



Millbrook Parish Council Full Council meeting Tuesday 16th November 2021 at 7:30pm in Millbrook Village Hall

Councillors' Present: N. Roberts (Chair), S Lewis, M. Beadnall, P. Polák, R Meeson, B. Taggart, C Wilton, E Woffenden and S Woffenden.

In Attendance: Mrs K Heald (Clerk / RFO) and 13 members of the public.

Minutes of meeting

The Chair of the Council opened the meeting at 19:31 hours welcoming members of the public and requesting that should they wish to speak in the public forum they keep their comments to a minimum of three minutes.

96. Apologies for absence (A.I.)

Apologies received from Cllrs K Hall, Cllr H Wood and Cllr R Mattholie.

19:32 Cllr Wilton and Cllr E Woffenden joined the meeting.

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

Nothing declared.

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

None

99. Dispensation (A.I.4)

Cllr Roberts explained the procedures required to apply for dispensation relating to Declarations of Information. Councillors are required to complete a form, which is submitted to the Clerk. The form can be completed in advance of a council meeting or at the meeting.

a. To note the requirements for requesting dispensations and to agree future procedures.

Cllr Roberts said the Council's Standing Orders state the granting of dispensation is agreed by the Clerk. However, advice received from Cornwall Association of Local Councils recommends the decision is not awarded by the clerk as it asks the officer to judge the quality of a member's request. Cllr Roberts said should the council decide that the decision should be a vote by the full council the Council would need to amend its Standing Orders. It was proposed by Cllr Wilton, seconded by Cllr Lewis, and unanimously agreed by all councillors that the council amends its Standing Orders and that any granting of dispensations is subject to a vote by the council. Those requesting the dispensation will vacate the meeting room whilst the voting takes place. **Resolved.**

b. To approve any dispensations relating to declarations of interests on agenda items.

None received

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

(i) Report from Cornwall Councillor Kate Ewert: (for full report see appendix 1)

- Millbrook specific: Highway's update, Water leak in St Johns Road, Armistice Day.
- Saltash Leisure Centre



- Cornwall Councillor surgeries
 - Rame Cluster Group meetings.
 - CNP Environmental subgroup.
 - Mount Edgcumbe Joint Committee.
- (ii) **Millbrook Short Mat Bowling group:** The Secretary from this group asked the council if there were any questions regarding their application for a grant. Responding to a question from Cllr S Woffenden the secretary said a lot of clubs in the area have closed down and there is the potential for increased members. Two members of the Short Mat Bowling group were also present in the meeting.
- (iii) **Access to proposed development on Dodbrook:** The owner of the property relating to agenda item 12 (minute 107) introduced himself and offered to respond to any questions from the council.
- (iv) **Get Millbrook Buzzing:** A parishioner expressed appreciation for the council's ongoing support to the Get Millbrook Buzzing project, the wildflower meadows and in particular the community orchard.
- (v) **Traffic, transport and pedestrian safety concerns:** (i) A parishioner said he is upset that people still find walking through The Narrows very hazardous. (ii) The amount of traffic which comes down Southdown Road has an impact on the way drivers approach the mini roundabout (an email will be submitted to the Clerk with further information and further information presented in the public forum at the next council meeting).
- (vi) **Co-op's proposed relocation to Pete's Garage** (i) A member of public spoke in support of the proposals suggesting the Council ought to consider that development demolition, which could have been a proposal, causes a great deal of damage and the Council ought to consider incorporating this within its declaration that the Council supports repurposing rather than demolition. (ii) One of the owners of Pete's Garage was present in the meeting and introduced himself.
- (vii) **Trees along Southdown Road:** Two members of the public in attendance, who live along Southdown Road, expressed concern relating to the recent roadside trimming of the trees along Southdown Road, by the tennis courts. Concern was raised about how the trees have been left.
- 101. Chair's announcements (A.I.6)**
- (i) **Hounster Hill village gateway signage:** Complaints have been received that when pulling out of St Andrews Street coming on to Hounster Hill visibility is affected. Cllr Roberts asked councillors to feedback to Clerk. If necessary and the balance of opinion demonstrates moving the signage is required Cormac Highways have said they will move it.
- (ii) **Remote-control high-performance powerboats used on the lake:** Cllr Taggart has received a complaint that high-performance powerboats have been used on the lake, causing disturbance to the wildlife. The Clerk will investigate the costs for signage.
- (iii) **Millbrook Football Club Christmas Market:** Sunday 5th December between 11am and 3pm, in support of Millbrook Preschool.
- 102. Approval of minutes from previous meetings (A.I.7)**
- a. **Minutes of the full Parish Council meeting held on 19th October 2021.**
It was proposed by Cllr Lewis, seconded by Cllr Taggart and unanimously agreed by all councillors who were present in the meeting held on 16th October 2021 that the minutes of this meeting are approved as a true and accurate record of the meeting. **Resolved.**



- b. **Staffing Committee minutes for the meeting held on 17th August 2021.**
It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by Cllr Beadnall that the minutes of the Staffing Committee meeting are approved as a true and accurate record of the meeting. **Resolved.**
- 103. General Power of Competence (A.I.8)**
Cllr Roberts said within paragraph six of the Council's Standing Orders, it states "In an election year, the Council should make arrangements to exercise the General Power of Competence in the future." Cllr Wilton proposed that the Council meets the eligibility criteria to exercise the General Power of Competence and resolves to adopt the power. The motion was seconded by Cllr Lewis and passed with one councillor abstaining. **Resolved.**
- 104. Finance (A.I.9)**
- a. **To note the Council's bank balance:** Cllr Roberts confirmed the Council's bank current account balance.
- b. **Finance Report:** The Finance report circulated by the Clerk was noted.
- c. **Payments for approval:** The Clerk highlighted in addition to the payments listed on her report she is seeking approval for 2 x payments for Zoom subscription, £100 for repair of the spare office laptop and maintenance costs for the Council's contractors, Jed Gibson and Alex Keating. Cllr Wilton suggested a budget of £500 is delegated to the Clerk. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors, that in addition to the payment listing circulated, the Council approves the Zoom payments and a delegated budget of £500 to cover December payments. **Resolved.** (See appendix 2)
- d. **2023-23 budget report and recommendations for the 2022-23 precept submission.**
Cllr Roberts said a Finance Committee meeting will be taking place on Thursday 18th November 2021 and requested if any councillor has any feedback to email the Parish Clerk for circulation to the committee. Cllr Roberts advised an extra ordinary meeting will need to take place, in order for the precept to be submitted by the required date at the end of the December. Cllr Wilton recommended the Council applies for a precept submission extension.
Action: Clerk to contact Cornwall Council requesting an extension for Millbrook Parish Council's precept submission.
- e. **Transfer of funds raised for the skatepark project to the new bank account set up by the 'Millbrook Skatepark Project' community group.**
Cllr Roberts said Millbrook Skatepark Project is now set up as a constituted group. It was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed by all Councillors that funds raised to date, as detailed in the supporting documents distributed by the Clerk (see appendix 3), are transferred to the group's bank account.
Resolved.
- f. **Approval to set up a Direct Debit of £25.00 for the Council's website hosting fee.**
It was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council approves the set-up of a Direct Debit to SeadogIT, to cover the hosting fee of the Council's website. **Resolved.**
- 105. Climate Change, Environment & Sustainability (A.I.10)**
- a. **To consider the purchase of printed 'Rame Green Guides' from Maker with Rame Parish Council.**
Cllr Roberts informed the Council that Maker with Rame Parish Council have forwarded the draft document to Cornwall Council's legal team to verify that nothing in guide is questionable use of public funds.



The Council discussed the options of funding at length, which included a debate on supporting the printing of hard copies to every household.

Cllr Wilton raised the following comments:

- Millbrook Parish Council is named in the guide.
- Why does the guide need a disclaimer?
- He does not think the Council should be putting money into printed paper when the Council has declared a Climate Emergency.
- The guide promotes some businesses over others. Councils must be impartial.

Cllr Roberts responded Millbrook Parish Council is only included in the draft version. One of the reasons hard copies are being produced is there is a significant minority of people who do not engage with social media and council websites, and they might be the very people who need the information the most.

It was proposed by Cllr Wilton the Council purchases two hundred copies, which rather than be distributed to households, are left in key locations, such as local shops. As the cost of the copies are unknown a budget of £300 was agreed. Should there be a requirement for additional copies, it was agreed the Clerk would be delegated to purchase additional copies. The motion was seconded by Cllr Beadnall and carried with the abstention of two councillors. **Resolved.**

b. **Electric Charging points.**

Cllr R Mattholie is waiting for further information. An update will be provided in the January meeting.

106. Grants and donations (A.I.11)

a. **Grant funding application request from St Germans & Area Public Transport Group**

It was proposed by Cllr S Woffenden, seconded by Cllr E Woffenden and unanimously agreed by all councillors that the Council approves the grant funding request of £300 from St Germans and Area Public Transport Group. **Resolved.**

b. **Grant funding application request from Millbrook Short Mat Bowls**

The Clerk distributed copies of the bank statement and accounts during the meeting.

Cllr Taggart highlighted there is a difference of £1,000 between the bank statement and latest accounts.

It was proposed by Cllr Wilton and seconded by Cllr Meeson that the Council approves the grant funding request of £1,200 for a replacement bowling mat. The motion was carried with two councillors voting against the proposals and two abstentions. **Resolved.**

Action: Clerk to obtain information relating to the variance.

c. **Preliminary approach for funding from Rame Peninsula First Responder Team.**

The application was noted. Cllr Wilton highlighted the Rame Peninsula First Responder Team is short of volunteers.

107. To consider proposal from the owners of a property in Dodbrook. (A.I.12)

The Council was asked to consider whether it supports, in principle, loss of two parking bays in West Street car park, which would require permanent easement, allowing the owners of a property in Dodbrook to access a proposed new development. Supporting information was distributed which included a map detailing potential opportunities of additional parking spaces, on land owned by Cornwall Council.

It was proposed by Cllr S Woffenden the council supports, in principle, the proposals from the residents of a property in Dodbrook relating to the proposed development. The approval is subject to the provision of additional suitable parking spaces on land owned by Cornwall Council and that all costs are to be borne by the applicants. The motion was seconded by Cllr Taggart and carried with three councillors voting against the proposal and one abstention.

Resolved.



108. Co-op's proposed move to Pete's Garage. (A.I.13)

a. Community Survey report from Instinctif in respect of Co-op proposal to relocate to Pete's Garage, The Parade, Millbrook.

The responses from the survey were noted.

b. Request from Roundchase, Co-op's develop partner

To consider, in principle, subject to planning permission, whether to agree to (i) an increase park (from New Road) by approximately 1.4m and a rounding of the kerb line on one side (ii) changes of the height restriction barrier to be either removed or removable to enable Co-op's lorry to reverse on to the delivery area. Correspondence and plans circulated prior to the meeting.

(i) It was proposed by Cllr S Woffenden and seconded by Cllr E Woffenden that the Council agrees, in principle, to the widening of the kerb line. The motion was carried with one abstention. **Resolved.**

(ii) It was proposed by Cllr Roberts that the Council agrees, in principle, to the changes in the height barrier so that it is accessible for the Co-op staff. The height barrier must be automated and funded by Co-op. The proposal was seconded by Cllr Wilton and carried with one abstention. **Resolved.** Cllr Wilton recommended the Council suggests other options, such as removing some of the wall, the installation of boulders and Co-op providing their own loading bay are considered. It was agreed all costs would be borne by the applicant.

109. Policies and procedures (A.I.14)

The Clerk has received an email from Cornwall Association of Local Councils highlighting the NALC legal guidance note confirming that information held by individual councillors or council employees in non-work personal email accounts (e.g., hotmail and yahoo) may be subject to the Freedom of Information 2000 Act if the information relates to official council business and to agree procedures. Links from Page 2, Point 5 relating to changes of the Joint Practitioners Guide 2021 were circulated. A new section on emails is included on page 61, 5.169 of the Joint Panel on Accountability and Governance Practitioners Guide March 2021.

The Clerk distributed a form to Cllr Wilton and Cllr Meeson, who have not set up official designated councillor email addresses, for signing. The form is a CALC template, which states, in respect of the use of personal email addresses, the signatory understands "*in nominating this email address for council business, I may be asked to provide copies of emails sent by me or received by me at this address under the Freedom of Information Act 2000, General Data Protection Regulations 2018 and the Environmental Information Regulations 2004.*"

The Clerk highlighted as Cllr Meeson and Cllr Wilton do not have Councillor email addresses, if any Councillor sends emails to all Councillors using the group email addresses, they will need to manually add Cllr Meeson and Cllr Wilton to the circulation list.

110. Assets & Open Spaces (A.I.15)

To consider the recommendations from the Assets & Open Spaces Working Group:

a. Assets & Open Spaces Working group notes of the meeting held on 11th November 2021.

Noted.

b. Tender for the Grass Cutting

Members of the Assets & Open Spaces Task Group reviewed the grass cutting tender document during the meeting held on 11th November 2021. The document was circulated to all Councillors with changes shown in red. It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Council approves the grass cutting tender template for 2022 – 2024. **Resolved.**

c. Creation of an additional path in Millbrook cemetery.

Quotations have been received and circulated from two contractors.

The Assets & Open Spaces Working Group recommended the quotation from Enhanscapes to install a 4-inch-thick x 16m x 1.5m concrete pathway in the graveyard. To include expansion joints and 4-inch foundation with wooden shuttering at a cost of £2,050.00. The quotation excluded removal of soil from the site. The Clerk has since received additional information from Enhanscapes stating the cheapest option would be to evenly distribute the soil around the borders of the graveyard or create a bund in a suitable position at a cost of approximately £75 - £100. It was noted the quotation from another supplier was £3,085 including removing excavated soil from site.

It was proposed by Cllr Roberts the Council accepts the quotation from Enhanscapes and following recommendation from Cllr Taggart, soil is evenly distributed along the hedge bank. The motion was seconded by Cllr S Woffenden and unanimously agreed by all Councillors. **Resolved.**

d. **Tarmac surfacing in Greenland car park.**

Quotations received from AFE and Cormac.

It was proposed by Cllr Roberts and seconded by Cllr S Woffenden that the Council accepts the Assets & Open Spaces Task Group's recommendation and approves the quotation of AFE for £1,400 to resurface the car park in Greenland car park. The motion was unanimously agreed by all Councillors. **Resolved.**

e. **Recommendation regarding the cutting back of the trees along Southdown Road.**

The Council discussed the recent cutting back of the trees along Southdown Road.

Cllr Taggart said whilst the trees will grow back the method does cause concern for potential disease and a reciprocal saw cutter should have been used.

Cllr Taggart recommended the Council approaches Pigshill Woods.

It was proposed by Cllr Roberts the Clerk is delegated to contact Pigshill Woods CIC requesting a quotation to take remedial action under Health & Safety expenditure. The motion was seconded by Cllr Wilton and unanimously agreed by all councillors. **Resolved.**

It was proposed by Cllr Wilton, seconded by Cllr Roberts and unanimously agreed by all councillors that the area is cut on a regular rolling maintenance programme every two to three years. **Resolved.**

111. Christmas lighting (A.I.16)

The Chair advised, following the Christmas Fayre at Mount Edgcumbe, the Council will receive the Christmas Tree. It was proposed by Cllr Wilton and seconded by Cllr Taggart that the Council agrees a budget of £1,000 for the purchase of Christmas lights. The Clerk will consult with the council by email. The motion was carried with two councillors voting against the proposal. **Resolved.**

112. Correspondence and matters to note (A.I.17)

This list is for information only but if any Councillor or member of public requires further details, please contact the Clerk.

- **NALC:** Chief Executive Bulletins, Election survey, online events
- **CALC:** Petition for a change in the Localism Act 2011 for the re-introduction of sanctions to disqualify or suspend councillors for serious breaches of the Code of Conduct.
- **Cornwall Council newsletters**
- **ICCM bulletins**
- **Rural Services Network Bulletins**
- **St Germans and Area Public Transport Users Group:** Upcoming rail works.
- **Information on recycling of Tetra packs from Cornwall Cllr Barry Jordan:** confirmation that Tetra packs will not be recycled by Cornwall Council in the new contract.



- **Cornwall Gateway Community Network Panel** - Focus Session on Health and Care by Teams on 11 November.
- **Planning training for Local Councils:** Getting design right now and setting our ambitions for the future - 30 November: 9.30-10.30 am.
- **Community Network Panel: Highway Schemes.**
- **TQ Quality**, re large vehicle turning up West Street from King Street: "Thankyou for your enquiry regarding one of our delivery vehicles, and I appreciate the frustration that this may cause you. Unfortunately our vehicles cover vast areas of delivery from one vehicle each day, covering up to 20 drops a day around various villages and towns and whilst I would like to use smaller vehicles, not only to benefit residents but ourselves for running costs etc it's just not practical as I would need to increase the fleet three times over to accommodate."
- **Cormac Highways:** Email from Will Glassup, Highways Manager reference the Gully Sucker cleansing schedules / reporting of blocked drains.
- **Transport User Voice & BSIP's:** Transport Focus Newsletter.
- **Trees cut back along Southdown Road:** *The trees at the back of the park and tennis courts were cut back on the road side recently. I was surprised when the tractor started to do this without any notice because branches started to fall across the road and many still look as if they might fall. Many branches look hacked and need more tidying as they look sharp and vulnerable.*
- **Cormac:** Email from a member of public raising concern over ivy causing damage to trees.
- **A member of public:** Objection to Co-op's proposals to relocate to Pete's Garage due to concerns over: parking, access, overlooking the resident's property, overshadowing neighbouring houses, if the elevation is raised, the asbestos roof, noise and mess from the building and refurbishment work.
- **Barclays van at Millbrook Football Club**
- **Cornwall Council:** Reported defective manhole / drain cover in West Street fixed.
- **Millbrook Village Hall:** Minutes of Millbrook Village Hall Management Committee.
- **Freathy Chalets:** 30 remaining leaseholders of chalets at Freathy will be prevented from renewing their leases in 2027 without a large uplift in ground rent well in excess of RPI.

Cllr Wilton noted the correspondence received regarding Freathy Chalets is not MPC business and relates to a commercial decision between Antony Estate and their tenants and the Neighbourhood Plan is specific about new dwellings.

Action: The Clerk responds to correspondence regarding the Freathy Chalets.

The meeting closed at 21:26hrs.

Appendix 1: Kate Ewert – Cornwall Councillor for Rame Peninsula & St Germans

Millbrook Specific

- I haven't received confirmation that the feasibility study has started yet, I have requested an update and will share with the PC when I receive that.
- The Highways Manager decided to take ownership of the water leak at the end of St Johns Close, you will have seen the road was dug up – as expected there was a considerable leak, and the pipes were severely degraded. They have replaced all the problem leaks and hopefully that is now resolved.
- I was honoured to attend the small Armistice service at the War memorial with Cllr Roberts, the Clerk and children from Millbrook School and the Preschool. It was a moving and poignant event - my thanks to the Clerk for organising this at short notice.

I was pleased to attend the peaceful protest in Saltash on 30th October, to show the huge public support for keeping the leisure centre open. Around 300 people attended, including Cornwall Councillors from all political parties. We had many members of the public from Torpoint and Rame in attendance showing how well used the centre is by our residents here. The consultation is now closed and interested parties have been asked to express an interest in running the centre and it will be discussed at the Cabinet meeting on 15th December. We have a members' briefing next week on the situation.

My twice monthly Cornwall Councillor surgeries continue to be well attended, with housing issues and personal debt high on the list of issues that are being discussed – general advice and signposting as appropriate given to residents. Where appropriate I am intervening with the Council and helping the residents. This week I ran a mobile surgery in Torpoint which was very useful, I intend to do the same in Millbrook and if any Parish Cllrs would like to join me, I would be pleased to arrange that.

My next Rame Cluster meeting will be held via Teams on Wednesday 1st December at 1800 – there will be a focus on road safety, with the local policing team and Saltash Area Road Safety presenting. The CNP focus event on 11th Nov on Health and Social Care was incredibly well attended and interesting. We heard from our local Social Prescribers and the support they are giving in our communities. I am currently working with Jess Hiron regarding running wellbeing hubs across the area – offering joined up support for those residents that really need it.

We also have our next CNP Environmental subgroup meeting on 3rd December. I am pleased to have been appointed to the Cornish National Minority working group, I attended the first meeting of this a few weeks ago.

We finally have a date for our first Mount Edgcumbe Joint Committee meeting – 19th November, this will be held in Plymouth City Council chambers for Covid safety reasons.

Appendix 2: Payment approvals

Presented prior to the meeting (where applicable costs include V.A.T):

Payment date	Payee	Details		Amount
28/10/2021	Staff & HMRC	Wages & PAYE		3,299.97
28/10/2021	Alex Keating	Installation of Tanyard seating & plaques		20.00
28/10/2021	Alex Keating	Weed clearance		40.00
08/11/2021	Google ICloud	Workspace subscription		51.93
19/11/2021	Enhanscapes	Ground maintenance – October 2021		580.00
19/11/2021	Tim Brooks Garden Service	Foamstream	Min 93b	600.00

Approved during the full council meeting held on 18th January 2022, Minute 121a
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19/11/2021	Francis Thomas Mobile Servicing	Return of Green Machine		60.00
19/11/2021	Complete Business Solutions	Paper and envelopes		31.56
19/11/2021	Littlemops	Jumbo toilet rolls		31.18
19/11/2021	Roy Davy Agricultural	Hedge trimming / tree pruning	Min 75b	216.00
19/11/2021	Richard Builders Merchants	Paving for War Memorial	F.R. 3.5	72.72
19/11/2021	Dale Blacker	Paving for War Memorial and bus stop repair	F.R. 3.5	160.00
19/11/2021	Alex Keating	Weed clearance		30.00
19/11/2021	Jed Gibson	Litter pick, path & drain clearance		87.50
19/11/2021	Jan Moore	Public toilet cleaning Sept 2021		300.00
19/11/2021	Jan Moore	Public toilet cleaning Oct 2021		310.00
19/11/2021	Enhanscapes	Memorial tree planting		75.00
		Total		5,965.86

Circulated prior to the meeting – payments for December 2021

Payee	Amount		
Enhanscapes	November instalment		580.00
Sally Turner	Labour costs for works on the tractor in the play park	Min 9	691.55

Presented during the meeting

Payment date	Payee	Details	Amount
19/11/2021	Karenza Heald	Zoom subscription – 2 months @ £14.39	28.78
Dec 2021	Andy Computer Man	Repair of Spare Laptop	110.00
Dec 2021	Alex Keating Jed Gibson	Budget allocation delegated to the Clerk	400.00

Appendix 3: Millbrook Skatepark project

Title	Receipts	Payments	Net Position
	Actual	Actual	
Skatepark fundraising	998.34		998.34
<i>Cornish Pod</i>	<i>50.00</i>		
<i>Coastline Enterprises</i>	<i>100.00</i>		
<i>Film Club</i>	<i>250.00</i>		
Grants and donations: Local businesses / community groups	400.00		400.00
Grant: Community Chest Funding	400.00		400.00
Merchandise (from Community Chest Grant)		400.00	-400.00
Publicity			
TOTAL	1,798.34	400.00	1,398.34