

Millbrook Parish Council full Council meeting Tuesday 20th April 2021 at 7:30pm

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

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

The Chair opened the meeting at 7:33pm reminding the participants of the meeting protocols.

260. Public forum and County Councillor report

(i) Outgoing County Councillor George Trubody

No report received from outgoing County Councillor George Trubody

Mr Roger Bews gave recognition to George Trubody, who has stood as an Independent County Councillor for 12 years. George's very productive hard work, along with the many initiatives he brought in, many of which stand as a model for other parishes and county councils, was acknowledged. He went on to say that he hoped the parish councils on the Peninsula would work together and build on George's legacy.

(ii) Hounster Hill

The Parish Council was advised to obtain a copy of the instruction package for the works being completed on Hounster Hill from Cormac's contractors on site. A comment was raised regarding the standard of the previous works. The member of public stated in the past a hash had been made of the virtual walkway and that he was instrumental in getting the corrections completed.

(ii) The Peninsula Trust

Simon Ryan spoke on behalf of The Peninsula Trust (TPT) requesting continuing and more definitive financial support for the Peninsula Trust local service. The Clerk had circulated supporting documents, which included:

- The Parish Council's funding request form
- A covering letter with further details
- The Peninsula Trusts latest support report detailing their work to date.
- The budget for the TPT work, describing the costs.

For further information see Appendix ⁱ

The numbers of people coming to TPT have fallen but the complexity of people with differing disadvantages and needs is rising. (i) more of the long-term concerning households now feel they are able to come forward (ii) the economic impact is still developing.

(iv) Millbrook Village Hall

Clare Watkins, Chair of The Village Hall Management Committee (VHMC) advised the Council on Thursday 23rd April the committee will be meeting, and a vote will take place whether to progress with the decision with the purchase of the Air Source Heat Pump installation. Information had been provided to the Council.

(v) Cornwall Councillor Candidate

Mr Jim Candy introduced himself as a candidate for the Cornwall Councillor elections. He reiterated thanks to CC George Trubody.

The Chair thanked the members of public and commenced the main Council meeting.

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261. Apologies for absence

Apologies received from Cllr Hall and Cllr Meeson. The Chair updated the Council on the reasons for absence.

262. Declarations of interests, gifts, and dispensations

Cllr Lewis, who is a Director of The Peninsula Trust, declared an interest in item 268, Grants & Donations.

263. Approval of minutes from previous meetings

It was proposed by Cllr Lewis, seconded by Cllr Wood and unanimously agreed by all Councillors present, who attended the meeting held on 16th March 2021, that the minutes are approved as a true and accurate record of the meeting. **Resolved.**

264. Chair's announcements

On behalf of the Council, the Chair thanked outgoing CC George Trubody for his stalwart service.

The Chair thanked Cllr Vincent and Cllr Edward, who both decided not to stand for re-election and also thanked all Councillors for their help and support during her years as Chair.

Thank you to Cllr Wilton and Cllr Wood for moving the boulders to the tennis courts, which will eliminate the concerns raised over parking in this area.

Following the death of the Duke of Edinburgh, the Council had received some concern on whether they would need to postpone this meeting. Legal advice was then received from Cornwall Association of Local Councils (CALC) confirming it was in order to go ahead publishing the agendas before the funeral.

The local elections will take place on 6th May 2021. Ten of Millbrook Parish Council's current councillors' have stood for re-election. As there are 13 seats available and 11 candidates Millbrook Parish Council's election will be uncontested. The Council looks forward to welcoming a new Councillor, Elisa Woffenden, in May. Mr Edwards, who ceased being a Councillor due the six-month ruling relating to attendance of meetings, has expressed an interest in being co-opted as a Councillor. This would be dependent on his health, but he would like to be involved and has shown an interest in joining the Asset & Working Spaces Working Group

There is an item on the agenda for recommending a scheme of delegation. Should the impending court case on 22nd April 2021, relating to the provision of remote meetings for local authorities, be unsuccessful then as a contingency the scheme could be used.

The owners of Weigh to Go have asked for permission to paint the outside wall of the public toilets, at no cost to the Council. The Clerk, in consultation with the Chair & Vice Chair, has agreed to allow the painting to be completed.

265. Clerk's update / report – for information only

The Chair & Vice Chair will meet with the Clerk and see if any old outstanding items need to be brought back to the Council.

266. Matters arising from the previous meeting.

253b(ii) Maker with Rame PC have requested a traffic count, for the duration of the year for Hounster Hill.

On behalf of Maker-with-Rame Parish Council (MwRPC), Cllr Wilton advised there had been some confusion, as MwR PC have not requested a new traffic count.

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They have requested historic traffic count information Millbrook Parish Council already holds.

256b Cllr Beadnall has agreed to produce a map which will show the location of all the benches.

256c A play park and skate park inspection was completed on Monday 19th April.

Cllr Hall met the inspector. There are no immediate issues but the full report will be circulated.

257 Eleven seats have been filled. Two seats will be available for co-option.

267. Millbrook Village Hall Committee

It was proposed by Cllr Roberts, as custodian trustee, it is incumbent the Council supports the Village Hall Management Committee. The motion was seconded by Cllr Beadnall and unanimously agreed by all Councillors. **Resolved.**

8.25PM: Cllr Lewis was put into the Zoom waiting room by the Clerk.

268. Grants / donations

A funding request had been submitted by The Peninsula Trust (TPT) for £14,726. The Council discussed the decision at length. It was felt the amount requested was very close to the allocated budget amount for section 137 funding. As it is the start of the new financial year and it is not known how what other community projects will apply for support, it was felt the Council should donate a lower amount.

During the meeting the Clerk provided information relating to previous donations the Council had made to TTP (£2,602 in April 2020 and £2,374 in July 2020)

Following discussion, it was proposed by Cllr Roberts that the Council offers a donation of £5,000. The Council would be willing to review further funding in six months. The motion was seconded by Cllr Wood and carried with one Councillor voting against the proposal. **Resolved.**

8:45PM: Cllr Lewis was admitted back into the meeting.

269. Skatepark

a. To agree the cost and solution for sound proofing the jump box ramp at the skatepark.

The Council discussed the options provided by the Clerk and agreed the best course of action would be to seek quotations from acoustic engineers. A quotation was previously submitted by the Clerk for £375.00. Cllr Woffenden offered to assist the Clerk in obtaining additional contacts. It was proposed by Cllr Wilton, seconded by Cllr Wood and unanimously agreed by all Councillors that a budget of £500.00 is agreed for the service of an acoustic engineer to provide a noise assessment survey. **Resolved.**

Action: Cllr Woffenden agreed to assist the Clerk in sourcing further quotations. The Clerk to check the previously submitted quotation is still valid.

b. To consider the correspondence from Team Rubicon, via Torpoint Town Council, regarding a skatepark event and agree funding costs.

It was proposed by Cllr Lewis and seconded by Cllr Woffenden the Council allocates a maximum of £1,000 for the Team Rubicon event. It was agreed the Council would work in partnership with Torpoint Town Council and timings would be as such that the event is finished at a suitable time, i.e., by 6pm. The motion was carried with one Councillor voting against the proposal.

Resolved.

270. Finance

a. To note / approve the payments as circulated by the Clerk.

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The payments listing was noted. No comments or queries received.

Payments included a disbursement of funds from Millbrook Twinning Association.

The Council received a cheque for £1,507.52 and a letter from Millbrook Twinning Association stating *“After a long period of inactivity and considering that organised twinning visits are unlikely to re-start it has been decided to close the above association. Its bank account has been closed and a cheque for the balance, £1,507.52, made out to Millbrook Parish Council. The funds were raised primarily to defray the costs for children from the village in taking part in organised trips to France and accordingly we would wish that the Parish Council would forward the money to be shared equally between three beneficiaries: Millbrook Scout Group, Millbrook School & Millbrook Pre-school Group.”*

Payments since last meeting (not on payment listing from previous month)

Date	Payee	Details	Amount £
26&30/03/2021	Council staff pay & HMRC	Staffing costs	3193.43
29/03/2021	Nest	Staff pension	356.90
31/03/2021	Millbrook Primary School	Disbursement of funds from Millbrook Twinning Association	502.44
31/03/2021	Millbrook Preschool	Disbursement of funds from Millbrook Twinning Association	502.44
05/03/2021	Millbrook 1st Scouts	Disbursement of funds from Millbrook Twinning Association	502.44
31/03/2021	Unity Trust	Manual handling fee	3.70
31/03/2021	Unity Trust	Service charge	29.70
08/04/2021	Xero	Accounting computer package	28.80
09/04/2021	Google Ireland Ltd	Google workspace	48.79
12/04/2021	Bulb	Public toilets - electric charge	20.00

Payments to note / approve

Date	Payee	Details	Amount £
01/03/2021	Scribe	Annual subscription	561.60
31/03/2021	Jed Gibson	Cleaning around tennis courts, clearing broken glass plus purchase of heavy duty sacks	133.83
24/03/2021	Nisbets	Sanitiser & heavy duty bags	61.17
15/04/2021	Flagpole Express	Union flag & St Pirons Flag	100.70
01/04/2021	Cornwall ALC Ltd	Annual subscription	851.01
07/04/2021	SLCC	Regional Training Seminar & Local Elections training	288.00
		Total	7184.95

b. To note the Council’s bank balance.

The Chair confirmed, as of 16th April 2021 the Council’s bank balance is £227,180.38

c. To review the Clerk’s finance report. Noted

d. Approval of the minutes of the finance committee meeting held on 14th April 2021.

It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by Cllr Wood that the minutes of the Finance Committee meeting held on 14th April 2021 were recorded as a true and accurate record of the meeting.

e. To consider the recommendations from the Finance Committee on 14th April 2021 and to note the audit completed audit control checks and internal audit requirements.

FCAI(6) Completion of the Council’s Asset Register. Noted

FCAI(7) Recommendation regarding Council funds.

Cllr Wilton highlighted the Council used to have long-term reserves which matured. The Chair responded the recommendation is for the Council to open two separate accounts, one for easy

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access and one for longer-term reserves. It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors, on the proviso that the options are put to the Council for final selection, the Council opens two additional bank accounts.

Action: Cllr Roberts and Cllr Wood to put forward options for full Council decision. **Resolved.**

FCAI(8) Statement of Internal Control (to be reviewed in detail at a future Council meeting)

It was proposed by Cllr Roberts that the Council delegates the adoption of the Statement of Internal control to the Finance Committee. The motion was seconded by Cllr Lewis and unanimously agreed by all Councillors. **Resolved.**

FCAI(9) Financial Risk Management Scheme

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Council accepts the Finance Committees' recommendation to accept the Financial Risk Management Scheme. **Resolved.**

271. To consider the BT consultation regarding the phone kiosk in King Street

[\(See notice on Millbrook Parish Council website\)](#)

The council is required to select one of the following:

- a) the Council is in agreement for BT to remove the phone box.
- b) the local community wish to adopt the payphone.
- c) the Council object to the removal of the payphone kiosk. Should an objection be raised, the Council is required to justify the reasons why the payphone service is still needed. Annex 1 in Ofcom's full guidance about removing phone boxes states that BT's Universal Service Obligation applies to the telephone, not the phone box. The guidance also details the appeals process we must follow for unreasonable objections. It would, for example, be inappropriate for a local authority to object to removal of a public call box on "heritage grounds" or because it is a local landmark.

On average three phone calls per month have been made from the payphone. .

- (i) The Chair highlighted that the previous decision to refuse the removal of the BT phone was based on poor mobile phone coverage, mobile phone coverage has not improved, and the telephone may be needed for emergency use. The Clerk asked if all Councillors had received an email sent today forwarded from a member of the public asking the Council to consider adopting the telephone kiosk. The Chair responded that communication does not cover the potential loss of the payphone service. The Chair proposed the Council submit an objection to the removal of the phone kiosk (option c), the motion was seconded by Cllr Beadnall and carried with two Councillors voting against the proposal and one abstaining. **Resolved.**
- (ii) It was proposed by Cllr Wood, that in the event the Council is not successful in their objection to refuse the removal of the payphone the Council adopts the telephone kiosk. The motion was seconded by Cllr Wilton and unanimously agreed by all Councillors. **Resolved.**

272. Asset & Open Spaces Task Group

a. To review the notes from the remote meeting held on 22nd March 2021.

The outstanding actions were noted.

b. To review the quotations for the tree surveys and appoint a contractor.

It was proposed by Cllr Taggart that the Council agrees the quotation of £680 + V.A.T. from Evolve Tree Consultancy. The motion was unanimously agreed by all Councillors. **Resolved.**

273. Car park

a. Annual maintenance of the West Street Car park machine

It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all Councillors, that the Council agrees the quotation from Flowbird of £601.62, which commences on 28th July 2021, for the annual maintenance of the West Street car park machine **Resolved.**

b. Flowbird App for West Street Car park machine

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It was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council agrees to a six-month trial for the use of the Flowbird App, with the administration fee being recharged to the user. **Resolved.**

274. Millbrook Cemetery

Cllr Woffenden queried whether as a communication had been received from a relative of hers should she be excluded from discussions. The Chair responded that the discussion affects all members of the community.

a. (i) The Council was asked to review correspondence requesting the pathway in Millbrook cemetery is extended.

Cllr Wilton suggested the Council defers making any decision for 6 to 8 months, as due to Covid the construction industry is very short of sand and cement etc. and prices are particularly high. It was proposed by Cllr Roberts that in principle the Council agrees to extending the pathway in Millbrook cemetery. The proposal was seconded by Cllr Wilton and unanimously agreed by all Councillors. **Resolved.**

(ii) If the Council is in agreement with extending the pathway, does it agree to seeking quotations or accepting the offer of the parishioner to organise and pay for the works?

It was agreed the Council will revisit the decision in 6 to 8 months, once things have settled down in the supply chain, at which point the Council would decide whether to organise the works.

Action: Clerk to relay the discussions of this agenda item to the parishioner.

b. To note the communication regarding the tree roots, graveyard plot on the edge of Millbrook's graveyard and reservation of grave spaces.

Communication from both parishioner and Cormac Environment Works Manager regarding an overgrown tree root on the closed section of the cemetery (managed by Cormac) and grave plot disturbance in the new section (managed by Millbrook Parish Council) was noted. The Chair suggested the Council monitors the situation.

c. The Institute of Cemetery & Crematorium & Management (ICCM).

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors to accept the Clerk's recommendation to join The Institute of Cemetery & Crematorium & Management (ICCM). The annual subscription fee is £95.00. **Resolved**

275. Scheme of delegation

The Council was asked to consider a scheme of delegation, which would be in place as a contingency, should the court case allowing the continuation of remote meetings be unsuccessful. In making the Officer's delegated decision, the Clerk would take into account the majority views of the Councillors. Decisions would then be recorded in a register of delegated decisions. It was proposed by Cllr Roberts the Council agrees to the scheme of delegation. The motion was seconded by Cllr Wood and unanimously agreed by all Councillors.

The Chair highlighted the Council has to have an Annual Parish Council meeting. The following were discussed:

- Any physical venue can only accommodate Councillors and members of public up to a maximum number that allows social distancing measures to be maintained.
- A one-way system will need to be implemented.
- A meeting outside would be dependent on weather conditions.

276. Correspondence and matters to note.

- CALC / SLCC / NALC news and updates
- Election notices
- GWR Railway e gradual lifting of Covid-19 restrictions begins, from today (Monday 29th March)

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- Millbrook Model Boat Club restarting of club making by the lakeside (distancing and compliance on numbers meeting will be followed)
- Emails and website comments regarding the Lake flushing and midges.
- Environment Agency
- Looe Valley Trails
- MPC Conduct / meeting format & correspondence
- Kiln Close / planning permission & possible compliance for the Hawthorns Development
- Traffic flow in St Johns Road and the poor access onto the highway from Kiln Close
- The future of Millbrook Surgery
- Barclays Van coming to Millbrook.
- Cormac Crossing Patrol Co-ordinator & Headteacher at Millbrook Primary School: a site meeting is taking place on 22nd April 2021.
- Concern over dogs tied to the pedestrian barrier at the end of west street to the cut through for the parade. (image attached)
- Report of corroded post that has sharp edges located next to the West Street Play park.
- Cornwall Council / Shevioc & Millbrook enforcement SLA
- Community Art project for the tractor in the Tractor Park.
- Website upgrade to bolster load times and enable Seadog IT to back up MPC data more frequently.
- Closure Order - Hounster Hill to Millpool Head, Millbrook: 26th April 2021 to 28th April 2021 (09:30 to 14:30 hours)

277. Date of the next meeting. (Annual meeting of the Parish Council)
18th May 2021

The meeting closed at 21:32

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Appendix

i) 268 The Peninsula Trust Local Support service – report to the end of February 2021

Extracts from The Peninsula Trust’s report are shown below:

Statistical analysis

Proportion of all households seeking support:

Parish	Total Households*	Households helped	
Millbrook	1002	74	7%
Maker-with-Rame	478	30	6%
Total	1480	104	7%

* Source: NOMIS, ONS tenure data

The following information was provided in the report:

- Graph of the number of contacts by month.
- Graph showing key trends by support type.
- Bar chart showing proportion of contacts by type and parish (Mar 2020 – Feb 2021)
- Table showing contacts by type and parish n- numbers and percentages.
- Pie chart demonstrating proportion of contacts by household type.
- Bar chart showing housing types and support requested.
- Table detailing support requested by household type.

Outcomes

By far the most common type of help provided was access to finance and food (43% of all help provided) followed by help with shopping which was a priority during the first lockdown (24%). Residents from Maker- with-Rame were more likely to need help accessing food and be linked with a volunteer while Millbrook residents presented with a broader range of issues. In both parishes, finance, food and help from a volunteer were the most common ways we supported people. Shopping, as shown previously, is no longer a current support demand.

Overall, we have provided support 328 times to the 104 affected households over the last year.

Information produced included:

- Graph showing support provided by the parish.
- Type of support provided by parish.

Foodbank statistics

In summary the issues identified in our first report have not diminished and instead we are seeing evidence of longer-term issues emerging as a result of the pandemic. Analysing emerging trends and patterns helps us as a Trust to target our services and identify at risk groups. We can also spot emerging trends and respond quickly at a very local level to support our community.

Narrative report

As of the end of February 2021, we now have 104 case files. In the January – February period we saw 8 new cases and referred one of these for counseling.

As well as working with the new clients, we are continuing to see existing clients and supporting them with a range of help including Foodbank vouchers, crisis funds, community larder, benefits advice. We have helped with applications for blue badges, Community Fund, Attendance Allowance and support with applications to Community Energy Plus to help with rising utility costs.

A case study January/February was also provided.

260. Grant request to Millbrook Parish Council, April 2021

Support provided to date:

Our work to date is described in the attached report. In short summary:

- *We are supporting 74 households in Millbrook parish, 7% of the total number.*
- *The support provided varies from simple food shopping at the start to in-depth case work on benefits, mental health and/or finances.*
- *The proportion of problems requiring the in-depth support is rising steadily.*

The Trust has started a new project “Rame Community Kitchen”, which is offering free food – fresh, frozen and tinned – to those in the greatest need. We have attached a one-page summary. The new project will help greatly; it is funded separately and forms no part of our current request to the parish council.

Our request to the Parish Council

We are asking the parish council for a grant of £14,726 for the full financial year of April 2021 – March 2022. We reached this figure from our cost calculations, then a target of £12,000/year from community fundraising (coffee mornings, events, etc) and from local donations. We have split the remaining cost between the two parishes on the basis of number of households (Govt figures). The budget is attached.