



Millbrook Parish Council

Millbrook Parish Council meeting 16th February 2021 at 7:30pm

VIRTUAL COUNCIL MEETINGS

In response to the outbreak of Covid-19 and the resulting period of emergency measures, the Government introduced [the Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) which enables local authorities to meet virtually and make lawful decisions remotely.

Join Zoom Meeting

<https://us02web.zoom.us/j/86949964224?pwd=UGRRReHhVZG4zQmdZVIB4S3hMV1diQT09>

Meeting ID: 869 4996 4224 - Passcode: 624305

One tap mobile +442030512874,,86949964224#,,,,*624305# United Kingdom

Dial by your location +44 203 051 2874 United Kingdom

Important: If you are dialling in and do not wish your telephone number to be on display during the meeting please remember to dial 141 before the telephone number (i.e., 141 0203 051 2874)

AGENDA

233. Public forum and County Councillor report
234. Apologies for absence
235. Declarations of interests, gifts and dispensations
236. Approval of minutes from previous meetings
To approve the minutes of the full parish council meeting held on 19th January 2021.
237. Chair's announcements
238. Matters arising from the previous meeting.
Minute 225 - Coronavirus update
Notices put up around the village and to minimise the risk of Covid-19 infection through social contact the picnic benches in the Tanyard have been taken out of use
239. Traffic & Transport
 - a. Update from the Traffic & Transport Advisory Task Group meeting held by Zoom on 26th January 2021 (see circulated notes). For information.
 - b. To agree the Traffic & Transport Advisory Task Group Terms of Reference
 - c. To agree the design and location of the proposed village gateway signage and the pedestrians in the road signage.
 - d. To note the updated Traffic & Transport reports page on the website.
 - e. To agree the date of the next Traffic & Transport Advisory Task Group meeting



Millbrook Parish Council

240. Finance

- a. To note / approve the payments as circulated by the Clerk
- b. To note the Council's bank balance.
- c. To review the budget monitoring update report from the Clerk.
- d. To approve the Clerk's recommendation to use the payroll service provider, One Less Worry (see report from the Clerk)
- e. To consider the Clerk's recommendation to change the accounting software provider (see report from the Clerk)
- f. To agree a date for the Finance Committee meeting. The agenda to include (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.

241. Council Assets, public amenities & green spaces

- a. Does the Council wish to form an Asset & Green Spaces Task Group? (see report from the Clerk)
- b. **Restricted parking in the green space by the tennis courts:** Cllr Woffenden has sourced the donation of a tractor tyre, which can be filled with plants, and the Clerk has obtained the price of a single boulder. Does the Council wish to proceed with one or both options? If so, what budget does the Council agree for the planting and / or purchase and delivery costs.
- c. **Public toilets:** To agree the quotation for the new service contract for the Wallgate machine
- d. **Trees:** To review the communication from the Council's insurers, Came & Company and agree next steps regarding tree maintenance and surveys.
- e. **Skate park noise:** To receive an update from the Clerk and Cllr Beadnall regarding action taken to investigate noise issues in the skate park. See also the 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, forwarded from Cllr Taggart.
- f. **Skate park repairs:** To agree the quotations or a budget to fix the skate park ramps, as highlighted in annual and weekly safety inspection reports.

242. 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
- b. To consider the Clerk's recommendation for a 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. (see report from the Clerk).

243. Policies and procedures

- a. **Official Councillor emails:** Update on Councillors who have signed up to using official designated Councillor email addresses. To discuss issues arising and to consider a budget for email set up training.
- 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 6th May 2021. Although this still could be reviewed Cornwall Council, the principal authority, are due to call the elections on 22nd March 2021 and issue the notice of election to the Clerk for display in the parish.



Millbrook Parish Council

- c. **Remote meetings:** The regulation permitting local authorities to hold remote meetings ceases on 7th 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.

244. Training and development

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

- a. **SLCC Managing Local Elections:** 9th March 10:30 – 11:15am. £15 for SLCC Members £20 for non-members.
- b. **Practitioners conference:** Tuesday 23rd, Wednesday 24th & Thursday 25th February 2021, 3 days of training for £75 (members and non SLCC members)
- c. **Code of Conduct webinar:** Monday 15th March 1:00pm – 2:30pm £30 for SLCC members or £35 for non-members.

245. 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 11th February 2021.
- Communication with Haulage distribution Companies
- Reports of large gatherings congregating in the Tanyard
- SWW & Cormac – mains leak in St Johns Close

246. Date of next meeting.

Karenza Heald
Parish Clerk / RFO