



# Millbrook Parish Council

## Millbrook Parish Council full Council meeting Tuesday 16<sup>th</sup> February 2021 at 7:30pm

**Councillors' Present:** Cllrs N. Roberts (Chair), S. Lewis (Vice-Chair), M Beadnall, K Hall, R Vincent, C Wilton, R Meeson, H. Wood.

**In Attendance:** Mrs K Heald (Clerk/RFO) and 2 members of the public

The Chair opened the meeting at 19:30hrs advising Councillors and members of the public of the Zoom meeting protocols:

- To remain muted unless you wish to speak.
- Councillors and members of the public to use the hand / clap icon or if this is not possible to clearly raise your hand in front of your camera when you wish to speak.
- Councillors to use the hand / clap icon when voting or clearly raise your hand in front of the camera when voting.
- Cllr Wilton added that participants of the meeting should also remember to take their hands down once the Chair has allowed them to speak or when Councillors have placed their vote.
- Members of the public are allowed five minutes to speak in the public forum.

### **233. Public forum and County Councillor report (see appendix i)**

Apologies received from County Councillor George Trubody, who has emailed a report to the Clerk. The Clerk has uploaded the report on the website. The Chair announced the time sensitive legalities regarding hedge trimming. Unless it is a matter concerning public safety, hedge cutting, and trimming is not permitted between 1<sup>st</sup> March and 31<sup>st</sup> August.

**Millbrook skatepark:** Mr Aaron Barrett, (AB), who has been communicating with Cllr Beadnall and the Clerk addressed the Council. AB has been a regular user of the skatepark facility but has noticed the amount of repair work required. He has identified a few repairs he believes need completing on the skate park ramps, some of which are urgent safety issues, such as the jump box. **(see appendix ii)**

**Safety work on the leakage of water on St Johns Road:** Safety work being pursued regarding the hazard of leaking water in St Johns Road.

**Traffic calming on Hounster Hill:** Comments raised regarding traffic calming and management on Hounster Hill. In the past there has been some confusion over dragon's teeth (teeth marks going to the side of the road). The member of public stated if the Council are going to put in for a raised platform / table, you can put in for dragon's teeth and you do not need a traffic regulation order. He was surprised that pedestrians in the road signs are being proposed, as normally road signs are considered cluttered. He would like to see a big version of the parent and child logo, in a circle, approximately a meter across, at the junction of Radford Lane in the surface of the road, and possibly a smaller version higher up the hill.

**Green Lane option for Radford Lane:** Considering the Gateway system seen elsewhere in Cornwall. It was suggested the Council might want to consider the Green

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Lane option for Radford Lane. A recommendation was made to separate the cyclists out of the virtual pavement. The virtual pavement should ideally have the parent and child logo at both ends.

## 234. **Declarations of interests, gifts and dispensations**

None

## 235. **Approval of minutes from previous meetings**

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that minutes of the full parish council meeting held on 19th January 2021 are agreed as a true and accurate record of the meeting. Resolved.

## 236. **Chair's announcements**

The Chair requested if anyone has to leave the meeting could they make an announcement or put a message in the Zoom chat facility.

At 8pm on 25<sup>th</sup> February 2021, [www.cornwallclimate.org](http://www.cornwallclimate.org), a premier film titled 'Cornwall's Climate Stories' will be launched. A recording of the film will be available from 26<sup>th</sup> February. The Clerk has put the information on facebook and confirmed she will be putting details on the notices of the Council's website.

## 237. **Matters arising from the previous meeting.**

Minute 225 - Coronavirus update

Notices put up around the village. To minimise the risk of Covid-19 infection through social contact the picnic benches in the Tanyard have been taken out of use. The Chair thanked the Councillors and volunteers who helped move the picnic benches adding the situation will change as and when the government guidance allows the Council to relax the measures. Only the movable seating has been moved. Fixed seating is still in place so anyone needing to sit down whilst on daily exercise or stop for a break whilst out doing daily shopping can use the fixed seating. Measures were taken by the Council to discourage groups of people from socialising when it is not safe to do so.

## 238. **Traffic & Transport**

a. **Traffic Transport Advisory Task Group meeting** held by Zoom on 26<sup>th</sup> January 2021.

For information. **Noted.**

b. **Traffic & Transport Advisory Task Group Terms of Reference.** Apologies received from Cllr Wilton, who had not had the opportunity to review the document, so abstained from voting. It was proposed by Cllr Roberts and seconded by Cllr Lewis that the Council agreed the Traffic & Transport Advisory Group's terms of reference. The motion was carried with one abstention. **Resolved.**

c. **Houster Hill traffic signage:**

(i) Design of the proposed village gateway signage

It was proposed by Cllr Lewis, seconded by Cllr Wood, with the caveats that the Cornish spelling of Millbrook is checked, and the old signage is placed at the entrance of Lower Anderton, the Council agrees the proposed village gateway / entrance signage.

**Resolved.**

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## (ii) Pedestrians in the road signage

The Chair stated the Council has been advised by Cormac “pedestrians in the road signage” cannot be incorporated within the gateway sign. Following discussions, it was proposed by Cllr Wilton “pedestrians in the road” signage is painted on the road just before or adjacent to the traffic calming island, as you come into the bottom of Hounster Hill. The motion was seconded by Cllr Beadnall and unanimously agreed by all Councillors present in the meeting. Cllr Wood suggested the Council requests additional pedestrians on the road signage on the road surfacing higher up the hill, by the very narrow section. As an alternative option, should Cormac not agree to signage on the road surfacing, Cllr Roberts proposed the ‘pedestrians on the road’ signage is located by the flower boat. The alternative (plan b) option was seconded by Cllr Wilton and unanimously agreed by all Councillors. **Resolved.**

- d. **Traffic & Transport reports:** It was noted the traffic & transport reports page has been updated on the website.
- e. **Traffic & Transport Advisory Task Group meeting:** Members of the group agreed the next meeting will take place on Tuesday 9<sup>th</sup> March 2021.

## 239. Finance

- a. **To note and approval the payments:** It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors that the payments listing, as detailed by the Clerk, is approved. **Resolved.**
- b. **Council’s bank balance:** The Chair confirmed she had verified the bank balance, which as of 15th February 2021, was £182,719.50.
- c. **Budget monitoring report:** The Clerk’s budget monitoring report was noted.
- d. **Outsourcing the Council payroll:** The Clerk had submitted a report outlining her recommendations for outsourcing the payroll. The quotation received from One Less Worry, was a monthly cost of £25.00. The Chair supported the recommendation. Cllr Wilton raised a question relating to staffing matters asking whether the current role included payroll and if it did would there be an adjustment in the salary of the Clerk. Following Cllr Wilton’s comments, the Clerk suggested the matter is referred to the staffing committee for recommendation and if the committee are in agreement the matter is added the agenda for the full Council meeting on 16<sup>th</sup> March 2021, this was supported by Cllr Wilton and the Chair. Cllr Roberts proposed the option to outsource payroll is deferred pending recommendation from the staffing committee. The motion was seconded by Cllr Lewis and agreed by all Councillors. **Resolved.**
- e. **Changing computer packages to Scribe Accounting:** The Council considered the Clerk’s report. Cllr Roberts proposed the council agree to change accounting software providers, as detailed in the quotation provided, at an annual cost £468.00. The motion was seconded by Cllr Hall and unanimously agreed by all Councillors.
- f. **Finance Committee meeting.** The Council noted the Clerk’s outstanding actions.
  - (i) a review of the Council’s Risk Management Scheme
  - (ii) review of The Statement of Internal Control
  - (iii) review of the updated asset register and
  - (iv) to nominate representatives from the Finance Committee to complete a remote audit check of the Council’s finances. It was agreed the Finance Committee would set a meeting date by email.

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## 240. Council Assets, public amenities & green spaces

- a. **Asset & Green Spaces Task Group:** The Council reviewed the report submitted by the Clerk. It was proposed by Cllr Roberts and seconded by Cllr Lewis that the Council forms an Asset & Green Spaces Task Group. The motion was carried with one Cllr voting against the motion. Cllr Wood, Lewis and Hall agreed to be members of the group.
- b. **Restricted parking in the green space by the tennis courts:** The Council discussed the options regarding planting in a tyre, which had sourced by Cllr Woffenden, and /or the supplier of a boulder. Cllr Wood proposed the Council relocates two or three of the boulders situated in various parts of the village to the tennis courts area to prevent parking. Cllr Wilton stated having declared a climate change, he was shocked with the suggestion of using a pollutant tyre but would be in favour of supplying planted troughs. The Clerk suggested a budget should be agreed to move the boulders; however Cllr Wilton offered to donate his services moving the boulders free of charge. The motion to move the boulders was seconded by Cllr Lewis and unanimously agreed by all Councillors. **Resolved.**
- c. **Public toilets Wallgate service contract:** It was proposed by Cllr Roberts and seconded by Cllr Wood that the Council agree the quotation for the new service contract for the Wallgate machine. **Resolved.**
- d. **Tree survey:** The Council noted the communication from the Council's insurers, Came & Company. The Clerk recommended a tree survey is completed and agreed to take this forward with Cllr Taggart. Cllr Wood suggested an annual inspection is completed.

The Chair opened the meeting to public.

- e. **Skate park noise:** The report regarding the skate park noise investigation completed by Cllr Beadnall and the Clerk was noted. Cllr Beadnall reported he walked up towards Southdown Road and was able to ascertain the noise impact from the jump box was prominent. A report titled 'Trees in focus Practical Care and Management, Trees & Shrubs for Noise Control by Martin Dobson and Jo Ryan, Arboricultural Advisory and Information Service, was also forwarded by Cllr Taggart.
- f. **Skatepark jump box repairs:** The Council considered the quotation to repair the jump box received from Twisted Metal Art. Following input from a member of the public, suggesting the ramp could be tweaked to make it better for the skate park users, it was proposed by Cllr Roberts a budget up to £1,200 is allocated to repair the jump box and Cllr Beadnall and the Council's volunteer liaison with Twisted Metal Art to establish whether they can make the requested tweaks within the budget, and if they are unable to do so the ramp is removed. The motion was seconded by Cllr Beadnall and unanimously agreed by all Councillors. **Resolved.**

## 241. Dog waste and enforcement measures

- a. To consider (i) the purchase of dog poop bag stations and if agreed (ii) to agree the location of the dog poop bag station  
The Council discussed the options at length. Cllr Polak had technical issues but joined the chat facility stating the system works well at Maker camp. It was proposed by Cllr Roberts the Council install dog poop bag stations. The motion was seconded by Cllr Polak and supported by two Councillors. Five Councillors voted against the proposal. The motion was therefore not carried.

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- b. **Service Level Agreement (SLA) with Torpoint Town Council, on a three-month trial basis, from April 2021, for the use of Torpoint Town Council's Dog Enforcement Officer.**

The Clerk recommended the Council agrees an SLA with Torpoint Town Council for the use of their Torpoint Dog Enforcement officer, who could also complete maintenance work for Millbrook Parish Council. It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors that the Council agreed to an SLA with Torpoint Town Council, at a cost of £18.00 per hour for 9 hours work per week. The agreement will be reviewed towards the end of three month period. **Resolved.**

## 242. Policies and procedures

- a. **Official Councillor emails:** It was agreed not to proceed with quotation supplied by SeadogIT to assist with the email set up. The Chair agreed to assist with anyone who needed support. Cllr Wilton said due to technical issues with gmail he is not able to use the gov.uk email facility.

Cllr Vincent left meeting at 21:16hrs

- b. **Elections:** To note the 'Frequently Asked Questions' communication and Election timetable received from Cornwall Association of Local Councils and the procedures. The government has announced its commitment that the elections will take place on 6<sup>th</sup> May 2021. Although this still could be reviewed Cornwall Council, the principal authority, is due to call the elections on 22<sup>nd</sup> March 2021 and issue the notice of election to the Clerk for display in the parish. Noted

- c. **Remote meetings:** The regulation permitting local authorities to hold remote meetings ceases on 7<sup>th</sup> May 2021. (see [National Association of Local Councils returning to face to face meetings](#)), To note the communication from Cornwall Association of Local Councils relating to remote meetings and to consider whether the Council wishes to take any action.

Cllr Wilton said following the Handforth Parish Council YouTube clip, it appears that Robert Jenrick MP is considering extending the facility beyond 7<sup>th</sup> May 2021, as remote meetings allows better participation and interest, more so than public meetings. It was agreed the Council would await further developments.

Cllr Vincent returned to the meeting

## 243. Training and development

To approve the attendance to the Clerk and Councillors for the following courses:

- a. **SLCC Managing Local Elections:** 9<sup>th</sup> March 10:30 – 11:15am. £15 for SLCC Members £20 for non-members.

Cllr Roberts proposed the Council approve the Clerks' attendance on the above course. The motion was seconded by Cllr Wood and unanimously agreed by all Councillors.

**Resolved.**

- b. **Practitioners conference:** Tuesday 23<sup>rd</sup>, Wednesday 24<sup>th</sup> & Thursday 25<sup>th</sup> February 2021, 3 days of training for £75 (members and non SLCC members)

Cllr Roberts proposed the Council approve the Clerks' attendance on the above course. The motion was seconded by Cllr Wood and unanimously agreed by all Councillors.

**Resolved.**

- c. **Code of Conduct webinar:** Monday 15<sup>th</sup> March 1:00pm – 2:30pm £30 for SLCC members or £35 for non-members.

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It was proposed by Cllr Roberts, subject their availability, Cllr Hall & Cllr Beadnall attend the Code of Conduct webinar. The motion was seconded by Cllr Wilton. The motion was unanimously agreed by all Councillors.

Cllr Wood reminded Councillors the Code of Conduct consultation review, which had been circulated by the Clerk, expires on 18<sup>th</sup> February.

## 244. Correspondence and matters to note.

- Cornwall ANOB Survey
- GWR: Track & bridge renewals will take place in East Cornwall area in the second half of March. Buses will replace trains between Plymouth / Liskeard and Par on the weekends of 13/14, 20/21 and 27/28 March. <https://www.gwr.com/travel-updates/planned-engineering/east-cornwall>
- City Bus: Bus routes through Millbrook
- Parishioner's offer of donation to cover the costs of moving and reinstalling a bench, which is on a slope in the graveyard to West Street Play Park (once the Council takes over the ownership)
- Traffic congestion in Hounster Hill / West Street – emails with photographs and video footage from West Street residents
- Complimentary email regarding paths and clearance around the trees.
- A request for a key safe for the height barrier
- SLCC press release regarding Handforth Parish Council
- NALC Chief Executive bulletins
- Cornwall Council members briefings and Covid updates
- A request for a formal record relating to measures taken to avoid flood risk.
- Sutton Kersch Auctions: reference the purchases for the former Mark of Friendship building in New Street.
- The Clerk from Maker with Rame Parish Council confirming the inclusion Millbrook traffic issues on the agenda for their Parish Council meeting on 11<sup>th</sup> February 2021.
- Communication with Haulage distribution Companies
- Reports of large gatherings congregating in the Tanyard
- SWW & Cormac – mains leak in St Johns Close

The meeting closed at 21:29.

## 245. Date of next meeting.

Full Council meeting Tuesday 16<sup>th</sup> March 2021.

Traffic & transport working task group meeting 9<sup>th</sup> March 2021.

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## **(i) County Councillor report to Millbrook Parish Council<sup>i</sup>**

### **Littering**

Cornwall Council is urging residents to make sure used items of personal protective equipment (PPE) go in the bin – or they could face a £150 fixed penalty notice.

In recent months the Council has received lots of reports about PPE being discarded on streets, beaches, green spaces and walkways.

Residents are being urged to put used face coverings and disposable gloves in litter bins or take the items home. Littering is an offence and those found dropping any item of litter can receive a £150 fixed penalty notice. If you see someone dropping litter, please email Cornwall Council at [publicprotection@cornwall.gov.uk](mailto:publicprotection@cornwall.gov.uk).

### **Hedge cutting**

People in Cornwall are being reminded to follow the rules for hedge and tree cutting at this time of year. Between 1 March and 31 August, hedge cutting and trimming is not allowed unless there is a safety issue. This is because it is the main breeding season for birds which have legal protection.

Landowners also have a duty to ensure that the highway is not obstructed and they are being encouraged to cut back any overhanging vegetation now, rather than wait for an official reminder.

People should also check the condition of their trees and hedges and seek professional arboricultural advice where required.

For all the latest advice about managing trees and tree risks, please visit the [Managing your Trees](#) page on Cornwall Council's website.

You can report issues with overgrown hedges or overgrown or fallen trees causing a concern in the highway, via the [Report issues with hedges or verges](#) page on Cornwall Council's website.

### **Dog Fouling:**

Back in January 2020, Cornwall's first "We're watching you" anti-dog fouling pilot achieved an average reduction in dog fouling by 72.5% across eleven hot spots. Now Cornwall Council's Communities and Public Protection team have launched a brand-new 2021 campaign, targeting seven additional sites across Cornwall.

The successful applicants have each received "We're watching you" signs to put to the test at their chosen hot spot. The 2021 campaign participants include Kenwyn Parish Council, Porthleven Environment Group, Porthleven Town Council, St Columb Major Town Council, St Ives Town Council, St Just Town Council and St Gennys Parish Council.

The ability of the signs to nudge irresponsible dog owners to "pick up" at their sites is being closely monitored by dedicated community ambassador volunteers through weekly survey visits.

If you would like to place your council on the interest register to receive "We're watching you" signs in the next phase of the 2021 campaign, please email [cep@cornwall.gov.uk](mailto:cep@cornwall.gov.uk) with your contact details. There's more about the "We're watching you" campaigns in Cornwall on Cornwall Council's website.

### **Covid 19:**

If anyone has any coronavirus related enquiries or issues, then please use Cornwall Council's dedicated email address [covid19@cornwall.gov.uk](mailto:covid19@cornwall.gov.uk). Residents can also ring 0300 1231 118 for any COVID-19 related queries.

I look forward to seeing you at the next meeting  
Best Wishes

George

### **(ii) Skate park noise and safety repairs<sup>ii</sup>**

- On 25<sup>th</sup> January 2021, The Clerk and Cllr Beadnall had a social distance meeting at the skate park.
- The skate park was in use. Cllr Beadnall walked up the hill towards Southdown and identified that noise from the jump box was more prominent.
- The Clerk contacted various contractors asking them to quote.
- Cllr Beadnall has been trying to source some donated foam.
- Cllr Beadnall has been communicating with someone who was involved in the original fundraising and until recently used the skate park.
- Cllr Beadnall received the following response: "options wise, fencing can create a slight barrier but that's not so good for youths as they can use it as an area to hide what they get up to, also you can sound proof inside the



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ramps, because they are a metal shell it's a little like a drum, but the best option for sound is concrete as concrete is solid and does not create as much echo, there was some plans submitted for a park by a council up the line that explains this, I was going to suggest that as most of the ramps are starting to rust a few of them even the railings wobble a little, that Millbrook could really benefit hugely from a concrete park it has the space there for one it makes less sound and they do not rust and are easier to repair. I'm happy to work with anyone that would think this is a good idea".

- On Monday 08<sup>th</sup> February 2021: the Clerk met on site with the owners of local blacksmiths, Twisted Metal Art.
- Friday 12<sup>th</sup> February 2021, quotation received from Make-n-mend – *"filling of Park Leisure ramp with supplied foam is in the region of a day's work at £240 + any materials or emergent work."*
- Sunday 14<sup>th</sup> February 2021: Twisted Metal Art are planning to open up the ramps (where possible) with a view to providing a quotation to fix the safety issues.
- Tuesday 16<sup>th</sup> February 2021: Member of public (AB) addressed the Council in the meeting. Acknowledging the noise issues AB said the ramps are hollow, like a drum, concrete is solid but is more expensive. In the long term he would like to see the ramps replaced with concrete ramps. Additional options such as coating the ramps with a non-slip material, which would protect the metal were suggested. To completely replace the jump box would cost approximately £7,000. The skate park has been monumental for the young people of the community and he would like to work with the Council to put together a few ideas.

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