



Millbrook Parish Council

Millbrook Parish Council meeting Tuesday 18th May 2021 at 7:30pm

Please note due to Coronavirus social distancing requirements the meeting can only accommodate up to 14 members of public.

In accordance with the government regulations:

Anyone with COVID-19 symptoms or a positive test result should [stay at home](#), [arrange to have a test](#), and self-isolate immediately.

If you have any of the following symptoms you will not be permitted into the meeting:

- A new continuous cough.
- A high temperature
- A loss of, or change in, your normal sense of taste or smell (anosmia)

If you live in the same household as someone with COVID-19 the government guidance state, you should stay at home and self-isolate. The current guidance is you should not go to work, school or public areas and should not use public transport or taxis ten days from the day the first person in your household's symptoms started (or if they did not have symptoms the day their test was first taken).

Unless you are exempt, [all attendees will be required to wear face coverings](#).

AGENDA

1. Public forum and County Councillor report

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda (SO3e). The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 30 minutes unless directed by the Chair of the meeting. (SO3f). Subject to standing order 3(f), a member of the public shall not speak more than five minutes. (SO3g). In accordance with Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. In order to keep physical meetings to a minimum time limit, the Council requests that any questions are emailed to the Clerk ahead of the meeting (theclerk@millbrook-pc.gov.uk). If a member of public still wishes to address and has not submitted an email a response will be considered at the discretion of the Chair of the meeting.

2. Election of Chair and signing of the Declaration of Office.

3. Election of Vice Chair

4. Apologies for absence

5. Declaration of interests, gifts and dispensations



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6. **To note the Declarations of Acceptance of Office forms have been completed and signed in the presence of the Proper Officer and if appropriate to approve the Declaration of Acceptance of Office form can be signed at a later date (SO6ji)**
 - (a) the Chair of the Council.
 - (b) members of the Council.
 - (c) In signing the Acceptance of Office Councillors agree to abide by the Code of Conduct.
7. **Approval of minutes from previous meetings**

To approve the minutes of the full parish council meeting held on 15th April 2021. (SO6jii)
8. **Does the Council agree to purchase an additional picnic bench for the Tanyard?**
9. **To agree a budget for the repainting of the tractor in the play park.**
10. **Subject to approval of the proposed drawing, public liability insurance being in place and the necessary risk assessments being completed does the Council agree to a member of the public arranging and paying for a path in the graveyard.**
11. **To note / approve of payments as detailed by the Clerk.**
12. **Finance Committee meeting held on 27th April 2021. (SO6jiii)**
 - (i) Approval of minutes
 - (ii) Approval of recommendations
13. **Review of terms of reference and delegation arrangements for committees and working groups. (SO6jiv & SO6jx)**
 - (i) Staffing Committee
 - (ii) Planning Committee
 - (iii) Finance Committee
 - (iv) Traffic & Transport Working Group
 - (v) Asset & Open Spaces Working Group
14. **Appointment of members to existing committees and working groups (SO6jvii)**
 - (i) Staffing Committee
 - (ii) Planning Committee
 - (iii) Finance Committee
 - (iv) Traffic & Transport Advisory Task Group
 - (v) Asset & Open Spaces Working Group
15. **Review and adoption of Millbrook Parish Council's Standing Orders and Financial Regulations (SO6jxi)**
16. **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. (SO6jx)**
 - (i) **The Owner Millbrook Surgery, Greenland:** Wayleave agreement dated 31st March 1993 for the common land, adjacent to the surgery at Greenland. Annual payment of £10.00.
 - (ii) **Millbrook Village Hall:** Deed dated 9th January 1996. Millbrook Parish Council are Custodian Trustees of Millbrook Village Hall. The Village Hall is administered by the Village Hall Management Committee.



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- (iii) Millbrook Football Club:** The Council lease the football club and adjoining football pitch to Millbrook Amateur Football Club (MAFC).
- (iv) Cornwall Council / Asset transfer agreement:** Lease agreement for 99 years, dated 19th July 2021, was signed between Millbrook Parish Council and Cornwall Council for the responsibility of Millbrook Public Toilets (Registered Title CL272322) and West Street Car park (Registered Title CL236485).
- (v) Greenland Car Park / Pete's Garage:** Land Registry Title CL203918. The Parish Council own Greenland Car Park. A Deed agreement dated 21st July 1995 gives the owners of Pete's Garage and the occupiers of properties in Greenland right of access.
- (vi) Plymouth Model Boat Club / use of Lime Kiln:** A written agreement for use of a section of the Lime Kiln (owned by Millbrook Parish Council Title number CL212614) for storage.
- (vii) Foreshore at Foss and Ancarva / Millbrook Lake Moorings:** 25-year lease, from 1st April 2020 to 31st March 2025 between The Duchy of Cornwall and Millbrook Parish Council.
- (viii) Millbrook Lake Moorings Association:** On 27th October 2005, a letter of agreement was signed by Millbrook Parish Council (MPC) and Millbrook Lake Moorings Association (MLMA). Subject to the terms detailed on the agreement, the MLMA administers the lease on behalf of MPC.
- (ix) Cornwall Council Off Street Parking Order 2011:** Greenland Car park, Village Hall car park and West Street car park.
- (x) Grasscutting / Groundwork:** Three-year contract awarded to Enhanscapes.
- (xi) Cornwall Council Parking Enforcement:** Service Level Agreement for additional parking enforcement services. A budget of £750.00 was agreed during the meeting held on 20th October 2020, Minute 178.
- (xii) Torpoint Town Council / Dog Enforcement Office Services:** During the meeting held on 16th February 2021 (minute 241b) Millbrook Parish Council agreed to commence a Service Level Agreement (SLA) with Torpoint Town Council, on a three-month trial basis, for the use of Torpoint Town Council's Dog Enforcement Officer. Due to unforeseen circumstances, there was a delay in the commencement of the services, which started on 2nd May 2021. The Enforcement Officer also provides general maintenance services.
- (xiii) Public Toilets / Hygiene Units:** Service agreement signed with Peake (GB) Ltd on 13th November 2019 for the emptying of the hygiene units in the public toilets. There Has been a 3% increase since 2019. The agreement covers sixteen service visits per annum at a cost of £218.28 per annum, to include three hygiene units and a nappy unit.
- (xiv) Public Toilets / Wallgate machine:** Contract for the maintenance of the Wallgate machines in the public toilets, Minute 240c, 16th February 2021.

17. Review of representation on the work with external bodies and arrangements for reporting back (SO6jxi)

- (i) Millbrook Lake Moorings Association (MLMA)
- (ii) Millbrook Village Hall Management Committee representative
- (iii) Millbrook Primary School
- (iv) Rame Peninsula Public Transport Users Group
- (v) Climate Change Group
- (vi) Cornwall Gateway Community Network Panel



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18. **Confirmation of arrangements for insurance cover in respect of all insurance risks (SO6jxiv), to include approval of delegated authority to the Clerk or Finance Committee to obtain a RICS valuation for the Lime Kiln and public toilets.**
19. **Review of the Council's and / or staff subscriptions to other bodies (SO6jxv)**
 - (i) Cornwall Association of Local Councils £851.01, including V.A.T. from April 2021
 - (ii) The Society of Local Clerks, £234.00 January 2021.
 - (iii) Institute of Cemetery and Crematorium Management (ICCM), £95.00 from May 2021.
20. **To note the Council's complaints procedure (SO6jxvii)**
21. **To note the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation (SO6jxviii)**
22. **Approval of the Council's policy for dealing with media (SO6jxix)**
23. **To note the Council's employment policies and procedures (SO6xxiii)**
24. **To note the Council's expenditure incurred under s.137 of the Local Government Act 1972 or General Power of Competence. (SO6jxx)**

Section 137 spending is linked to the electorate and the legal maximum for 2021/22 = £15,045. In April 2021, the Council voted to donate £5,000 to The Peninsula Trust using Section 137.
25. **To determine the time and place of the Council's Ordinary meeting up to the next Annual Parish Council meeting. (SO6jxxi)**
26. **Correspondence & Matters to note**

The following is a list of some of the recent correspondence.

 - Midge infestation
 - Protection of ducklings in the lake
 - Traffic, transport & parking issues
 - Street works
 - CIL Funding
 - Planning query – Kiln Close
 - Community event in the tractor park

Karenza Heald
Parish Clerk



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Correspondence / Matters to note

Topic	Notes / Action
NALC / CALC / SLCC / Cornwall Council	Remote meeting legislation updates Election information Code of conduct training Town and Parish Newsletters
Midge infestation	Communication with Environment Agency Flushing schedule was bought forward by the E.A.
Protection of ducks against the swans in Millbrook Lake	Communication with the Environment Agency Meeting with parishioner Communication with Rame Wildlife Group and Cornwall Wildlife Trust who have confirmed it is natural instinct and Swans are protected.
Traffic, transport & parking issues	Communication with businesses. Collated for Traffic & Transport Advisory Group Parking Enforcement notified. Meeting held with Chair of the Millbrook Parish Council, CC Kate Ewert & Parish Clerk to discuss traffic issues. Issues to be discussed in a future joint meeting to with neighbouring parishes after the Annual Parish Council meetings.
Planning query – Kiln Close PA19/6117 Query submitted by Parishioner and forwarded to the Parish Council: (i) that no ownership condition was applied to the development - the properties can be sold as second homes (ii) with regard to the two properties with extensions added after the original application, there are no 'granny flat' conditions - they can be marketed as entirely separate independent flats.	Response to parishioner from Cornwall Council Planning & Sustainable Development Service There is no planning restriction preventing use of any of the properties as second homes. The original consent was approved prior to introduction of the principal residency clause within the NDP, hence the lack of this type of restriction. The 'annexes' must be occupied ancillary to the main dwelling, occupied by non-paying guests. They cannot be occupied independently of the main dwelling (i.e., cannot be holiday homes or let separate to the main dwelling Information forwarded to agent.
Cormac Surfacing	Potential resurfacing in Southdown Road that would require closure of the road by the mini roundabout.
Cornwall Streetworks Team	Closure intention at Southdown Road due to utility works for surface water connection. 12 th July to 30 th July (07:30hrs to 18:00hrs)
St John's Road crossing for Millbrook School	Meeting with Cormac Crossing Patrol Officers and Head of Millbrook School. Update on costings requested
Cornwall Council Planning & Sustainable Development Infrastructure Group Leader PA19/09713	Payment of £13,468.88 received. Legal agreement for CIL funding to be reviewed and approved by September 2021.
Donation of flowerboat for the bottom of Blindwell Hill	Cllr Beadnall has been communication with the interested parties.
Loading bay by the Co-op Awenek Studio CIC	Photograph taken. Reported to Cormac as a safety issue. Proposal to set up a pop-up drop-in craft area in the Tractor Park with two or three different activities suitable for younger children and parents to make together. The event would take place at the same time as the skate park activity event. Further information has been provided. The activities fall under Reaching Communities lottery funding.