



# Millbrook Parish Council

## Millbrook Parish Council meeting Tuesday 20<sup>th</sup> July 2021 at 7:30pm in Millbrook Village Hall

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](mailto: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. Apologies for absence

### 3. Declaration of interests, gifts and dispensations

### 4. Chair's announcements

### 5. Clerk's report / update



## 6. Update on Councillors attending Code of Conduct training

## 7. Approval of minutes from previous meetings

To approve the minutes of the full parish council meeting held on 15<sup>th</sup> June 2021.

## 8. Finance

- a. To note the Council's bank balance
- b. To review the Clerk's finance report
- c. To approve the payments as presented by the Clerk.
- d. To confirm bank signatories and to appoint a new bank signatory.

## 9. Grants and donations

In January 2021, The Ministry of Housing, Communities and Local Government (MHLG) notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4) of the Local Government Act 1972 (the 1972 Act) for Parish and town councils in England for 2021 is £8.41 per elector. The relevant population is the number of persons on the electoral roll for the town, parish or community as at 1<sup>st</sup> April.

The number of on the electoral roll for Millbrook in April 2021 = 1838.

The total the amount the Parish Council can spend in the year 2021-22 must not exceed  $1838 \times £8.41 = £15,449.17$

The Council's annual budget for Section 137 grant funding is £15,200.

MPC Section 137 funding to date:

20/04/2021, Minute 268 – The Peninsula Trust £5,000

15/06/2021, Minute 36 – Millbrook Football Club £1,200

**The funding requests below are listed in order of being received:**

- a. **Millbrook Village Hall Management Committee:** To consider the funding request of £1,600 for funding the electric costs (labour and materials) required for the installation of the Air Source Heat Pump.
- b. **Pighill Woods CIC:** To consider the funding request of £2,000 for the purchase of two new chainsaws at £700 and tree climbing equipment at £1,300.
- c. **Millbrook Football Club:** To consider the funding request of £1,500 for a public access Emergency AFD defibrillator located on the gable end of the clubhouse exterior in a code locked public access safety box.

## 10. Traffic & Transport

- a. Update from the Rame Peninsula Public Transport Users Group meeting held on 23<sup>rd</sup> June 2021.
- b. To note the communication from Mr Will Glassup, Cormac Highways
- c. Does the Council wish to agree a budget for the purchase cast iron bollards for the bottom of Blindwell? The estimated cost received from Cormac Highways £2,100 for seven new bollards plus £300 to supply and install. Cormac are unable to commit an installation date.

## 11. Asset & Open Spaces Task Group

- a. To approve draft policy for Memorial benches and trees.
- b. To approve the sale of the Council's Road Sweeper / Green machine.
- c. To agree a budget for the purchase of replacement vandal proof toilet roll dispensers and noticeboards, which would display emergency contact information.  
Stainless jumbo roll toilet tissue dispenses £53.98 each ex V.A.T.  
A1 Lockable poster cases £62 each ex V.A.T.



Labour costs, to include additional fixings and specialist tools = £70.00.

- d. To agree actions to take forward to the next Asset & Open Spaces Task Group meeting.

## 12. Millbrook Skate Park

- a. Skatepark fundraising:

To approve an amendment to minute 39 from the Council meeting held on 15<sup>th</sup> June 2021. Millbrook Parish Council agreed to be the accountable body for funds raised for future updating of Millbrook Skatepark. Whilst the Council's decision would remain unchanged it should be noted the Council owns and is responsible for the skatepark and the term 'accountable body' was not required.

- b. To note funds raised to date.  
c. To note the meeting to be held on Monday 26<sup>th</sup> July with Maverick industries.  
d. Does the Council agree to permit businesses selling refreshments to be available on site during the Team Rubicon event?

## 13. Environmental Issues & Climate Change

- a. Report on the Electric Vehicle Charging Point from Cllr Mattholie.  
b. Update on Cornwall-wide Councillor Climate / environmental group.

## 14. Training and development

- a. To agree a budget for the Council training / workshop event to be held at Millbrook Football Club on 13<sup>th</sup> August 2021.  
b. Would any of Millbrook Parish Councillors be interested in joining Maker with Rame Parish Council on an 'Introduction for new Councillors' course via teams?

## 15. To agree actions regarding the review of the Emergency Plan

## 16. Correspondence & matters to note.

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

- NALC Chief Executive Bulletins
- ICCM bulletins
- Rural Services Network Bulletins
- Torpoint Town Council - Weekly inspection sheets for Dog Enforcement / Maintenance Service Level Agreement.
- Parking issues near Millpool Head.
- Cornwall Council street cleansing schedules.
- Forest for Cornwall newsletter.
- Reinstatement Cost Assessment report for the Lime Kiln Building from Mr Guy Bolt, Bailey Partnership.
- Allotment enquiry
- Plymouth City Council workplace travel grants.
- Food bank collection at All Saints Church porch 24<sup>th</sup> July to 30<sup>th</sup> July 2021, 10am to 4pm and 31<sup>st</sup> July 2021, 10am to 12 noon.
- Email from CC Barry Jordan seeking the Town and Parish councils their views on Cornwall Council, what do you think needs changing? What do you think could be done better? How can we as the new administration make the changes that will benefit you and your communities?



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- Posh Nosh Restaurant – request for Parish Council support to convert the restaurant to a large one-bedroom ground floor flat.
- Member of public raising concern over the surfacing under the fireman's pole in the tractor park.
- Vehicle obstructions and anti-social behaviour on Lower Anderton Road / near the Lime Kiln building.
- Environment Agency – Complaint reference CC21/DCIS/13621. Flushing of the lake / protection of the ducks. Confirmation has been received from the Environment Agency Action has been agreed to (1) brief the staff who undertake routine flushing of the lake to be aware of their role and (2) Review duck escape arrangements and ensure that they are adequate.
- Recent work on the virtual pavement – Hounster Hill
- Parking on the corner by the Tanyard
- Rame Cluster Meeting – 14<sup>th</sup> July 2021.
- Tamar radioactive discharges round table discussion / Devonport Dockyard consultation: 'Application to vary the Radioactive Substances Approval EPR/LB3730DK at Her Majesty's Naval Base (HMNB) Devonport'
- Climate Change WhatsApp group
- Public Right of Way at Voyager Boatyard.
- Ducks found dead by a parishioner with no marks or obvious cause of death.
- Tree risk assessment report completed by Evolve Tree Consultancy.
- Memorial bench enquiries.
- Proposal the Chair of the Millbrook Football Club with case studies and FA ground inspection for possibly sharing the dog walker's field.
- Kudos: Response following an email from the Chair to Mr Wright, Kudos, regarding to failure to provide wheelchair access during the road closure.
- Cornwall Council's Communities Support Assistant, Localism – information on Highways England – A38 Trerulefoot to Carkeel Safety Package
- Team Rubicon skatepark events 18<sup>th</sup> (Torpoint) & 19<sup>th</sup> September (Millbrook) – posters, risk assessments and insurance.
- Rame Peninsula Public Transport Users group – requesting a directive from Go Cornwall Bus and City Bus over the wearing of face masks on public transport.
- Cornwall Council's Communities Support Assistant, Localism – Cornwall Gateway Mobile Speed Activation signs (MSAS) project.
- Road closure intentions:
  - Higher Anderton Road, Millbrook from 28<sup>th</sup> September 2021 to 6<sup>th</sup> October 2021.
  - Southdown Road to Millpool Head, Millbrook from 14<sup>th</sup> September 2021 to 18<sup>th</sup> September 2021 and 20<sup>th</sup> September 2021 to 24<sup>th</sup> September 2021.

Karenza Heald  
Parish Clerk