

## Millbrook Parish Council meeting Tuesday 15<sup>th</sup> June 2021 at 7:30pm

**Minutes of the Annual Parish Council Meeting held in the main hall of Millbrook Village Hall on Tuesday 15<sup>th</sup> June 2021.**

**Councillors' Present:** Cllrs N. Roberts (Chair), S. Lewis (Vice-Chair), K. Hall, P. Polák, B. Taggart, E Woffenden, S. Woffenden, H. Wood and Co-opted Parish Councillor R Mattholie.

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

The meeting was set up to comply with Coronavirus requirements, which included social distance seating arrangements, masks worn during the meeting.

The Chair opened the meeting at 19:30hrs.

### **27. Public forum and Cornwall Councillor report**

#### **(i) Comments from Mr Rogers Bews**

- Compliments raised regarding the way the green spaces have been cut and managed.
- Concern raised over the Kiln Close development and the occupancy regarding the annexes of the houses. See appendix 1.
- He is looking forward to an update following the meeting with Cormac and seeing the notes.

#### **(ii) Clare Watkins, Chair of Millbrook Village Hall Management Committee**

- Air source heat pump installation will be going ahead in August.
- The quotation is more than expected. The prices have gone up.
- The hall committee will be putting in a Section 137 grant application for the next meeting.
- The Annual General Meeting will take place in July, hopefully two new members will be joining the committee.

#### **(iii) Mrs Margaret Parker, update on behalf of Rame Public Transport Users Group and information relating to Nat West Bank**

- The long overdue Rame Peninsula Public Transport Users Group AGM will take place next Tuesday (22<sup>nd</sup> June 2021)
- Mrs Parker heard this evening that the Nat West mobile bank will not be coming to Millbrook for the first two weeks in July. The driver will be on holiday, the reserve driver is ill and the trainee driver is not permitted to drive on her own.

#### **(iv) Report / update from County Councillor Kate Ewert**

CC Kate Ewert had previously advised the Clerk that she would likely arrive late to the meeting but had submitted a report. The Clerk read the report, which included an update on County Hall meetings, Cornwall Housing, Rame Cluster Group and the Antony circulatory system and Millbrook issues. In the report CC Kate Ewert said she had received several communications from residents and visitors complimenting us on the look of the village, particularly the rewilding and bee verges. For full report see appendix 1.



## 28. Apologies for absence

Apologies received from Cllrs. Meeson and Wilton. The Council were advised of their reasons for absence.

## 29. Declaration of interests, gifts and dispensations

Cllr Hall declared an interest on agenda item 10 relating to the grant funding request for Millbrook Football Club (Minute reference 36).

## 30. Chair's announcements

- **The Earl of Mount Edgecumbe.** The Parish Council sends its condolences to the family and friends of The Earl of Mount Edgecumbe, who sadly passed away on Saturday. He will be very much missed locally and was a very big part of the community.
- **Vandalism to the picnic benches in the Tanyard:** Thank you to the parishioner who reported the vandalism she witnessed to the picnic benches in the Tanyard and to Cllr Wood who kindly fixed back rests into place. If anyone witnesses any antisocial behaviour, please report it to the police.
- **20's plenty campaign:** There has been a movement to increase adoption of 20mph limits throughout Cornwall. A Zoom meeting has been organised. Clerk will publicise details on the Council's website and Facebook page but if anyone requires further information, please contact the Clerk.
- **Southdown Road resurfacing:** There is going to be major disruption whilst resurfacing works take place around this area. The latest information is that works will take place late September and it is anticipated the works will be over a period of three nights and four days. The night time work will finish at midnight. Mrs Margaret Parker suggested the Council makes sure Rame First Responders are aware.
- **Street lighting:** An enquiry has been received regarding solar street lighting in the parish. The Clerk forwarded the enquiry to Cornwall Council and received a response stating "We currently have no solar powered street lights as success through trials has been very disappointing. In this country we don't seem to get enough sunlight throughout the year to maintain a reliable amount of illumination from the technology that is available. We instead are changing to LED lanterns which use far less electricity and help us save money through reduced energy consumption. Cornwall's lighting policy is currently all night operation although this may change in the future with our commitment to become carbon neutral by 2030. We are soon to begin a trial for part night switching in Mylor."

## 31. Clerk's report / update

The circulated Clerk's report was noted. Councillors were asked to contact the Clerk if they have any queries.

## 32. Co-option of Parish Councillor

The Chair announced an application to join the Council has been received by Mr Robert Mattholie. All Councillors had received a copy of the application. Councillors were given voting slips which were collected and verified by the Clerk. Mr Robert Mattholie was unanimously voted to be co-opted as a member of Millbrook Parish Council. He took part in Council discussions but did not participate in voting. **Action:** Clerk to forward a Declaration of Office form and Registration of Interest form to Mr Mattholie for completing.

Cllr Mattholie moved from the public seating area to join the Councillors.

**33. Update on Councillors attending Code of Conduct training**

Cllr Roberts reminded Councillors of their obligation to attend Code of Conduct training. Viewing the Cornwall Council YouTube video does fulfil the training requirement however Councillors need to inform the Clerk of the date they watched the video. The Clerk will be maintaining a register of Councillors who have attended Code of Conduct training.

The following Councillors have booked to attend Cornwall Council Association of Local Councils' Code of Conduct Training.

Wednesday 21<sup>st</sup> July 2021: Cllrs K Hall, R Meeson, S Woffenden

Wednesday 28<sup>th</sup> July 2021: Cllrs S Lewis, B Taggart.

**34. Approval of minutes from Parish Council meeting held on 18<sup>th</sup> May 2021.**

It was proposed by Cllr Wood, seconded by Cllr Lewis and unanimously agreed by all Councillors that the minutes of the meeting held on 18<sup>th</sup> May 2021 are approved as a true and accurate record of the meeting.

**35. Finance**

**a. To note the internal audit report for the year 2020/21**

The Clerk asked if all Councillors had received the internal audit report and whether anyone has any queries. Action: Clerk to publish the report on the website.

**b. To approve Millbrook Parish Council's Annual Governance Statement for 2020/21**

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council approves the Annual Governance Statement for 2020/21.  
**Resolved.**

**c. To approve Millbrook Parish Council's Annual Accounting Statements for 2020/21.**

It was proposed by Cllr Roberts, seconded by Cllr Hall and unanimously agreed by all Councillors that the Council approves the Annual Accounting Statements for 2020/21.  
**Resolved.**

**d. To note the dates for the Period for the Exercise of Public Rights, being from Monday 21st June 2021 to Friday 30th July 2021.**

**e. To note the Council's bank balance**

Cllr Roberts confirmed she had checked the bank balance which was £220,053.90. The bank balance submitted by the Clerk on 11<sup>th</sup> June 2021 was £226,949.14 but since then a Direct Debit of £6,940.24 for the Public works Loan Board has come out of the bank account and a car park payment of £45.00 had been received.

**f. To note the Clerk's finance report**

The Council noted the Clerk's finance report. No queries received.

**g. To approve the payments as circulated by the Clerk**

The circulated payment listing included standing payments made since the last meeting and payments for approval totalling £7,790.28.

The Clerk also advised the Council of additional payments on an updated supporting document, which included:

|   |         |
|---|---------|
| Institute of Cemetery and Crematorium Management (ICCM)           | £ 95.00 |
| Jed Gibson – Weed clearance / litter picking / ground maintenance | £252.58 |
| Karenza Heald – Zoom reimbursement June 2021                      | £ 14.39 |
| Karenza Heald – Zoom reimbursement August 2021                    | £ 14.39 |

The updated supporting document report included petty cash transactions for April & May 2021.  
**See appendix 2.**

The Clerk said one of the findings in the internal audit report highlighted inconsistency of the payment approval in the minutes and that it is fine to include as an appendix in the minutes but the Council should approve the payments, even if it is confirming the payments falling under the delegated authority of the Clerk. It was proposed by Cllr Roberts, seconded by Cllr Wood and agreed by all Councillors that the payments as presented, totalling £8,166.54, including V.A.T are approved by the Council. **Resolved. See appendix 3.**

20:01 Cllr Hall vacated the meeting room.

### **36. Grants and donations**

#### **To consider the request from Millbrook Football Club for grant funding support.**

A section 137 grant application form had been received from Mr Mark Pratten, Chairman of Millbrook Community Football & Social Club.

The Club requested £3,500 to provide a decked and tastefully fenced seating area for community use.

Following the request of Cllr Wood, the Chair opened the meeting to Mr Nick Hall, treasurer of Millbrook Football Club.

Mr Hall responded to questions from the Councillors.

The Clerk had circulated the accounts received from the football club.

The Clerk was asked to provide information regarding the funds available from Section 137.

£15,200 had been allocated for the year and £5,000 has been awarded to The Peninsula Trust.

Following discussion, it was proposed by Cllr Taggart, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council award a grant of £1,200. It was agreed if the football club was unable to obtain funding from other sources, they could come back to the Council with a request for further funding. **Resolved.**

Cllr Hall returned to the meeting room.

### **37. Traffic & Transport Advisory Task Group**

#### **a. To review the notes from the Traffic & Transport Advisory Task Group meeting held on 3rd June 2021. Noted.**

#### **b. Update on the Traffic & Transport Advisory Task review group walkabout meeting held on 9<sup>th</sup> June 2021, with Cormac Highways Manager, Mr Will Glassup.**

Cllr Roberts said a meeting had taken place with Mr Will Glassup, CC Kate Ewert, members of the Traffic & Transport Advisory Task Group (Cllrs Roberts, Lewis, Wilton & Wood) and the Clerk.

The group did a walkabout around the village and discussed traffic & transport issues, which included speeding and inconsiderate parking. An email will be sent from Mr Glassup, which will include information relating to costs and timescales of producing a feasibility study for the traffic issues affecting the Hounster Hill area.

**38. Asset & Open Spaces Task Group**

**a. To approve the Terms of Reference for the Asset & Open Spaces Task Group**

It was proposed by Cllr Lewis, seconded by Cllr Roberts and approved by all Councillors that the Council approves the Terms of Reference for the Asset & Open Spaces Task Group. **Resolved**

**b. To approve the recommendations from the Asset & Open Spaces Task Group meeting held on Wednesday 9th June 2021:**

**(i) To offer the dance floor to a local Community Group**

It was proposed by Cllr Roberts, seconded by Cllr Hall and unanimously agreed by all Councillors that the Council offers the dance floor to a local Community organisation. **Resolved.**

**(ii) To arrange a meeting with the Environment Agency to discuss the management of the lake.**

It was proposed by Cllr Roberts, seconded by Cllr Taggart and unanimously agreed by all Councillors that the Council proceeds with arranging a meeting with the Environment Agency to discuss the management of Millbrook Lake. **Resolved.**

**(iii) To produce a statement regarding legislation and introduction of wildfowl into the lake.**

It was proposed by Cllr Taggart, seconded by Cllr Woffenden and unanimously agreed by all Councillors that the Council approves the statement relating to the introduction of ducks in Millbrook Lake. **See appendix. Resolved.**

**(iv) To replace the lifebuoy housing equipment around Millbrook lake.**

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council purchases two safety rescue / lifebuoy housing units. The cost from Glasdon UK is £159.38 excluding V.A.T. plus delivery. **Resolved.**

**(v) To seek quotations for restoration work of Millbrook War Memorial**

It was proposed by Cllr Roberts and seconded by Cllr Lewis that the Council seeks quotations for restoration works of Millbrook War memorial. The motion was carried with one Councillor abstaining from voting. **Resolved.**

**(vi) To note the communication and consider the group's recommendation regarding the installation of an additional flowerboat.**

Since producing the agenda an email has been received advising that a memorial boat will be situated at the bottom of Blindwell Hill. It was noted the land is not owned by Millbrook Parish Council and the boat will be managed by a group of residents and will not be the responsibility of the Parish Council or Village Enhancement Team, who do not have the capacity to take on responsibility for any more boats or flower displays.

**(vii) To sell the Green Machine**

The Green Machine has been taken away by Torpoint Town Council who will be arranging to have the machine serviced. If it is found suitable for their requirements Torpoint Town Council will use the machine on the tennis courts and may be interested in purchasing it. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Council sells the Green Machine. **Resolved.**

**(viii) To sell the trailer**

Noting the trailer has not been used for several years, it was proposed by Cllr Roberts, seconded by Cllr Woffenden and agreed by all Councillors that the Council sells the trailer. **Resolved.**

**(ix) To approve the request for memorial seating in the Tanyard, subject to the seating being in keeping with the existing street furniture.**

Cllr Hall led the discussion explaining that the Council needs to have a policy in place detailing the Council's procedures for approval and installation of memorial benches and trees in the village. During recent months, the Council has received an increasing number of requests for memorial benches and does not want a mismatch of furniture. She is aware it is a sensitive issue and having

reviewed Wembury Parish Council's policy for benches and trees believes Millbrook Parish Council would benefit from having clear guidelines. Cllr Roberts proposed that Cllr Hall is delegated to produce a draft policy for the purchase of memorial benches and trees in Millbrook. The motion was seconded by Cllr Woffenden and agreed by all Councillors. **Resolved.**

**(x) To investigate whether there are bats in the Lime Kiln.**

It was proposed by Cllr Roberts, seconded by Cllr Woffenden and agreed by all Councillors that the Council investigates whether there are bats in the Lime Kiln. **Resolved.**

**(xi) To investigate the possibility of registering ownership of land in Radford Lane where the old asset register shows there was once a council-owned bench.**

Agreed action: Cllr Lewis to produce a report for the next meeting.

**39. Millbrook Skate Park Fundraising**

It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council agrees to be the accountable body for any funds raised by individuals and community groups in respect of future upgrading of the skatepark to a concrete skatepark. **Resolved.**

**40. Environmental Issues & Climate Change**

**a. Climate & Ecology Emergency bill CEEbill.**

It was proposed by Cllr Roberts and seconded by Cllr Taggart that the Council express its support for the Climate & Ecology Emergency bill CEEbill. The motion was carried with one abstention. **Resolved.**

**b. Electric Charging Points**

**(i) Does the Council wish to progress with the installation of an Electric Charging Point in the Village Hall car park?**

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council agrees to proceed with the installation of an electric charging point in the Village Hall car park.

**(ii) If yes, does the Council agree a budget for legal fees?**

It was proposed by Cllr Roberts, seconded by Cllr Woffenden and unanimously agreed by all Councillors that the Council approves a budget of £1,000 to cover legal costs for reviewing and signing of the draft lease agreement.

**41. Training and development**

**a. To approve the attendance of Cornwall Association of Local Council's Chairmanship training.**

It was proposed by Cllr Woffenden and seconded by Cllr Hall that the Council approves the attendance of both Cllr Roberts and Cllr Lewis for the Chairmanship training course on 25<sup>th</sup> August 2021, which is being hosted by Cornwall Association of Local Councils. **Resolved.**

**b. To approve the attendance of Cornwall Association of Local Council's Benchmark support training session.**

It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by all Councillors that Councillor Roberts attends Cornwall Association of Local Councils' Benchmark training course on 5<sup>th</sup> July 2021.

**42. Correspondence & Matters to note**

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

- NALC Chief Executive Bulletins
- Parking and traffic enforcement issues



# Millbrook Parish Council

- Zero Carbon workshop event: 14 June 2021 at The Eden Project
- Traffic flow issues and child safety arising from the development at Kiln Close (PA19/09713).
- Torpoint Town Council: Team Rubicon Event to take place 18<sup>th</sup> September in Torpoint and 19<sup>th</sup> September in Millbrook.
- Awenek Studio Millbrook Tractor Park event to coincide with the Team Rubicon event.
- Torpoint Town Council weekly reports for the Service Level Agreement for Dog Enforcement Officer.
- G7 summit
- Crowdfund Cornwall
- Survey from a university student about bringing together different and missing perspectives and values to increase inclusivity and understanding of each other.  
[Survey's about your community | Millbrook Parish Council \(millbrook-pc.gov.uk\)](https://www.millbrook-pc.gov.uk/surveys)
- Well done Millbrook council for leaving a huge amount of the fields by the lake in Millbrook free for wildflowers. The insect life is going to thrive and the sight of all of those wildflowers absolutely brightened up my day when I saw it for the first time. Well done man with the mower.

Meeting closed at 20:54

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## **1. Report from County Councillor Kate Ewert**

### **Millbrook PC Meeting report – 15<sup>th</sup> June 2021**

#### **Kate Ewert – Cornwall Councillor for Rame Peninsula & St Germans**

##### **County Hall**

Meetings are back face to face at New County Hall, as they are here. We are conducting all informal meetings and training via MS Teams until at least September, but any full council or committee meetings must be held in person. The Councils AGM was held at the end of May.

I attended the first Childrens and Families OSC meeting at County Hall last week. I was pleased to take part in the debate to decide the work programme for the next year. After speaking to local Early Years Providers, from right across the division, I am deeply concerned about the widening gap between funding and costs and the precarious financial state this leaves our local settings in. I have managed to ensure that this is discussed and looked into over the next year by the committee, as well as looking at the severe lack of under 2s childcare provision, of which we are seriously lacking here.

##### **Cornwall Housing**

I am being made aware of an increasing amount of Cornwall Housing repairs and maintenance that has not been completed, some for some quite considerable time and some causing quite dangerous conditions. A large percentage of these are in this Parish sadly; I have been working closely with the residents effected and have escalated the complaints through our internal Case Work System – I will continue to push for these repairs to be brought up to standard.

##### **Rame Cluster**

I will be restarting the Rame Cluster meetings in July, which will be extended to invite a representative from the 2 new Parishes included within the larger division – namely St Germans and the far West of Torpoint. We will be inviting Adam O'Neill (transport officer) to come and update the cluster group on the Rame Circulatory system.

##### **Millbrook issues**

I was pleased to join members of the PC for a walk about with Will Glassup from Highways – I think the meeting proved useful and I hope we will be able to move forward with some of the ideas proposed fairly quickly.

The resurfacing of Southdown Rd will undoubtedly cause issues for residents, myself included!

I continue to get regular correspondence regarding the Kiln Close development and the disruption to pedestrians and road users – unfortunately there were no conditions imposed at the time of planning approval so there is little that can be done about it. I spoke to the site manager a few days ago who has promised he will instruct his tradespeople to park more considerately and on-site when possible. There will be a road closure 11<sup>th</sup> – 27<sup>th</sup> July for services and the entrance to be established – they are sure it



won't be closed for that long, and I have asked them to communicate with us so we can let residents know.

I have received several communications from residents and visitors complimenting us on the look of the village, particularly the rewilding and bee verges – please do pass this on to the contractor, it really is beautiful!

## Committees

Committees for Cornwall Council have now been decided – I am on

1. Childrens and Families Oversight and Scrutiny Committee
2. Central Planning
3. Miscellaneous Licencing

I am substitute on Audit OSC, Health and Adult Social Care, Pensions, Neighbourhoods, Strategic Planning and Fishing.

I should hopefully be put on the Mount Edgcumbe Joint Committee and I have applied for the Cornwall AONB committee as well.

## Community Policing

I had a productive first meeting with the neighbourhood policing team in Torpoint, they are happy to provide PCs with crime figures if requested of them. They have reiterated that if there is issues with ASB etc please do report it, it feeds into their data systems which allow for more resources.

## 2. Petty cash payments for April & May 2021 – Minute 35g

|            |       |                |   |   |       |               |
|------------|-------|----------------|---|---|-------|---------------|
| 01/04/2021 | PCV01 | Millbrook News | Paper   | £ | 5.75  |               |
| 14/04/2021 | PCV02 | Ebay           | Caps for barrier                                | £ | 6.11  |               |
| 14/04/2021 | PCV03 | Karenza Heald  | Zoom  | £ | 14.39 |               |
| 14/04/2021 | PCV04 | Millbrook News | Stationery                                      | £ | 5.72  |               |
| 30/04/2021 | PCV05 | Millbrook News | Triplicate book for V.E.T.s                     | £ | 6.99  |               |
|            |       |                | <b>Total petty cash payments for April 2021</b> |   |       | <b>£38.96</b> |

|            |       |                   |   |   |      |               |
|------------|-------|-------------------|---|---|------|---------------|
| 02/05/202  | PCV06 | Torpoint Hardware | Key                                     | £ | 4.00 |               |
| 06/05/2021 | PCV07 | Premier stores    | card                                    | £ | 2.58 |               |
| 03/05/2021 | PCV08 | Premier stores    | Envelope (audit)                        | £ | 2.59 |               |
| 24/05/2021 | PCV09 | Premier stores    | Polypockets                             | £ | 2.58 |               |
| 24/05/2021 | PCV10 | Millbrook News    | Stationery                              | £ | 1.36 |               |
| 25/05/2021 | PCv11 | Millbrook News    | Cling Film (used for unblocking toilet) | £ | 1.19 |               |
|            |       |                   | <b>Total petty cash payments for</b>    |   |      | <b>£14.30</b> |



May 2021

|                                     |         |
|-------------------------------------|---------|
| Opening balance as at 01/04/2021    | £45.04  |
| Plus receipts                       | £20.00  |
|                                     | £65.04  |
| Less payments                       | -£53.26 |
|                                     | £11.78  |
| Less receipt banked                 | -£10.00 |
| Petty cash balance as at 16/06/2021 | £0.78   |

### 3. Payment approval listing – Minute 35g

Payments since last meeting, not included on the previous payment listing.

| Payment date  | Payee                      | Details                           | Amount    |
|---------------|----------------------------|-----------------------------------|-----------|
| 27-28/05/2021 | Council staff, HMRC & Nest | Staffing costs                    | £3,810.75 |
| 01/06/2021    | Cornwall Council           | Public toilets non-domestic rates | £ 53.00   |
| 03/06/2021    | BT                         | Telephone & Broadband             | £ 131.14  |
| 09/06/2021    | Xero                       | Accounting package                | £ 28.80   |
| 10/06/2021    | Bulb                       | Public toilets - electric         | £ 20.00   |

### Payments to process

| Payee                 | Details                             | Approval / notes       | Amount    |
|-----------------------|-------------------------------------|------------------------|-----------|
| Torpoint Town Council | Caretaking & Enforcement            | Min 249b, 16/02/2021   | £ 648.00  |
| Enhanscapes           | May groundworks maintenance         | Contracted             | £ 580.00  |
| Flowbird Smart City   | Car park machine maintenance        | Min 173a, 20/04/2021   | £ 721.93  |
| Enhanscapes           | Dangerous fallen tree               | Clerk's delegation     | £ 50.00   |
| Julie Snooks          | Internal audit                      | Min 193b, 17/11/2020   | £ 375.00  |
| Trade UK (Screwfix)   | Materials for tennis courts         | Clerk's delegation     | £ 48.38   |
| BHIB Insurance        | Council's approved insurance policy | Min 12(ii), 18/05/2021 | £1,116.88 |
| Play Safety           | Inspection                          | Min 256c, 16/03/2021   | £ 206.40  |
| ICCM                  | Subscription - Cemetery             | Min 274c, 20/04/2021   | £ 95.00   |
| Jed Gibson            | Maintenance - April & May           | Budgeted               | £ 252.58  |
| Karenza Heald         | Zoom – June 2021                    | Admin cost             | £ 14.39   |
| Karenza Heald         | Zoom – August 2021                  | Admin cost             | £ 14.39   |