

**Millbrook Parish Council
Full Council meeting
Tuesday 20th July 2021 at 7:30pm**

Minutes of the Parish Council Meeting held in the main hall of Millbrook Village Hall on Tuesday 20th July 2021.

Councillors' Present: Cllrs N. Roberts (Chair), S. Lewis (Vice-Chair), R Mattholie, E Woffenden, and H Wood.

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

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

The Chair opened the meeting at 19:30hrs.

43 Public forum and Cornwall Councillor report (A.I.1)

(i) Update from Cornwall Councillor Kate Ewert - For the full report see appendix 1.

- A lot of complaints have been received regarding the Kiln Close development. Cllr Ewert highlighted there are valuable lessons to be learnt that future developments should have robust environment and traffic management plans.
- The Looe Valley Cycle Scheme will now include the Rame Peninsula and will be called the Looe to Cremyll Cycle Scheme.
 - The proposed route will include areas for less confident cyclists and electric charging points for electric bikes in the Tanyard, with MPC agreement - to be consulted on.
 - There will be a meeting with the four parishes and the Project Delivery Manager.
 - Consultation will take place at the end of this month.
- Residents of West Street are sending regular emails regarding the traffic issues coming in and out of West Street. Images have been sent of large vehicles not suitable for the narrow road conditions. We are still awaiting information from Cormac Highways regarding the Hounster Hill Feasibility Study.
- Cllr Ewert has been working with Rame Conservation Trust regarding the permissive footpath sign at Maker Heights. An application to register the path as a public right of way was submitted in 2017. A letter has been submitted to the Secretary of State.
- Concern has been raised by the parents and governors of Furlanesend Primary School regarding the speed of vehicles travelling between Millbrook and Furlanesend.
- The new Cornwall Council administration has committed to dealing with the housing crisis.

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

- The committee has recently had their Annual General Meeting. Clare Watkins remains the Chair of MVHMC, Tony Philips has returned, and Sue Cox has joined the committee.
- The committee has looked at an action plan for the new year and will be looking at revamping and updating the upstairs kitchen.
- The hall is now closed. The electrics are due to be completed at the end of July.
- The Air Source Heat Pump is likely to be installed during the second week in August.
- The Hall committee has put in a Section 137 grant application, which is to be considered under A.I.9.
- In response to queries submitted by Cllr Mattholie Clare Watkins advised a feasibility study was completed which detailed what was best suited to the hall.
The delay in progressing was mainly due to Covid. MVHMC has received a grant of £10,000 from the National Lottery Awards For All Scheme.

44 Apologies for absence (A.I.2)

Apologies received and noted from Cllrs Beadnall, Hall, Taggart, Meeson and Wilton.
Cllr Polák was absent from the meeting.



45 Declaration of interests, gifts and dispensations (A.I.3)

Cllr Lewis declared an interest on agenda item 8c, minute 50c, relating to reimbursement of payments made on behalf of the Village Enhancement Team to Tamar View Nurseries and Tartendown Nurseries.

46 Chair's announcements (A.I.4)

- Further information has been received from the Cormac Surfacing programmers regarding the Southdown Road closure from 13th September to 22nd September 2021. The Clerk has published information on the Council's website and Facebook page.
- Until the Village Hall Management Committee advise otherwise the Council will still be complying with previous Coronavirus restrictions. The Chair said she would like to see the restrictions remain in place for Council meetings.
- An email has been received from Catherine Thomas, Cornwall Council Community Link Officer, seeking a representative for the Cornwall Gateway Network Panel Climate Change and Environmental Sustainability group. The intent is for the informal group will share ideas, information and create a platform for networking. The Chair, who is already a Council representative for the Cornwall Gateway Network Panel, agreed to be part of this group. Cllr E Woffenden also agreed to be a representatives of this group. Cllr Mattholie said he would be happy to step in if required.

47 Clerk's report / update (A.I.5)

No queries received. It was agreed the Chair & Vice Chair would meet with the Clerk and go through outstanding actions which may have slipped due to the pandemic and a change in personnel.

48 Update on Councillors attending Code of Conduct training (A.I.6)

The Clerk advised an invoice had been received from Cornwall Association of Local Councils (CALC) for Code of Conduct training for Cllrs Meeson, S Woffenden Lewis & Taggart.

Agreed action: Clerk to forward the Cornwall Council Code of Conduct youtube link to all Councillors.

49 Approval of minutes from Parish Council meeting held on 20th June 2021. (A.I.7)

It was proposed by Cllr Lewis, seconded by Cllr and unanimously agreed by all Councillors that the minutes of the meeting held on 15th June 2021 are approved as a true and accurate record of the meeting. **Resolved.**

50 Finance (A.I.8)

a. To note the Council's bank balance

The balance in the Council's Nat West bank account as at 20th July 2021 is £214,294.86

The Clerk highlighted the Council's bank signatories need to sign the appropriate paperwork to open the approved savings accounts with Nationwide Building Society and Hodge Bank.

b. To review the Clerk's finance report.

Cllr Wood highlighted the Public Works Loan Board repayment. The Chair responded the Finance Committee will look at this when reviewing the budget. The Clerk highlighted the Council needs to review its assets. Cllr Mattholie asked for information on what assets the Council owns.

Action: (i) Clerk to forward the Council's asset register to Cllr Mattholie. (ii) Work to continue on producing a map of the Council assets (iii) The Chair & the Clerk to go through the reports

available on the Council's new computer package and see which reports are most suitable for distribution.

c. To approve the payments as presented by the Clerk.

As Cllr Lewis had declared an interest in one of the payments on the payment listing, a dispensation was required to enable her to vote and prevent the Council being inquorate for this item. In accordance with section 33 2a) of the Localism Act 2011 the Parish Council considered "without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business." The dispensation was therefore granted by the Clerk and the Chair of the Council.

In addition to the payment listing circulated on Sunday 18th July 2021 the Clerk advised the Council is required to approve two payment requests (i) Cornwall Association of Local Councils £96.00 for Code of Conduct training. (ii) £200 owing to Mrs Fiona Shearer for car park signage.

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council approves the payment listing totalling £6,026,10, as presented by the Clerk. See appendix 2. **Resolved.**

51 Grants and donations (A.I.9)

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 1st 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 x £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 Chair advised £9,000 is available for funding for this year (up until the end of March 2022).

Cllr Mattholie requested further information regarding Section 137.

The Clerk advised whenever the Council spends money it needs to consider whether it has the legal power to do so. Section 137 is for when there is no other power available (providing there are no legal restrictions).

Action: Clerk to forward information regarding the use of Section 137 funding to Cllr Mattholie.

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

a. Millbrook Village Hall Management Committee funding request of £1,600 to cover the electric costs (labour & materials) required for the installation of the Air Source Heat Pump in Millbrook Village Hall.

It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all Councillors to award Millbrook Village Hall Management Committee £1,600, as detailed on the grant application form. **Resolved.**

b. Pighill Woods CIC funding request of £2,000 for the purchase of two new chainsaws at £700 and tree climbing equipment at £1,300.

The Clerk was asked if the applicant had approached Maker with Rame Parish Council.

Cllr Taggart had raised a query in regarding the requirement of tree climbing equipment.

Approved during the full Council meeting held on 21st September 2021, Agenda item 8, Minute 69a



The applicant's response was "It is quite correct that it is not the most commonly used equipment for day-to-day woodland management.

We do however have a large boundary including the B3247 upon which we have many issues that are better served by controlled felling/pruning at height.
This also applies to our tracks within the woodlands.

On the training side, your Councillor has again hit the nail, as we are applying for funding via Awards for All for two of our regular volunteers to get their climbing/pruning ticket and two others to learn their Aerial Rescue, all of which require certified climbing equipment which the group does not possess at present.

The plan is also to use the climbers/equipment when trained/certified to place and monitor bird boxes under the guidance of licenced experts."

Cllr Wood said he would like to see a copy of the quotations.

It was proposed by Cllr Roberts and seconded by Cllr Wood that on receipt of the quotations, the Council would fund up to 60% of the costs subject to a maximum of 60% of the funding request (up to £1,200). The motion was unanimously agreed by all Councillors. **Resolved.**

c. Millbrook Football Club request for £1,500 for a public access Emergency AFD defibrillator to be located at the gable end of the clubhouse exterior in a code locked public access safety box.

CC Ewert joined the discussion stating how the majority of the village population live on the Football Club side of the village and in the last six months two people have had heart attacks in the area.

It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed all Councillors that the Council would fund £1,500 for the defibrillator cabinet. **Resolved.**

52 Traffic & Transport Advisory Task Group (A.I.10)

a. Update from the Rame Peninsula Public Transport Users Group (RPPTUG) meeting held on 23rd June 2021.

Cllr Roberts & CC Ewert attended the meeting. Minutes have been produced by Chris Goodman.
Action: Clerk to forward the minutes to all Councillors.

b. To note the communication from Mr Will Glassup, Cormac Highways.

Following a walkabout meeting with the Parish Councillors, CC Kate Ewert and the Clerk, Mr Will Glassup had sent an email detailing his investigations:

- **Quay Garage area** – enforcement issues.
- **The Parade loading bay** – Change the TRO for the bus stop.
- **Planter in The Parade, near the bus stop** – to consult and consider removing and creating parking space.
- **Tanyard issues** – change the Traffic Regulation Order from double yellow lines to no loading. This would enable instant enforcement.
- **Millpool Head** – costings for drop kerbs received.
- **West Street issues** – (i) Cormac have agreed loading bay sign is too small and will fund a larger sign.



- (ii) The remarking of the loading bay has been added to Cormac Highways renewals list.
- (iii) Costings to provide marked parking spaces along West Street received.

- **Hounster Hill** – a feasibility study is being produced.
- **Blindwell Hill** – prices received for the supply and installation of cast iron bollards.
- **St John's Close** – the Council was asked to review the Cormac Road Safety report compiled in September 2016. The drainage issue will be looked at by Cormac.
- **Kiln Close Road closure** – information regarding the road closure.
- **Land at the Southdown Road, Parsons Court Phase 2** – Highways response for refusal due to the impact it would have on the traffic.

Further information circulated by email to all Councillors..

c. Replacement of bollards at Blindwell Hill.

The Council was asked whether it wished 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. Cllr Mattholie suggested the Council monitors and reviews the requirement. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all councillors not to agree a budget for the installation of cast iron bollards but to review at a later date. The motion was unanimously agreed by all Councillors. **Resolved.**

53. Asset & Open Spaces Task Group (A.I.11)

a. To approve the draft Memorial & tree policy

It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve the draft Memorial & tree policy. Cllr Hall was thanked for the work she had completed on the policy. **Resolved.**

b. Sale of the Council's Road Sweeper / Green machine.

Torpoint Town Council have funded costs to date for the repairs of the on the Green Machine. However, due to the costs involved they do not believe it is viable to fund any further costs. The Clerk had circulated an email from Francis Thomas Mobile Servicing, Garden Machinery Specialists in Bodmin. "On inspection of the green machine we found several issues. The wiring loom, ignition and fuse box are totally corroded and broken away.

We found that there is no charge from the alternator. The fan blower housing and spray bar very rusty. The water system pump is not working and the machine has done over 2000 hours and because of the age of the machine it is not possible to repair it cost effectively.

All we can offer you is 50.00 for the machine as parts. The disposal of plastics and rubber and fluids will cost us."

Cllr Wilton, who was involved in the original purchase of the machine (£2,300 from eBay in March 2016), has questioned the value of the offer and has said he would be prepared to offer more than £50.00. It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors to defer making a decision until Cllr Wilton could provide more information. **Resolved.**

c. Public toilets: Purchase of replacement vandal proof noticeboards and noticeboards

It was proposed by Cllr Roberts, seconded by Cllr Wood and agreed by all Councillors that a budget of £500 is agreed for the purchase and installation costs of replacement vandal proof toilet roll dispensers @ £53.98 each and noticeboards displaying the Council's appointed toilet cleaning contractor and Parish Council contact information. **Resolved.**

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

- Shelter for the skatepark

Approved during the full Council meeting held on 21st September 2021, Agenda item 8, Minute 69a



- License for use of the Tanyard
- Completing the asset map.
- Progressing with the support of fundraising for a concrete skatepark.
- Engaging with the proposed cycle way route.

54 Millbrook skatepark (A.I.12)

a. Skatepark fundraising

It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council approves a technical amendment to minute 39 from the Council meeting held on 15th 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 remains unchanged it should be noted the Council owns and is responsible for the skatepark and the term 'accountable body' was not required. **Resolved**

b. To note funds raised to for a new concrete skatepark.

£50.00 received and banked from Cornish Pod

£200.00 donated from Good Grazezy.

Raffle prizes have been donated by local businesses.

Action: Clerk to produce a list of raffle prizes received.

c. Meeting with Maverick Industries.

It was noted a meeting is taking place with Maverick Industries on Monday 26th July 2021 at 5:30pm.

d. Refreshments to be available on site during the Team Rubicon event

It was proposed by Cllr Lewis, seconded by Cllr Roberts and agreed by all Councillors that the Council permits local businesses selling refreshments during the Team Rubicon Event on Sunday 19th September 2021. **Resolved.**

55 Environment & Climate Change (A.I.13)

a. Electric Vehicle Charging Point update

Cllr Mattholie provided an update.

- In 2018/19 Plug-n Go approached the Council
- The Council signed a letter of intent.
- Plug and Go fund the installation but the Council could lose control over the tariff, which could be higher than other providers.
- There would be no upfront cost with Plug-n- Go, which means the process is likely to be less hassle and speedier.
- To proceed with Plug and Go would mean a higher tariff for local residents.
- Cllr Mattholie suggested the Council could explore other options.
- There are grants available which fund 75% of the costs.

It was pointed out by the Chair that when the Council first started looking at the options there were not grants available for this project.

It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors that Cllr Mattholie is delegated to investigate other options for the electric charging point.



b. Cornwall-wide Councillor Climate / environmental group.

Cllrs Roberts, Cllr Mattholie & E Woffenden are part of a WhatsApp group for Cornwall wide Climate /environmental group.

56 Training and development (A.I.14)

a. Councillor training / workshop meeting

It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all Councillors that a budget of £200 is agreed for the Council training / workshop event to be held at Millbrook Football Club on 13th August 2021.

b. Introduction for new Councillors training course

Cllr Mattholie & Cllr E Woffenden said they would be interested in participating in the Cornwall Association of Local Councils Introduction for new Councillors training with Maker with Rame Parish Council.

57 To agree actions regarding the review of the Emergency Plan.

It was agreed the Emergency Plan would be included on the programme and reviewed during the training workshop meeting on Friday 13th August.

58 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 24th July to 30th July 2021, 10am to 4pm and 31st 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?
- 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 – 14th 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 18th (Torpoint) & 19th 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 28th September 2021 to 6th October 2021.
 - Southdown Road to Millpool Head, Millbrook from 14th September 2021 to 18th September 2021 and 20th September 2021 to 24th September 2021.

Meeting closed at 20:54

Appendices.

1. Report from CC Kate Ewert - Cornwall Councillor for Rame Peninsula & St Germans

Millbrook specific

There have been lots of complaints about the Kiln Close development and the disruption that it has brought – I have spoken to the site manager and the road scheme manager several times now. They seem unwilling to be considerate to the community. I think there are valuable learnings from this development about insisting on a robust Construction and Environment Management Plan around the development time going forward.

I am now involved in the Looe Valley cycleway scheme – this is soon to be renamed! A stretch of the cycleway was planned to go from Looe to Torpoint, that has now been rerouted to come to Cremyll instead. This is an exciting project that will involve a fair bit of spending in our area, including some small sections of off-road cycleway, electric bike charging points and so on. I am arranging a meeting with the 4 parishes that the cycleway will come through, (MwR, Millbrook, St John and Sheviock) and the project delivery manager so that we are all aware of the plans.

Residents have been contacting me about the continuing issues with the West St narrows – the Clerk and I have been pushing highways for a timeline for the feasibility study.

I have had a number of residents contact me concerned about the permissive footpath sign that has appeared at Maker Heights – I have made some enquiries and there has been an application put in some years ago to make the footpath over Maker a recognised footpath. These take a long time to come to anything, but clearly the permissive footpath has highlighted the issue again. I would like to hear from residents and their thoughts on this. I have been contacted by Mr Pickering at Evolving Places and am meeting with him to understand his position.

Another concern that has been raised with me is around the speed limit from FLE school down towards Millbrook, currently there is a stretch of around 600m where it is 60mph. I have spoken to Highways that assure me it is not a simple thing to change the speed limit, especially on a stretch of road like this and there is a cost involved; but I would welcome thoughts.

County Hall

Business is in full swing at County Hall now – there have been welcome developments around housing provision, with the new administration declaring they intend to deal with the housing crisis in Cornwall which I absolutely welcome.

Cornwall Housing

You will remember I highlighted the state of Cornwall Housing properties in my last report – since then a report has been partially released, and letters sent to all Cornwall Homes tenants apologising for the poor service. I met with the Cornwall Homes senior team 2 weeks ago and I am promised that they are starting over, it seems most of the senior team has been replaced and there is a robust plan being implemented in regard to a rolling repairs scheme.

Rame Cluster

The first Rame Cluster meeting was held on the 14th July, we discussed the Rame Circulatory and the

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possibility of a recycling centre for the Rame, which we are looking into with no promises made.

2. Payment approval listing

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

Clerk's pay - 37 hours per week

Street cleaner - r hour for 8 hours per week

Payments to process

Payee	Details	Approval / notes	Amount
Biffa Environmental	Annual Charge for Bin Emptying		£2,424.00
SB Consulting	Skatepark noise survey & advice	Min 269a 20/04/2021	£ 600.00
Nisbets	Anti-bacteria soap		£ 21.57
Bailey Partnership	Reinstatement cost assessment for the Lime Kiln	Min 16 18/05/2021	£ 400.00
Cllr Lewis	Plants from Tartendown Nurseries on behalf of the Village Enhancement Team		£ 53.94
Cllr Lewis	Plants from Tamar View Nurseries on behalf of the Village Enhancement Team		£ 11.99
Cornwall Association of Local Councils	Benchmark support training	Min 41b	£ 24.00
Evolve Tree Consultancy	Quantified Tree Risk Assessment	Min 272b 20/04/2021	£ 816.00
Jed Gibson	Litter picking, sandbag filling and cut back the pine in Millbrook Tanyard.		£ 125.00
Enhanscapes	Ground maintenance – No charge for spraying of Japanese Knotweed.		£ 580.00
Jan Moore	Cleaning public toilets 1st to 31st January 2021 and 1st to 28th February 2021 @ £10.00 per day.		£ 590.00
Cornwall Council	SLA for parking enforcement in May 2021	Min 228d 19/01/2021	£ 31.20
Cornwall Association of Local Councils	Code of Conduct training		£ 96.00
Fiona Shearer	Rental agreement for car park signage	Min 132 – 21/07/2020	£ 200.00
		Total	£6,026.10

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