



Millbrook Parish Council

Minutes of remote Parish Council meeting held on 19th January 2021 at 7:30pm

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

Co-opted during the meeting: Cllrs M Beadnall & K Hall

In Attendance: Mrs K Heald (Clerk/RFO) and 10 members of the public

217. **Public forum & County Councillor update. The Peninsula Trust and Millbrook Village Hall Committee reports / updates**

(i) **Public forum**

Members of the public in attendance raising the following:

- The danger of crossing the road near the roundabout junction by the tractor park have been reported to Cormac. The response to the member of public from Cormac was Cormac do not have the funds and the Parish Council needs to prioritise what they want from Cormac.
- Issues with huge HGV and articulated lorries coming into and exiting the village via Hounster Hill / West Street. It was reported construction delivery vehicles have damaged the corner of Dodbrook House and The Bar Tusker pub has incurred damage three times in one week.
- Due to pedestrian safety concerns, could the Council look into a build out at the bottom of Blindwell Hill.
- The signage by the Tanyard has made a difference however, rather than reduce the space in the Tanyard, could the Council look into applying for a Traffic Regulation Order to make no parking in this area enforceable.

In response to the issues relating to traffic and pedestrian safety in West Street, the Chair said she and the Clerk had visited the site to meet with the developers.

A suggestion has been put forward, via the developers, that the drivers exit the village via the cliff road. Despite this request lorry drivers ignored this and still exited the village via Hounster Hill. The Chair highlighted the cliff road is also unsuitable for HGV / articulated lorries. Works have recently been completed in on the cliff road however, it is suffering from subsidence.

(ii) **County Councillor report**

Apologies received from CC George Trubody.

(iii) **The Peninsula Trust**

Simon Ryan updated the Council on The Peninsula Trust's (TPT) coronavirus support work. 67 households are being supported. The board has committed to pay a worker. Most of their crisis funding finishes at the end of March 2021. TPT will be seeking for longer term support from the Council. The last grant received of £2,374 amounted to annual equivalent of approximately £9,000.

Approved 19th February 2021, Minute 235

Page 1



Millbrook Parish Council

(iv) **Millbrook Village Hall Management Committee**

Update from Clare Watkins, Chair of the Village Hall Management Committee. With the exception of the preschool, who use the main hall two days a week, the village hall is closed. The hall committee recently had a meeting and voted to put forward the hall as a potential venue for a vaccination centre. Recently, the lock on the main door seized up and has been replaced. New keys have been distributed to those using the hall and will be distributed to the user groups once the hall reopens. The Village Hall Committee's financial position is stable. Two grants have been received. The preschool received a rent holiday but has resumed payments for the sessions currently running.

218. **Apologies for absence**

None received.

219. **Declarations of interests, gifts, and dispensations**

Cllr Wood asked it to be noted that he had requested the issue of rats is investigated (agenda item 22) and as he lives in New Road, it could be perceived that he should declare an interest.

220. **Approval of minutes from previous meetings**

It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors that the minutes of the meeting held on 15th December 2020 were approved as a true and accurate record of the meeting.

221. **Chair's announcements**

- (i) **Localism and Vision Strategy:** Cllr Edwina Hannaford (Portfolio Holder for Climate Change and Neighbourhoods) has invited Clerks and Councillors are invited to attend a virtual MS Teams meeting on Monday 25th January 2021.
- (ii) **Elections:** Notification has been received from NALC that the elections for year will take place as planned.
- (iii) **Be a Councillor:** Cornwall Council's Be A Councillor Microsoft Teams fair took place on 16th January 2021. Details were distributed to the potential new Councillors.
- (iv) **Cornwall Council Support with Covid-19 legislation webinars**
The Clerk confirmed details are shared on the Council's Facebook page.
- (v) **New Parish Councillors:** The Chair said she was very excited at the possibility of welcoming new Councillors and thanked Matthew Beadnall and Karen Hall for their interest.

222. **Clerk's report**

The Chair asked if anyone had anything to raise regarding the Clerk's report. The Clerk will be meeting with the Chair and Vice Chair to review outstanding actions.

223. **Matters arising from the previous meeting.**

- 206 Use of the Tanyard: A copy of the Public Liability Insurance received for event held on Sunday 21st December 2020. Noted.

Approved 19th February 2021, Minute 235

Page 2



Millbrook Parish Council

224. Co-option of Parish Councillor(s)

Application for co-option had been submitted from Matthew Beadnall and Karen Hall. The Chair responded to M Beadnall's questions regarding elections, specific responsibilities and attendance at meetings.

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that M Beadnall is co-opted as a Parish Councillor. **Resolved.**

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that K Hall is co-opted as a Parish Councillor. **Resolved.**

The Chair welcomed them both to the Council advising that whilst they are welcome to engage in discussions, they cannot vote on any decisions until after the relevant forms have been signed.

225. Coronavirus update

The Council reviewed the report from the Clerk, which included correspondence received from a parishioner concerned non-compliance regarding Covid regulations in the Tanyard.

- (i) **ANPR in Covid Policing:** As the Council's liaison contact, Cllr Wood had circulated an email from the Community Engagement Worker for the Office of the Police and Crime Commissioner regarding the use of Automatic Number Plate Recognition (ANPR) in Covid Policing. Following discussion, it was agreed the Cllr Wood would seek further information and report back to the Council.
- (ii) **Correspondence concerned non-compliance of Covid restrictions:** The Council noted recent correspondence regarding concern over lack of social distancing around in the Tanyard. Cllr Wood stated he was disappointed on Christmas Eve approximately 60/80 people were seen in the Tanyard with no masks and lack of social distancing.
- (iii) **Promoting Covid lockdown restrictions:** The Council discussed whether additional measures should be put in place publicising Covid regulations, such as additional signage. It was noted official gov.uk Covid lockdown restrictions signs had been placed in the play park and on the parish noticeboards. A sanitiser unit has purchased for the entrance to the tractor park. Cllr Wood reported he had received positive feedback from parishioners using the sanitiser.
Cllr Wood proposed the Council allocate £250 for Coronavirus publicity and installation of additional santiser units. The motion was not carried as Councillors generally felt there was sufficient publicity on the news, website and facebook page and the majority of people carry small sanitisers with them. The Clerk was tasked with laminating additional signs to be placed in Tanyard.
- (iv) **Car park fees:** It was noted, to support essential workers, Cornwall Council has suspended car park fees on Cornwall Council owned car parks until the end of lockdown. Cllr Wilton highlighted the move was made so that civil enforcement officers and back room staff can be deployed to support the Council's Covid-19 response, due to a shortage of back room staff. The Clerk asked whether the Council wished to suspend the Parish Council owned car park fees. The Clerk confirmed she is cautious when emptying the machine and leaves the coins a few days before counting them. Cllr Wilton asked the Clerk if other town and parish councils have suspended their car park fees. It

Approved 19th February 2021, Minute 235

Page 3



Millbrook Parish Council

was proposed by Cllr Wood, seconded by Cllr Wilton and unanimously agreed by all Councillors that the Clerk compiles further research, Council monitors the situation and if necessary, the motion is considered at the next meeting. **Resolved.**

226. Finance

- a. **Finance report:** The Council noted the Clerk's finance report
- b. **Payment listing:** The payment, which consisted of preapproved payments or payments under the officer's delegated authority, was noted.

Date	Payee	Details	Gross	Tax	Net
30/12/2020	Council staff & HMRC	Staffing costs	2977.16	0.00	2977.16
04/01/2021	Cornwall Council	Public toilets non-domestic rates	53.00	0.00	53.00
06/01/2021	Xero	Accounting package	28.80	4.80	24.00
11/01/2021	Bulb	Public toilets - monthly electric direct debit charge	20.00	0.00	20.00
20/12/2020	SeadogIT	Website hosting	25.00	0.00	25.00
23/12/2020	Millbrook Village Hall committee	Covid compliant meetings - 29/09/2020 & 11/12/2020	15.00	0.00	15.00
31/12/2020	Peake UK	Public toilets	254.32	42.39	211.93
31/12/2020	Jed Gibson	Maintenance 16th - 31st December	150.00	0.00	150.00
10/01/2021	Argos	Step ladder and batteries for Sanitiser dispenser	22.10	3.69	18.41
			3545.38	50.88	3494.50

Cllr Meeson left the meeting due to technical problems.

227. Parks and green spaces

- a. **Noise from skate park ramps:** The Council acknowledged the correspondence from parishioners regarding noise from the skate park ramps. It was noted when the ramps were installed noise reduction filling was installed. Cllr Wilton suggested the Clerk contacts Aaron Barrett. Cllr Taggart agreed to research planting trees.
- b. **Parking by the tennis courts:** The Council has received a request to implement 'no parking' by the tennis courts. Cllr Wood highlighted the area is very boggy. Cllr Wilton proposed the Council purchases a granite boulder for the area. The Clerk asked if there were any boulders in the village which could be moved this area. Cllr. Wilton left the meeting due to technical problems. Following discussions Cllr Taggart proposed to investigate planters for the area. This was supported by Cllr Polák and it was agreed seconded Cllr Taggart's proposal and it was agreed the Clerk would investigate costs of planters and boulders for the area.

Approved 19th February 2021, Minute 235

Page 4



Millbrook Parish Council

- c. **Hedging along New Road:** The Clerk had circulated a quotation to cut the hedging along New Road, in front of Gordon's Terrace. The Clerk acknowledged the hedge and verge was owned by Cornwall Council Highways and had spoken to them and sought their consent for a one-off pruning by the parish council, if the quotation was agreed. The Clerk reported concerns had been raised over safety issues and recommended the quotation is accepted. It was proposed by Cllr Roberts the Council does not proceed with the works, as the hedging is not the Parish Council's responsibility. The motion not to accept the quotation was seconded by Cllr Wood and resolved with one Councillor voting against the proposal. **Resolved.**

228. Traffic, transport & parking

- a. **Greenland / Lower Anderton Parking:** The Council acknowledged the correspondence received from the residents. Due to the costs of traffic regulation orders, the Council will consider implementing parking restrictions when other traffic and transport issues are addressed.
- b. **Millbrook Parish Council funding application for Cornwall Gateway Community Network Panel Highway Improvement Scheme:** The Chair attended the network panel meeting last month. The criteria for the successful applications were that any proposal had to be started before the end of the financial year. It was felt Millbrook's West Street pedestrian safety scheme required further research and consultation. The application is listed as amber and will be considered for Community Network funding when and if the next round of funding becomes available.
- c. **West Street / Hounster Hill pedestrian safety issues:**
Due to Cllr Woffenden living in the vicinity she offered to vacate the meeting. The Chair stated as voting is not taking place it is appropriate for Cllr Woffenden to remain in the meeting. Cllr Hall stated she also lived in the area.

An update was provided. The Chair and the Clerk had recently met with the developers on site at St John's Road. Mr Wright has said he will request smaller vehicles. Whilst on site two very large vehicles arrived with deliveries. Those deliveries would have suitable for smaller vehicles but the developer orders from the supplier, who then contracts the haulier to carry multiple orders the length of the country, so using a smaller vehicle is not cost effective. The contents of the delivery would not have been suitable for smaller vehicles. Cllr Hall suggested the possibility of an escort service and it was agreed the Clerk would follow this up.

Cllr Lewis said a traffic and transport working group meeting has provisionally been arranged for Tuesday 26th January 2021 at 7:00pm, members not in the working group are welcome to join. The Clerk added George Trubody and Paul Allen would be willing to attend. .

- d. **SLA Parking enforcement agreement (budget £750 – minute 178, 20/10/2020)**

Approved 19th February 2021, Minute 235

Page 5



Millbrook Parish Council

It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all Councillors that the agreement remains the same as last time, to include a Saturday or an evening plus the new yellow lining on the Quay. **Resolved.**

- e. **The Height Barrier in Greenland:** The Council noted a resident will be moving to a property in Greenland. Evidence has been provided that the owner of this specific property is entitled to vehicular access to his property. It was proposed by Cllr Lewis and seconded by Cllr Woffenden that the Council accepts the quotation of £105 to raise and repair the barrier. The motion was carried with one Councillor abstaining. **Resolved.**

229. The burgeoning rat population

The Council noted there is always going to be a problem with rats around the lake. Cllr Polák agreed to lead a project, engaging with the children, to provide signage regarding what and where to feed the birds. Cllr Roberts proposed a budget of £250.00 is allocated to tackle the issue. The motion was seconded by Cllr Lewis and unanimously agreed by all Councillors. **Resolved.** Action: Clerk to approach the Council's cleaning contractor. Cllr Taggart & Cllr Wood to identify potential sites for bait boxes.

230. Training – SLCC Virtual Regional Training Seminar (VRTS) 24th March 2021

The Clerk and four Councillors all expressed an interest in attending the SLCC virtual training seminar. It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council approves the cost for the training, totalling £360.00, this being £45.00 for the Clerk plus £90 for non SLCC members (the offer entitles one Councillor to pay the reduced rate).

231. Correspondence to note.

- Hedging in New Road, alongside Gordon's Terrace
- Parking in Greenland / Lower Anderton Road
- Inconsiderate parking
- Traffic and pedestrian safety issues in The Narrows (several emails)
- Millbrook Model Boat Club Risk assessment
- Rame History Society – Millbrook Graveyard
- Coronavirus – lockdown restriction non-compliance
- All Saints Church
- Access to property in Greenland

232. Date of next meeting.

Tuesday 26th January 2021 – Traffic & transport working group.
Tuesday, 16th February 2021 – Full Council

Approved 19th February 2021, Minute 235

Page 6