taggart and seconded by Cllr Roberts to accept the apologies for absence received from Cllr Meeson. The motion was carried with one councillor voting against the proposal and one abstention. **Resolved.**  
Apologies received from Cllr Woffenden but no reason was given.  
Apologies were received after the meeting from Cllr Wilton, who was unable to attend due to unforeseen work commitments.  
Cllr Polák and Cllr Edwards were absent from the meeting.
- 136. Public forum & county councillor report**  
Apologies received from Cornwall CC George Trubody.  
The Chair highlighted the Council's meeting procedures, as detailed on the agenda. (Standing order 3e, 3f and 3g) stating members of the public may speak for no more than 5 minutes.  
**Traffic:** A member of the public reported attendance of a transport forum meeting and raised the following:  
(i) Whilst the Council archives material on a regular basis, an exception should be made for transport related issues.  
(ii) Approximately five years ago he produced three bids under the LPT3 scheme.  
Two of the bids included management for Hounster Hill and traffic calming in West Street. LPT3 is due for consideration in 2020.  
Cllr Taggart reported he had recently attended a meeting with a newly formed action group consisting of West Street residents. The group is anticipating doing a presentation to the Council in the September meeting. The residents have been looking at traffic calming measures for the area at the top of West Street (known as "The Narrows"). In the last couple of months, three people have been hit by vehicles in the area. The group is concerned about the volume of traffic going through the top of West Street / Hounster Drive. Having monitored the traffic and completed surveys, the group has reported , nearly 300 vehicles have been counted in this area in the course of a week. **Action: Clerk to contact CC Highways requesting an update on the progress of the LPT3 bid.**
- 137. Declaration of interests, gifts & dispensations if required**  
None received



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## 138. Chair's announcements

**New Parish Clerk:** The Chair welcomed Karenza Heald to her first full Council meeting under her new role as full time Parish Clerk.

**Policies and procedures:** As part of an ongoing process, the Clerk will be reviewing policies and procedures and where applicable, new council policies will be introduced. A rolling programme will be implemented.

**Office hours:** The Chair advised Millbrook Village Hall is due to open at the end of September. The main users will primarily be Millbrook Preschool. Until the village hall is officially open the Council office cannot open for general public access.

Once the village hall opens and the preschool is in operation the front door will be kept locked. A doorbell has been installed outside the office. Anyone wishing to see the Clerk will need to ring the bell and will either be met outside or subject to prior arrangement will be permitted in the foyer. The short term office opening hours will be 2:00pm to 4:30pm. This will be subject to ongoing review, with longer term plans to open the council office for longer normal office opening hours.

**Caravans / Mobile homes by the Lime Kiln:** Information has been submitted to various departments within Cornwall Council. The Parish Council does not have powers to move vehicles from public highways. Our MP has been made aware of the situation and has advised she has been in contact with the Police and Crime Commissioner. Due to the various reports the Council has received, the Chair reported concerns over public health and has asked the Clerk to contact the Environment Agency.

## 139. Matters arising from the previous council meeting – for information

**Minute 128, 21/07/2020:** The Clerk reported there have been unforeseen delays receiving the order but a picnic bench is due to arrive from the suppliers on Wednesday 19/08/2020. The bench will arrive flat packed. Cllr Taggart has kindly agreed to put the bench together. The Clerk has been chasing availability and prices. Quotations have been sought from local craftsmen and suppliers.

**Minute 130, 21/07/2020:** The Clerk reported the litter bin in the skate park has been installed. The contractor has submitted an invoice which will be included in the payment approval listing for the September meeting. The work has been completed satisfactorily.

## 140. Public toilets

### a) To ratify / approve the decision to reopen the public toilets

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all councillors present that the Council ratifies the decision to reopen the public toilets. **Resolved.**

### b) Update from the Clerk

At the weekend sanitiser dispensers have been installed and Covid-19 signage displayed. The Council's cleaning contractor has finalised additional cleaning measures and the public toilets opened 19<sup>th</sup> August 2020.



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**c) To agree actions and associated expenditure regarding management of the public toilets.**

The Clerk advised having reviewed the Government Regulations, expenditure of under £100 was made (£87.96) by the Clerk to purchase the three sanitiser dispensers and signage. The Clerk will reclaim the expenditure at the next meeting. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors present that the Council approves the expenditure relating to the public toilets. **Resolved.**

**141. Tractor Park**

**a) To consider the quotations received in respect of faults and risks identified from the Safety Inspection Report for Millbrook 'tractor' park.**

The Clerk advised a specialised play equipment contractor will be visiting the play park and submitting a quotation on the safety surfacing.

Cllr Wood suggested the Clerk contacts Ann Trevarton at Cormac regarding availability of safety matting.

It was proposed by Cllr Roberts the Council accepts the quotation, with the exception of the safety surfacing, which is being deferred until September. The motion was seconded by Cllr Lewis and unanimously agreed by all Councillors present in the meeting. **Resolved.**

**b) To consider the quotations received to repair or replace the tractor play equipment.**

The Clerk reported a local contractor has had a look at the tractor who advised it would not be cost effective to repair. Cllr Taggart reported he has recently reviewed grant funding options. The current lottery grants available appear to be Covid related. It was proposed by Cllr Roberts that the Council defer a decision on this item until September pending the results of public consultation on community part funding. The motion was seconded by Cllr Wood unanimously agreed by all Councillors present in the meeting. **Resolved.**

**142. Website**

**a) To consider the report from the Clerk regarding use of designated Council email addresses.**

The Chair summarised the Clerk's report highlighting councillors using personal email addresses are at risk of having to share details of their personal email accounts should there be a Freedom of Information request regarding Council communications.. Designated council email addresses protect councillors against involuntary sharing of their personal email accounts to other organisations.

The Clerk highlighted once a Freedom of Information request has been submitted it is illegal to delete that information. **Noted**



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- b) In order to comply with the Public Section website accessibility regulations the Clerk is recommending the Council a) agrees a budget for a new website b) forms a task group to consider the content required for the new website and to review proposals from website providers c) delegates the authority to the Clerk to appoint the website provider.

Cllrs Robert, Lewis and Wood agreed to be part of a task group. The Clerk recommended all Councillors feedback their suggestions to the task group. The Chair agreed to be the task group's point of contact.

It was proposed by Cllr Roberts that the Chair, Vice Chair and Cllr Wood consider the website content required and feedback their recommendation to the Clerk and the Clerk is delegated to appoint the website provider with an allocated budget of £1600. The motion was seconded by Cllr Wood and unanimously agreed by all councillors present. **Resolved.**

**Action:** The task group to make their recommendation by the end of August.

**143. To consider reintroducing car park fees in West Street car park**

It was proposed by Cllr Lewis and seconded by Cllr Roberts that the Council reinstates car park charges from Saturday 22<sup>nd</sup> August 2020. Discretion will be shown to permit holders. The motion was unanimously agreed by all councillors present. **Resolved.**

**Action:** Clerk to contact permit holders and to advise Cornwall Council Enforcement.

**144. To agree a budget for the purchase of a new office laptop for the Clerk**

It was proposed by Cllr Wood and seconded by Cllr Roberts that the Clerk is allocated a budget of £600 for the purchase of a new laptop. The motion was carried with one abstention. **Resolved.**

**145. To note and consider a response regarding correspondence received from Looe Town Council regarding change of permitted development rights**

It was proposed by Cllr Roberts, seconded by Cllr Taggart and unanimously agreed by all councillors present that the Council supports Looe Town Council's communication. **Action:** Clerk to respond to Looe Town Council expressing the Council shares their concerns.

**144. Millbrook Village Hall**

**Reopening of Hall – Update from the Chair of Millbrook Village Hall**

- It has taken a lot of work and expense to prepare for this but we did get the £10,000 Government grant to assist with this and any financial loss.
- Preschool starting 7th September
- Questionnaire / Covid-19 guidelines / MVH risk assessment sent to all regular users re returning to the hall on 21st September. Responses so far they want to leave their return until Jan 2021/ having to wear a mask is putting a lot of groups off.



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- The return of live theatre voted against by the committee / trial film decided for November but due to compulsory mask wearing this probably won't happen.  
Fascia Board Replacement/ Roof Repair
- Scaffolding up and waiting for contractor to start /all negotiated with next door
- Decided to still go ahead with this work despite no regular financial income / it's taken a long time to arrange and an essential repair.

Balcony Room Leak above Balcony Door

- Repair work being done on Friday – essential repair work.

## 145. **Correspondence and matters to note** - For information only

**The list below includes some of the correspondence received in the last month:**

Requests to reopen the public toilets x 3

Parking on the paths by Millbrook lake via Millbrook Football club gates

Use of Millbrook Lake

Liskeard Looe Girls Rugby Club - Use of the football pitch near the play park

Caravans and campervans parked in Lower Anderton Road and by the doctors surgery x 4

Complaints regarding anti-social behaviour

Cornwall Council Anti-social behaviour team

NHS Kernow Covid-19 and pharmacy services survey

A thank you for keeping the hedges and verges uncut

Complaint about the height barriers in Millbrook Village Hall car park

Purchase of picnic benches for the Tanyard

The Chair closed the meeting at 8:57pm