

**Millbrook Parish Council
Minutes of the Full Council meeting
Tuesday 19th October 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.

Minutes of the Parish Council Meeting held in the main hall of Millbrook Village Hall on Tuesday 19th October 2021.

Councillors' Present: S. Lewis (Acting Chair / Vice-Chair), R. Mattholie, K. Hall, P. Polák, B. Taggart, C Wilton, E Woffenden

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

78. Apologies for absence (A.I.1)

Apologies received and noted from Cllrs N Roberts, M Beadnall, R Meeson, S Woffenden and H Wood.

79. Declarations of interest on any agenda item (A.I.2)

- Cllr Lewis declared an interest in agenda item 11, minute 88, as she is a director of The Peninsula Trust, who have submitted a grant funding application.
- Cllr Hall declared an interest in agenda item 11, Minute 86a, as she lives in the Hounster Hill / West Street area.
- Cllr E Woffenden declared an interest in agenda item 11, Minute 86a, as she lives in the Hounster Hill / West Street area.
- Cllr R Mattholie declared an interest in agenda item 11, Minute 86a, as he has been involved in producing the Rame Green Guide.

80. Declaration of gifts (A.I.3)

None

81. To approve any dispensations relating to declarations of interests on agenda items. (A.I.4).

No requests received.

82. Public forum and County Councillor report / update (A.I.5)

(i) County Councillor report

Due to illness Cornwall Council Kate Ewert had sent her apologies. She has submitted a report. See appendix 1

(ii) Traffic & transport

Roger Bews referred to the Hounster Hill Feasibility Report raising concern over the amount of funding spent on previous feasibility study reports and funding of projects being allocated to other areas in the Peninsula.

He said the study should look at driver behaviour adding a scenario that happens when a driver comes into the village, entering The Narrows, and decides to give way, then realising they have come too far and chooses to back up. If there are cars behind, the situation produces a column of incoming traffic needing to reverse, leading to hazardous conditions in The Narrows.

In terms of getting value for money the Council ought to request a staggered / interim report.

Approved by _____ Minute _____

(iii) **Rame Green Guide**

Three members of the public were in attendance in support of the Rame Green Guide.

83. Chair's announcements (A.I.6)

- Cllr Wood sent an email about the OPCC Cllr Advocates Seminar and Volunteers Day at St Mellion (near Saltash) - Monday 8/11/21. The push will on CCTV on traffic hotspots.
- Thank you to Cllr Wood for treating the picnic benches.
- Thank you to the VETs (Village Enhancement Team) to cleaning the bus shelter and area around the Lime Kiln.
- CC Ewert has already mentioned Saltash Leisure Centre in her report. An email has been distributed from the Clerk regarding the future of Saltash Leisure Centre. The survey closes on 31st October.
- At some point Millbrook Bus Shelter was damaged / possibly knocked into. The Clerk had previously contacted contractors for quotations to repair the shelter but over the weekend she was advised further damage had occurred. The stones on wall have possibly been kicked. Under the Clerk's emergency delegated spend arrangements have been made for one of the Council's contractors to repair the shelter at a cost of £80.00.
- Cllr Lewis stated she will need to leave the meeting for agenda item 11 and the Council will be required to appoint a Chair for this item.
- Cllr Beadnall has suggested the Council organises a Christmas Fair and the possibility of purchasing additional lights. Costings will be included for approval in the November agenda.

84. Clerk's report / update (A.I.7)

Noted – no queries received.

85. Approval of minutes from previous meetings (A.I.8)

a. **Minutes of the full parish council meeting held on 21st September 2021.**

Cllr Taggart raised the following amendments:

- Minute 70b(x) states the motion was both proposed and seconded by Cllr Taggart. The Clerk responded this should have stated proposed by Cllr Wilton and seconded by Cllr Taggart. As an aside, the clerk added the works for this item are still outstanding.
- Minute 70xi was not unanimously agreed as Cllr Taggart voted against deferring to sell the container at Hounster Hill.

Subject to the above amendments it was proposed by Cllr Lewis, seconded by Cllr Mattholie and unanimously agreed by all councillors that the minutes of the meeting held on 21st September are recorded as a true and accurate record of the meeting. **Resolved.**

b. **Minutes of the Staffing Committee minutes for the meeting held on 17th August 2021.**

The recommendations from the staffing committee meeting were put forward to the full council held on 21st September 2021 but due to insufficient staffing committee members being present in the meeting the approval of the Staffing Committee minutes was **deferred**.

19:51 Cllr Hall and Cllr E Woffenden vacated the meeting.

86. Traffic & Transport (A.I.9)

a. **Hounster Hill Feasibility Study**

The Council considered the Terms and Conditions and Framework Project Plan summary, which include a quotation of £10,628 from Aecom Ltd, the lead delivery organisation appointed by Cormac Solutions Ltd, to produce a feasibility study.

Extract of proposal received:

Approved by _____ Minute _____

Page 2

“The study will include a review of previous work undertaken and will look to build upon this when identifying potential measures. The findings of the study will be presented as a technical report.”

The high-level review will focus on the following issues that have been identified:

- *The number and class of HGVs passing through Millbrook.*
- *The speed of all traffic passing through Millbrook.*
- *The impact traffic is having on pedestrians throughout the village.*
- *Intelligent systems for freight routing.”*

It was proposed by Cllr Mattholie, seconded by Cllr Taggart and unanimously agreed by all Councillors to accept the proposal, full details of which had been circulated by the Clerk).. Cllr Taggart suggested the Council follows Mr Bews recommendation and requests interim reports.
Resolved.

19:56 Cllr Hall and Cllr E Woffenden returned to the meeting.

b. Rame Peninsula Public Transport Users Group:

Due to illness Cllr S Woffenden was unable to attend this meeting. Cllr Roberts is away.

87. Finance (A.1.10)

a. To note the Council’s bank balance: The Clerk advised the Council’s bank balance is £244,624.30

b. Finance report: The Clerk’s finance report was noted.

c. Internal audit control check: It was noted an internal control check by Cllr Beadnall and Cllr Wood took place in the Clerk’s office on Thursday 30th September.

d. Payments for approval:

In addition to be payments circulated by the clerk, listed under appendix 2 totalling £6,190.21, the Clerk advised the following payments are due:

Tamar View Nurseries: £49.99 - payment of a memorial tree to be paid for by a parishioner.

Millbrook Village Hall: £27.50 - meeting room hire.

Tom Dooleys: £400.00 – printing of T shirts funded by CC Kate Ewert’s Community Chest.

Print Options: £216.00 – printing of car park permits.

It was proposed by Cllr Lewis, seconded by Cllr Wilton and unanimously agreed by all Councillors that the payments as presented are approved. **Resolved.**

20:00 Cllr Lewis vacated the meeting

The Clerk asked the Councillors to elect a Chair for agenda item 11a.

It was proposed by Cllr Wilton, seconded by Cllr Polák and unanimously agreed by all Councillors that Cllr Taggart is chairman for this item.

88. Grants and donations (A.1.11)

a. To consider the funding request of £9,726.51 from The Peninsula Trust in respect of grant aid for the Local Support service.

Cllr Taggart said last month Mr Simon Ryan attended the Parish Council meeting and provided a presentation which gave some background to the application. The Clerk has provided additional background information, which included links to:

- The Peninsula Trust’s Local Support Service annual budget
- The Peninsula Trust’s grant application form
- The Peninsula Trust’s signed accounts
- The Peninsula Trust Local Support Service Report to the end of May 2021.

Cllr Taggart opened up the meeting to the Councillors for comments.

Cllr Wilton said when The Peninsula Trust submitted their first funding application and the Council awarded a grant of £5,000, he had said he would not support a further tranche for

Approved by _____ Minute _____

funding, as there was no business plan to fund the project. The vast majority of the operating are wages. Cllr Wilton highlighted following communication from the Clerk it was noted the vast majority of Section 137 funding has been used up. The Clerk's communication had stated if the Council was minded to offer grant funding to The Peninsula Trust funds could be reallocated from reserves using another legislative power.

Cllr Taggart highlighted advice from the Society of Local Clerks' Financial Advisor "a grant towards as running expenses such as salaries (as opposed to a grant towards one-off costs) may create an expectation that the grant will continue in the future. This is a common source of tension between local authorities and grant recipients since local authorities cannot bind themselves to future grant funding."

Cllr Hall added if it was specific new initiative, she would be more inclined to support the application but has discomfort about working being undertaken by a body which should be funded by the central government or the County Council.

The Clerk read an email from CC Kate Ewert in support of the project:

"This is funding for a very specific purpose that is helping families and individuals within this Parish hugely. They are providing a service here that is sorely lacking and hugely beneficial, it isn't something that can be done purely by volunteers as a lot is very specialist (requiring specific training) and also very emotionally impactful.

I definitely support this application, and if I were in attendance, I would speak for it. We are extraordinarily lucky that we have this service within our community – we are envied by many, many other areas of the Duchy that do not have this vital layer of support for our vulnerable people. I know, personally, of residents that their support worker has helped to avoid homelessness and destitution."

The Clerk had asked CC Kate Ewert, as Cornwall Council's priority is for Adult & Social Care (ASC) is there is likely to be any funding available through Cornwall Council?. CC Kate Ewert's response was "ASC is operating with a massive budget deficit so it would seem unlikely."

The option of The Peninsula Trust applying for other funding schemes was discussed. The Clerk responded Simon Ryan had said he applies for every funding available.

Cllr Wilton asked if members of the public have approached the Council for hardship funding. The Clerk responded, unless the Council has General Power of Competence (GPC), the Council cannot legally fund individuals. The Clerk added the Council does qualify for GPC so could consider adopting it.

It was proposed by Cllr Wilton and seconded by Cllr Hall that the Council cannot support the application from The Peninsula Trust of £9,726 in its current form. The motion was supported by two Councillors. Two councillors abstained from voting. **Resolved.**

Action: Clerk to contact Mr Simon Ryan, to explain the Council is supportive of the work undertaken by The Peninsula Trust and reasons for the Council's decision and

20:15 Cllr Lewis returned to the meeting

Approved by _____ Minute _____

Page 4

- b. **To consider the grant funding application from the Friends of Millbrook Chapel of Rest for up to £1,500, for the refurbishment of the village bire.** Application not received.

89. West Street car park (A.I.12)

Cllr Lewis stated the recommendation from the Finance Committee regarding the resident car park fees and procedures, as detailed below:

The Finance Committee has recommended, from the next financial year, the annual permit fee is increased to £100.00, and residents are given the option of setting up a Standing Order to pay 10 instalment payments of £10.00 or quarterly payments of £25.00.

Future permits should include vehicle registration numbers. Cllr Lewis added if residents change their vehicles, they will be able to have new permits issues. Residents will be required to provide a proof of address, such as a council tax bill.

The Clerks report relating to car park receipts and payments was noted.

Cllr Wilton noted the car park is not being enforced, which is unfair on residents who pay for permits. **Action:** Clerk to request Cornwall Council increase their enforcement visits.

It was proposed by Cllr Wilton, seconded by Cllr Lewis and unanimously agreed by all Councillors that car park permits due from 1st April 2022 are increased to £100. **Resolved.**

90. Policies and procedures (A.I.13)

a. **Staffing Committee Terms of Reference**

It was proposed by Cllr Lewis, seconded by Cllr Taggart and unanimously agreed by all councillors to approve the Staffing Committee Terms of Reference, as recommended during staffing committee the meeting held on 17th August 2021. (Minute 4, SC170821). **Resolved.**

b. **The Council's Training & Development policy**

It was proposed by Cllr Taggart, seconded by Cllr Lewis unanimously agreed by all councillors to approve the Training & Development Policy recommended by Staffing Committee minutes for the meeting held on 17th August 2021.(Minute 8, SC170821)

91. Climate Change, Environment & Sustainability (A.I.14)

a. **Report / update from Cllr Mattholie and to agree next steps regarding grant funding for the EV Charing points.**

Cllr Mattholie advised the Council can apply for grant funding up until March 2022 next year. He has met with Western Power Distribution regarding charging points both in the village hall car park and West Street car park. There is an ongoing proposed project from Cornwall Council to install 150 charging points around Cornwall and he recommended that he continues progressing with the grant funding option but communicates with Cornwall Council regarding their timescales.

Action: Cllr Mattholie will try to obtain clarity on timelines from Cornwall Council on their plans for EV charging points.

20:30hrs Cllr Mattholie vacated the meeting

b. **Maker with Rame Parish Council's 'Rame Green Guide'**

The council considered the funding request from Maker with Rame Parish Council regarding support for the publication of the Rame Green Guide.

Cllr Taggart said based on 40 years' experience on conservation and green issues whether printed copies is the best use of funds. Cllr Wilton supported this comment.

Cllr Polák suggested the guide could be placed in key locations and used by way of bringing the community together.

Approved by _____ Minute _____

The Clerk asked if all Councillors had received a copy of the 'question and answers' regarding the Rame Green Guide, which was sent from Cllr Cathy Green, Maker with Rame Parish Council.

Cllr Lewis opened the meeting so that members of the public, which included Cllr Ferguson from Maker with Rame Parish Council and Claire Wallenstein, who has been involved in producing the Green Guide.

Comments received:

- This is a one of publication.
- There is a huge clutter of green information online and if people were accessing this information there wouldn't be the need to produce the Green Guide as a paper copy.
- A lot of the content is Millbrook focused, the draft is not complete and comments from Millbrook Parish Council for amendments would be appreciated.
- The reason for producing the guide came of the back of a well-attended community consultation organised by Maker with Rame PC Environment & Conservation committee back in August 2021. There was a desire for central means for accessing information about everything 'green..
- Not everyone has access to the internet and those who do may do be savvy on picking things up online.
- Cornwall Council, Net Carbon Neutral department are very interested in what has been produced.
- The core of the Green Guide is basic information that wouldn't change. A date would be included so it is noted the information is correct at the time of publication.

The Clerk had omitted to forward a copy of the draft Green Guide and forwarded a copy during the meeting.

Cllr Polák and Cllr E Woffenden offered to distribute the guide.

It was proposed by Cllr Polák and seconded by Cllr E Woffenden that Millbrook Parish Council supports the Rame Guide. Cllr Wilton voted against the proposal. Three councillors abstained from the proposal requiring further information. The Council agreed to defer the decision until the next Council meeting. **Action:** Councillors to submit questions to the Clerk for forwarding to Maker with Rame Parish Council. **Decision deferred until the November meeting.**

20:42 Cllr Mattholie returned to the meeting.

92. Training & Development (A.I.15)

a. Clerk's completion of Financial Introduction to Local Council Administration

It was proposed by Cllr Lewis, seconded by Cllr Taggart and unanimously agreed by all councillors to approve the clerk's completion of the FILCA, at a cost of £120.00 **Resolved.**

b. Councillor's code of conduct training: Forthcoming Code of Conduct training was noted.

Action: Anyone who hasn't registered and should be attending Code of Conduct training to contact the Clerk.

c. Cornwall Association of Local Councils: CALC's upcoming training programme was noted.

Action: Any councillors wishing to attend any of the courses to contact the Clerk.

93. Asset & Open Spaces (A.I.16)

a. Creation of a tarmac path by the dam.

Cllr Wood had asked for the to be included on the agenda. The councillors were asked to consider whether, subject to costs, they would be in support of a tarmac path by the dam.

Cllr Wilton recommended the council consults with the Environment Agency to find out if

(i) The works can happen (ii) E.A. would fund the work themselves.

Approved by _____ Minute _____

Page 6

b. Additional treatment of Foamstream

It was proposed by Cllr Lewis, seconded by Cllr Wilton and unanimously agreed by all councillors to approve the quotation of £500, to include travel, from Tim Brooks Garden Services. Cllr Taggart said three or four days later someone needs to be employed to sweep up the organic material. **Resolved.**

c. Cleaning of the multiplay equipment in the tractor park

Quotation have been received for the cleaning of the play equipment. A previous quotation of £1,600 was still valid. Tim Brooks has quoted £400 using Foamstream. The council decided to defer approving quotations until additional quotations are received.

d. Grass cutting tender process.

Cllr Taggart advised specifications for the grass cutting tenders will be bought to the Parish Council meeting in November. The Council can decide on the contract during the February meeting. The clerk added prospective contractors will be invited to make a presentation to the Asset & Open Spaces Task Group.

e. License agreement for use of Council owned land

Cllr Hall has produced a generic license agreement for use of Council owned land, to include use of the Tanyard. The Asset & Open Spaces Task group will meet early in November to review the agreement.

94. Co-op's potential move from West Street to Pete's Garage. (A.I.17)

Zoom meetings have taken place with Cllr Roberts, Cllr Lewis, CC Kate Ewert, the Parish Clerk and Siobhan Lavell, Regional Consultant for Instinctif (a business communication consultancy, who work on behalf of Co-op). The developer may approach the council to consider extending kerbing / other matters in due course. Cllr Lewis said possible concerns about the proposals, which include parking, have been raised to Siobhan Lavell, Instinctif. When the Parish Council were asked direct questions as to whether they would support the application, it was made very clear that the Parish Council cannot be seen as either supporting or objecting to the application, and any such decision would need to go to the full planning committee. If the parish council were to comment on whether it either supported or objected to the application prior to it being considered by the planning committee this could be perceived as pre-determination. Cllr Lewis added she is personally aware there are mixed views amongst the community about the proposals.

95. Correspondence and matters to note (A.I.18)

- NALC: Chief Executive Bulletins, Election survey, online events
- Cornwall ALC Ltd: Recommendation of Board of Directors
- Cornwall Council newsletter
- ICCM bulletins
- Rural Services Network Bulletins
- [The Inclusion Matters Service in Cornwall | Millbrook Parish Council \(millbrook-pc.gov.uk\)](https://www.millbrook-pc.gov.uk)
- Concern over the possible closure of Saltash Leisure Centre
- Damage to Millbrook Bus Shelter
- Citizens Advice Autumn 2021 Newsletter and redundancy factsheet
- Sustainable Earth Institute partner e-bulletin: September 2021.
- OPCC Cllr Advocates Seminar and Volunteers Day at St Mellion, near Saltash on Monday 8th November 2021.
- Access for new dwelling from West Street car park.
- Abandoned bike in Higher Anderton Road.
- Suggestion of making Higher Anderson Road (the narrow part) into one-way to reduce the amount of increased traffic round there now (which has been tried near Truro).

Approved by _____ Minute _____

Page 7

- Great Western Railway: Services between Exeter and Okehampton on the restored Dartmoor Line will resume on 20th November this year, the first former line to open under the Government's Restoring your Railway programme.
- The re-opening of St John Village Hall.
- Coop Member Pioneer: the initiatives and activities that the Coop are promoting and supporting to the community.
- The future of Saltash Leisure Centre: The people living on the Rame Peninsula have lost the swimming pools at Portwrinkle, Whitsand Bay and Tripoint in recent years. Saltash is now the nearest pool and there is no public transport connection to it from our area. The pool is important to local residents of all ages.
- Cornwall Council: Public consultation on the future of leisure services in Cornwall.
- Correspondence from a resident in King Street: I have been speaking today with Will Glassup, who is kindly looking into finding a solution to large, inappropriately long, lorries turning into West Street from King Street and hitting buildings Will has suggested some immediate action that could be considered e.g., signage etc and longer-term solutions of restricting the size of vehicles on the Peninsula.
- Instinctif (on behalf of Co-op) reference Co-op's potential move to Pete's Garage.
- Cornwall Streetworks Team: Temporary Prohibition of Traffic Order for Higher Anderton Road, Millbrook from 27th October to 4th November, whilst works are being executed on or near the road to provide a new water service.

The meeting closed at 21:08

Approved by _____ Minute _____

Page 8

Appendix 1: Report from CC Kate Ewert

Millbrook PC Meeting report – 19th Oct 2021

Kate Ewert – Cornwall Councillor for Rame Peninsula & St Germans

Looe to Crotty Cycle way – I was pleased to hold a briefing meeting with representatives of Parish Councils and stakeholders that are along the proposed route of the new cycleway. The meeting was incredibly informative and gave both a high level and granular detailing of the proposals, which include both rest stops, planned around existing businesses and a large-scale reduction in speed limits across the peninsula which was very well received.

As you are all aware Saltash Leisure Centre is under threat of closure, there is a current consultation ongoing that I would encourage members to complete, but also would encourage the PC to complete on behalf of residents as well. Local schools use the pool for swimming lessons, as well as many residents. I do not see that Liskeard Pool would be able to cope with the extra users adequately. I was invited by Caradon swimming club to visit the centre and see what the club delivers in terms of a community offer, I went with Cllrs Frank and Lennox-Boyd and we spent a very useful 2 hours at the centre.

Cornwall Councillors were invited to a briefing on the consultation, which didn't give us any more in the way of information on the plans. We were then invited to the public engagement evening on the 13th, which was a slightly depressing affair. The main concern from GLL was that the centres are underused, and membership numbers need to increase by around 100% to be viable, but there didn't seem to be much ambition from GLL to increase the membership, or even open more. The consultation closes on the 31st Oct, and the final decision is being made at the December cabinet meeting – there is hope that a provider will be found to take on the centre, so we are not down and out yet!

Cornwall Councillors that supported a motion to full Cornwall Council asking for a housing emergency to be declared were invited to a briefing with the housing portfolio holder regarding the new administrations plans for dealing with the crisis. I'm pleased to report that they are hoping to do everything that we have asked for, including pushing government for better devolution for Cornwall that will allow us to better control 2nd homes and holiday lets, build new council housing, and enforce existing covenants on ex-RTB council properties. We have been asked to ask PCs if they can identify any potential sites for building Council Houses as well. There is a desire to encourage Parishes to take their share of housing, so we aren't just pushing the housing into big towns and further eroding our communities. I was pleased to welcome Cllr Olly Monk (housing portfolio holder) to the division for an open day of the Peninsula Trust, we took the opportunity to discuss the housing emergency and to look at potential sites for housing delivery, mostly within MWR as that's where we were!

There will be a CNP focus event likely on 11th November looking at Health and Social Care in the area, an invite will come out soon.

Appendix 2: Payments listing

Presented prior to the meeting:

Payment date	Payee	Details	Amount
22/09/2021	Jan Moore	Cleaning public toilets – May & June 2021	610.00
22/09/2021	Jan Moore	Cleaning public toilets – July & August 2021	620.00
22/09/2021	Employees, HMRC, Nest	Staffing costs	3,694.17
08/09/2021	Google Ireland	Google Workspace	52.17
11/10/2021	Bulb	Public toilet electric consumption	20.00
20/10/2021	Seadog IT	Website updates	55.00
To be paid	Cllr H Wood	Chapel Interiors – Decking oil	33.98

Approved by _____ Minute _____

To be paid	Seadog IT	Website updates	Min 71	244.75
To be paid	Richards Builders Merchants	Materials for the tractor repairs in Millbrook play park (tractor park)	Min 9	89.54
To be paid	1 Less Worry	Payroll administration	Min 254c	30.00
To be paid	Enhanscapes	Ground maintenance – September 2021		572.00*
To be paid	Damien Golder	Fitting of toilet roll holders	Min 53c	30.00
To be paid	Cornwall Council	Parking SLA	Min 178	138.60
		Total presented prior to the meeting		6,190.21

* Note contracted amount for Enhanscapes is £580.00 not £572.00

Presented during the meeting

Payment date	Payee	Details	Amount
To be paid	Millbrook Village Hall	Hall Hire for meetings	30.00
To be paid	Tamar View Nurseries	Memorial Tree to be paid for by parishioner	49.99
To be paid	Rupert Bettison	Skatepark T-shirts payment received from CC Kate Ewerts Community Chest fund.	400.00
To be paid	Print Options	Car park permits	Min 72 216.00
		Total presented in the meeting	695.99

Approved by _____ Minute _____