



# Millbrook Parish Council

## Millbrook Parish Council meeting Tuesday 15<sup>th</sup> June 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**



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## 6. Co-option of Parish Councillor

To consider the Co-option of Mr Robert Mattholie

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

## 8. Approval of minutes from previous meetings

To approve the minutes of the full parish council meeting held on 18<sup>th</sup> May 2021

## 9. Finance

- a. To note the internal audit report for the year 2020/21
- b. To approve Millbrook Parish Council's Annual Governance Statement for 2020/21
- c. To approve Millbrook Parish Council's Annual Accounting Statements for 2020/21
- 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
- f. To note the Clerk's finance report
- g. To approve the payments as listed by the Clerk.

## 10. Grants and donations

- a. To consider the request from Millbrook Football Club for grant funding support.

## 11. Traffic & Transport Advisory Task Group

- a. To review the notes from Traffic & Transport Advisory Task Group meeting held on 3<sup>rd</sup> June 2021
- b. Update on the Traffic & Transport Advisory Task Group walkabout meeting held on 9<sup>th</sup> June 2021, with Cormac Highways Manager, Mr Will Glassup

## 12. Asset & Open Spaces Task Group

- a. To approve the Terms of Reference for the Asset & Open Spaces Task Group
- b. To approve the recommendations from the Asset & Open Spaces Task Group meeting held on Wednesday 9<sup>th</sup> June 2021:
  - (i) To offer the dance floor to a local Community Group
  - (ii) To arrange a meeting with the Environment Agency to discuss the management of the lake
  - (iii) To produce a statement regarding legislation and introduction of wildfowl into the lake
  - (iv) To replace the lifebuoy housing equipment around Millbrook lake.
  - (v) To seek quotations for restoration work of Millbrook War Memorial
  - (vi) To note the communication and consider the groups recommendation regarding the installation of an additional flowerboat.
  - (vii) To sell the Green Machine
  - (viii) To sell the trailer
  - (ix) To approve the request for memorial seating in the Tanyard, subject to the seating being in keeping with the existing street furniture.
  - (x) To investigate whether there are bats in the Lime Kiln.



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- (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.

## 13. Millbrook Skate Park

Does the Council agree to be the accountable body for any funds raised by individuals and community groups in respect of future refurbishing the skatepark to a concrete skatepark?

## 14. Environmental Issues & Climate Change

- a. Does the Council wish to express its support for the Climate & Ecology Emergency bill CEEbill?
- b. Does the Council wish to progress with the installation of an Electric Charging Point in the Village Hall car park? If yes, does the Council agree a budget for legal fees?

## 15. Training and development

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

## 16. Correspondence & Matters to note

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

- NALC Chief Executive Bulletins
- Parking and traffic enforcement issues
- 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.
- 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.

Karenza Heald  
Parish Clerk