# Millbrook Parish Council Full Council meeting
# Tuesday 18th July 2023 at 7:30pm

**Councillors' Present:** N Roberts (Chair), S Lewis, G Renshaw, R Mattholie, F McBain, R Meeson, P Polák, F Reilly, C Wilton, E Woffenden, S Woffenden and H Wood,
**In attendance:** Six members of public, Cornwall Councillor Kate Ewert and Cllr G Davis, Mayor of Torpoint Town Council, Dr J Plumb, Head Teacher and Mr I Smart, Business Manager from Torpoint Community College.
K Heald, Parish Clerk

The Chair opened the meeting at 7:30pm, welcomed everyone to the meeting and outlined the emergency fire procedures.

**47. Apologies for absence (A.I.1)**
None

**48. Declarations of gifts and declaration of interest on any agenda item. (A.I.2)**
Cllr Lewis is a Parish Councillor representative on the Millbrook Village Hall Management Committee so declared an interest in agenda item 9, Minute 55.

**49. Dispensation: To consider any requests for dispensation relating to agenda items. (A.I.3)**
None

**50. Public forum and County Councillor report / update. (A.I.4)**

50.1 **Torpoint Town Council and representatives from Torpoint Community College**
Cllr G Davis, Dr J Plumb and Mr I Smart provided update on the proposals for a 9 x 9 3G all-weather pitch behind the YMCA Sports Hall building, on the playing fields of Torpoint Community College.
To demonstrate wider community engagement, Millbrook Parish Council were asked for the following:
1) A letter of support from Millbrook Parish Council
2) A recommendation to act as an ambassador for Millbrook to do some local fundraising, such as arranging a coffee morning.
3) Look to contribute towards the project in the next financial year.

It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors' that Millbrook Parish Council provides Torpoint Town Council with a letter of support for the project. **Resolved.**
**Action:** It was agreed the Clerk agreed to share publicity regarding the project on the Parish Council's Facebook page.

50.2 **Cornwall Councillor Kate Ewert**
CC Ewert's monthly report was circulated to all Councillors.
**Grass cutting:** Cllr Ewert was pleased to announce she has received funding for yellow rattle to be planted on the roadside grass verges. Hill, from Enhanscapes, was thanked for putting this idea forward. It will take a couple of years for it to get to the required growth.
**Cornwall Housing:** Works on Cornwall Council owned houses in Millbrook and Maker with Rame, to do the retrofitting of energy efficient boilers, being planned. Cornwall Council are looking for a local office.
**St John's Road Highway Improvements**: A meeting will take place at 9:30am on Monday 24th July with Cormac Highways Manager to look at the design.
**Tetrapack bins:** CC Ewert reminded the Council she is keen to receive costings and reiterated her willingness to contribute towards the costs of Tetra pack bins from her Community Chest funding.



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50.3 **Member of public**

i. **Policies and procedures**

A parishioner noted the item regarding Civility and Respect pledge (item 10) and questioned whether the Council needed another layer of policies, adding whenever he has attended Council meetings they had been run respectfully. Cllr Roberts said the pledge had been adopted and this was a formality requiring the Council to sign the pledge. The Clerk stated that Civility and Respect is recommended by the National Association of Local Councils and that it is common for Town and Parish Councils to adopt it.

ii. **Cornwall Highways**

Disappointment was raised that the agenda did not include a motion relating to Cornwall Council's relationship with Cormac.

iii. **Millbrook Village Hall Management Committee – update from the Chair**

An application has been received for the costs of improvements to the noticeboard in the village hall car park. The hall committee has previously funded the full costs of refurbishing the main noticeboard.

iv. **Millbrook grass cutting and village maintenance.**

- **The proprietor of East of Eden Plants** / A parishioner with extensive botanical knowledge, who was involved in planting around the lake 20 years ago, raised the following pros and cons regarding the Parish Council's grass cutting management:
  - Photographs before tree planting to show how the village has improved significantly have been sent to the Clerk.
  - A report had been emailed to the Clerk with recommendations on creating wildflower meadows beside the lakeside.
  - Improving the wildflower population and general biodiversity would enhance the natural beauty of the area and address the concerns over hay fever.
  - Based on experience with the Countryside Stewardship Scheme aggressive mowing in the first year is recommended and the use of yellow rattle and other parasitic plants.
  - There is the potential for funding to enable groups to collect wildflower seeds which are indigenous for the area.
- **Complaint about the lakeside verges:** The parishioner who led a Facebook poll on local community pages regarding the cutting of the roadside grass verges had sent a report to the Clerk. The report contained information gathered from a wide group of parishioners
- **Visibility concerns regarding the length of the lakeside grass verges:** Concern about the length of the grass going round the corner of the lake. (Near a bench).
- **The tractor park**: concerns raised about the state of the play park and in particular the length of grass by the multi-play unit and the ivy growing under the climbing / scramble feature.
- **Former Parish Councillor / Wildlife consultant and lecturer:** Broadly supportive of the grass cutting regime the Parish Council has adopted. It has been a very dry year. The Council could vary the contract to bring forward cutting. Maybe the balance of the rewilding has gone a bit too far. The tractor park could be kept short. The Anderton Road verges looks particularly untidy. Although it is owned by Cornwall Council, perhaps the Parish Council could look to take this on and it is mowed every fourth or fifth cut.
- **Enhanscapes:** Referring particularly to complaints over the tractor park Hill said he was saddened that kids should be kept apart from nature. Totally understanding safety concerns, but are people driving without due care and attention? The Council has voted to acknowledge we are in a climate crisis.

Cllr Roberts said it was important for the Council to look at all the views, at the science and the feasibility of their actions. Cllr Roberts added Hill from Enhanscapes has been collecting a bank of local wildflower seeds.

v. **Millbrook Football Club**

The Chairman of the Football Club raised the following:

- A caravan is on site for storage of football equipment.
- The Football Club would like to remove a section of fencing outside the lakeside bar.
- A request was made to relocate the dog mess bin outside the football club.

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**51. Chair's Announcements (A.I.5)**

- **Devonport Annual Emergency Test:** 24th July 2023 at 3pm.
- **Tamar Toll Action Group**: Peaceful protest on Saturday 29th July 2023.
- **Parish Council website photographs:** Councillors' were asked to let the Clerk know how they feel about having their photographs on the Council's website.
- **Trerulefoot / Carkeel update**: Now officially expressed to National Highways that the scheme for improvements on A38 should be kept on the schedule of works as minor works.
- **Classic car rally**: Temporary one-way system.
- **Closure of rail station ticket offices**: Consultation online regarding the closure of ticket offices, including Plymouth. Action: Clerk to include information on the Council's Facebook page.
- **Cornwall Council's relationship with Cormac:** This should have been included on this months' agenda but due to time constraints and a busy meeting this item will be included on the September agenda.

**52. Clerk's report / update No report. (A.I.6).** Noted.

**53. Approval of the minutes from previous meeting (A.I.7)**

53.1 **Minutes of the last full Parish Council meeting:**
It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors that the minutes of the meeting held on 20th June 2023 are approved as a true and accurate record of the meeting. **Resolved.**

53.2 **Minutes of the last Planning Committee meeting:** It was proposed by Cllr Roberts that the minutes are amended to state, *"as the spaces are currently used by …."* as they are owned by the existing occupants on the site. Cllr Roberts felt it should be clearer that the owners of the existing site park there now. Cllr Wood proposed the minutes be agreed subject to that amendment. The motion was carried with two Councillors voting against the amendment. **Resolved.**

**54. Assets and Open Spaces** (A.I.8)

54.1 **Grass verges**
To note the ownership, responsibility and Cornwall Council reporting procedures and to support CC Kate Ewert's planting proposal.
Cllr Roberts recommended the Parish Council has a map and clear guidance on who owns and who is responsible for what land, i.e., Cornwall Council and the Environment Agency.
CC Ewert recommended Cornwall Council's mapping.
**Action:** Clerk to review options and if necessary, contact the website provider for a quotation.
The proposal is to sow low growing plants (yellow rattle) on the roadside verges. Cllr Wilton asked about the process. CC Ewert agreed to send further details to the Clerk.
It was proposed by Cllr Roberts, seconded by Cllr Wilton and unanimously agreed by all Councillors that the Parish Council supports CC Ewert's planting proposal. **Resolved.**

54.2 **Millbrook's grass cutting and village maintenance.**
Cllr Roberts thanked Cllr Reilly for all her hard work in compiling the detailed report.
Comments are still coming into the Council.
Cllr Roberts recommended:

- The deadline on the consultation is extended to 11th August.
- Information is publicised on the Parish Council noticeboard. This will be particularly beneficial for those who do not use the internet.
- Obtain feedback during Millbrook Meet up.

Cllr Roberts added the Council needs to decide how best to resolve this so that it maintains biodiversity and mitigates the worst concerns raised by some of residents.

Cllr Wilton gave details of his experience in countryside stewardship agreement. Cllr Roberts thanked him for his contribution and suggested he put details of his knowledge and

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experience in writing in a report to the Clerk, so that it can be collated and added to the Council's bank of information, which includes knowledge from other local experts.

Cllr Wilton proposed the Parish Council extends Cornwall Council's work to install yellow rattle. CC Ewert added utilising Cormac's services is likely to be costly but an independent contractor would be less so. Cllr Roberts suggested if the Council was to consider this, the Council's contractor, who put forward the yellow rattle proposal, could provide the Council with a quotation.

*The meeting was opened to the public.*

The following comments were raised:

- Counteracting Cllr Wilton's suggestion that dead grass has no benefit a comment was raised that seed heads are fed on by numerous birds and that long grass heads are valuable for invertebrates.
- Grass may not look as aesthetically pleasing as wildflowers so there could be a compromise in some areas.
- Biodiversity is important but there are also other considerations such as soil temperature and moisture loss.

*Meeting readjourned and closed for public discussion.*

Cllr Reilly recommended a public meeting is held before the next Full Council meeting.

It was proposed by Cllr Reilly, seconded by Cllr Mattholie and unanimously agreed by all Councillors to host a public consultation event. **Resolved.**

It was proposed by Cllr E Woffenden, seconded by Cllr Lewis and unanimously agreed by all Councillors that the Clerk would liaise with Enhanscapes to address the works in the tractor park and arrange for the grass to be cut in a section by the bench on the lakeside to improve driver visibility.

Cllr Roberts said as elected members the Council has a duty to do what it believes is in the community's best interests.

54.3 **Millbrook Skatepark Project**
The Clerk advised, due to time constraints and issues in the grant process and with the website she was disappointed not to make the deadline for a grant application, but a further opportunity to apply to the same fund will open in three months and so the work done on this application will not be wasted.

54.4 **Millbrook Tractor Park**
The Council was presented with costings for replacement of the bridge on the multi-play unit. It was proposed by Cllr Lewis, seconded by Cllr Wilton and unanimously agreed by all Councillors that the Council approves a budget of £1,000 for materials and works on the Clatter Bridge on the multi-play unit in the tractor park. **Resolved.**

**21:06 Cllr Lewis vacated the meeting.**

**55. Grants and community support** (A.I.9)
The Council was presented with a request from Millbrook Village Hall Management committee for funding support towards the noticeboard outside Millbrook Village Hall car park. It was proposed by Cllr Wilton, seconded by Cllr Meeson and unanimously agreed by all Councillors that the Council approves the grant funding request of £200.00 towards the cost of revamping the noticeboard in the Village Hall car park.

21:08 Cllr Lewis returned to the meeting.



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**56. Policies, procedures and Council Governance** (A.I.10)

56.1 **Civility and Respect pledge**: It was noted that during the Parish Council meeting held on 27th September 2022 the Council passed a motion to sign up to the Civility and Respect Pledge. (Minute 69b). Certificate Number 1284 was signed by the Chair of the Council.
Cllr Roberts suggested any Councillors concerned about posting appropriately on social media should read pages 14 to 18 on the Civility and Respect guide which gives clear guidelines on this. Cllr McBain added that during recent Code of Conduct training it was highlighted Councillors should be aware how their social media comments could be perceived.

56.2 **Press and media policy**: Cllr Roberts recommended that a statement is included on the Facebook page that the Council reserves the right to remove comments that are factually incorrect and details regarding moderation procedures of the Council's website are included on the policy. The Clerk highlighted there was an expectation on social media that the website comments should be approved outside office hours.
It was proposed by Cllr Robert, seconded by Cllr Lewis and unanimously agreed by all Councillors that policy is approved subject to the amendments. **Resolved.**
**Action:** Amend the website to make it clear that the website comments are moderated during working hours only.

56.3 **Equal Opportunities policy:** It was proposed by Cllr Roberts and seconded by Cllr Wood that subject to minor typing errors the policy is approved. The motion was carried with two abstentions. **Resolved.**

56.4 **Code of Conduct**: The Clerk provided an update on the Councillors Code of Conduct training. Cllr Wilton stated it is mandatory that Councillors are required to do Code of Conduct training within six months of taking office, but it is only a recommendation that Councillors should do Code of Conduct training every two years. Cllr Wilton requested that it be noted that individual councillors' attendance or otherwise of non-statutory training should not be discussed during a public meeting.
**Action:** Clerk to email Councillors individually reminding them of any training available.

**57. Help build social housing** (A.I.11)

Cllr Roberts provided background information on the legislation regarding 'hope value'. Following discussion, it was proposed by Cllr Wilton that the Council does not support of Shelter's campaign by writing to Michael Gove, the Secretary of State for Housing, asking the government to scrap hope value in the Levelling Up and Regeneration Bill. The motion was seconded by Cllr Renshaw. Three Councillors voted against Cllr Wilton's proposal. **Motion carried.**

**58. Finance** (A.I.12)

58.1 **Council bank balance:** The Chair verified that the Council's Unity Trust bank balance on 18th July 2023 was £127,264.93

58.2 **Council's savings account balance:** The Council noted the balance in Nationwide Building Society Savings account as at 30th June 2023 was £51,076.14

58.3 **CCLA Investment Management Fund:** The Council noted that the June 2023 statement showed £50,000 in the Public Sector Deposit Fund.

58.4 **Finance report**: The Clerk's monthly financial transaction report was received and noted.

58.6 **Monthly payments**:
The Council reviewed the payment schedule, as presented by the Clerk. Cllr Renshaw asked for the energy costs arising from the EV Charging Points. **Action:** Clerk to provide a report for the next meeting.
The Clerk presented two invoices which were not included on the agenda (i) An invoice from Luke Deakin for performance at the Kings Coronation Event of £80.00 (ii) Charges from Jan Moore, cleaning of the public toilets £300.00.
It was proposed by Cllr Roberts, seconded by Cllr Wilton and agreed by all Councillors to approve the payment as presented, £19,460.93 for payments made since the last meeting, which were not included on the agenda of the last meeting, and payments to be processed totalling £1,423.58. See appendix 2. **Resolved.**

(ii) Payments to be processed in August 2023



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It was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors, subject to the payments being reported to the next full Council meeting, to delegate authority to the Clerk to make payments due to contractors and suppliers in August 2023.

**59. Climate and Environment** (A.I.14)

59.1 **Climate & Environment Action Group**: Cllr S Woffenden updated the Council. Group representatives attended the Carbon Literacy Course. A Climate Action plan has been produced.

59.2 **Electric bike share scheme**: Cllr E Woffenden requested the Council supports in principle the introduction of electric bike scheme in Millbrook. There are already schemes in Falmouth, Truro and St Austell. Research needs to be undertaken to see if the scheme a scheme is financially viable for Millbrook. It was proposed by Cllr Roberts and seconded by Cllr McBain that the Council supports in principle, subject to further information, including costings, the investigation of a possible electric bike scheme for Millbrook. The motion was carried with two Councillors voting against the proposal. **Resolved.**

**60. Staffing** (A.I.15)

**Assistant Caretaker**: It was proposed by Cllr Wood and seconded by Cllr Wilton that subject to the interview panel selecting a suitable candidate the Council agrees to delegate the recruitment of the Assistant Caretaker to the Staffing Committee. **Resolved.**

**61. Communication, correspondence and matters to note.**

61.1 **Newsletter:** It was proposed by Cllr Renshaw, seconded by Cllr Reilly and agreed unanimously that that Council forms a working group with a view to producing a Council newsletter.
Cllrs Renshaw, Reilly, Roberts, Lewis, E Woffenden and Wood expressed an interest in being part of the working group. Cllr Roberts proposed the decision on budget and distribution is deferred until the after the working group has met in August. **Resolved.**

61.2 **Correspondence:** A list of correspondence and matters to note was presented to the Council. The Chair detailed the procedures relating to the council correspondence.
If a member of public sends communication into the Clerk, requesting it is shared with all Councillors, providing personal details are redacted (unless permission has been received) then the communication is forwarded to all Councillors.
Cllrs Wilton and Cllr Meeson expressed disappointment at the volume of supporting document updates submitted by the Clerk due to the difficulty of establishing which parts had been updated. **Action:** If the Council has already had supporting information for the meeting and relevant information comes in late, the Clerk sends a separate email and the email is headed 'late information.'

**62. Future items for agenda:**

Cllr Wilton requested that an item is included on the September agenda relating to Cornwall Councils relationship with Cormac (see Minute 51 above).
Cllr Reilly asked when the Asset & Open Spaces working group would be meeting. The Clerk said the group has yet to meet in this fiscal year.
Cllr E Woffenden said a parishioner has put forward a request for a bench to be installed The Clerk said she would speak with Cllr E Woffenden separately as the location requested is not on Parish Council land.

The meeting closed at 21:45.

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**Appendix 1: Agenda item 4, Minute 50.1**
**Torpoint Town Council and representatives from Torpoint Community College**

- Previously discussions took place with the Rugby Club regarding plans for an 11 x 11 pitch. However, the Rugby Club have since confirmed they do not have enough members to fulfil this requirement.
- Conversations have taken place with the Football Foundation, who agreed, for a community of this size, there is a business case for a 9 x 9 football field benefitting the under 13's across the Rame Peninsula (this being the only size pitch the Football Foundation will fund).
- The opportunity for training of the youth was highlighted and the benefits of the YMCA building.
- A quarter of a million pounds of funding has been secured.

Questions raised from Millbrook Parish Councillors

Cllr Roberts raised the following questions:

- What is the lifespan of the pitch?
- As there are environmental issues to consider (but the grass would not need mowing what would happen when the pitch reaches the end of the lifespan?
- How will the pitch be disposed of?

Mr I Smart responded There will be a sinking fund to pay for the service. The Football Foundation would have a legal holding. The business plan would need to show the project is financially viable and sustainable.

There will be a Q & A paper. MPC will be provided with further information regarding the disposal of the pitch. Cllr G Davis said Torpoint Town Council have declared a Climate Emergency and recognised there are factors that will need consideration.

Cllr Meeson asked what the proposed timescales are for the project?
Response: The aim is to complete the project by the end of 2025.

Cllr Mattholie asked if there will be opportunities for schools in other areas to use the pitch in the evenings and at weekends.
Response: The business plan shows expression of interests for schools and local clubs. Outside school hours it would be open to the rest of the community. It is not strictly sport – it could be used for initiatives on the health side. Users would be required to wear specific footwear with rubber soles.

Cllr Reilly asked about the booking procedures and preferential slots.
Response: The details would need to be worked but the business plan would need to demonstrate how they have optimised use but also ensure that there are gaps within the plan showing the opportunity for progression.

**Appendix 2: Minute 36.6 – Payment schedule**

| Payee | Details | Minute / Ref | Amount £ |
|---|---|---|---|
| One less Worry | Payroll service provider | 158.f, 21/03 | 38.69 |
| British Gas | Utility costs – EV Charging point | 21f, 16/05 | 417.05 |
| Cornwall Council | Planning Application | 138a, 21/02 | 179.50 |

**Approved** _____ **Minute** _____



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|---|---|---|---|
| Google IT | Google Workspace subscription | S.I. | 69.00 |
| Seadog IT | Website maintenance | S.I. | 29.95 |
| Parish Council Staff<br>Nest and<br>HMRC | Staff wages<br>PAYE and pension | S.I. | <br>5,73<br>3.14 |
| E Rawlings & Co | Sample of graffiti resistant paint. | C.D.A. | 28.40 |
| Unity Trust | Bank charges | S.I. | 52.00 |
| Vitaplay | Roundabout in the Tractor Park. Part payment | 145c, 21/02 | 12,913.20 |
| | **TOTAL** | | **19,460.93** |

(ii) Payments to be processed

| **Payee** | **Details** | **Minute / Ref** | **Amount £** |
|---|---|---|---|
| BHIB Insurance | Additional cover (not previously included on the policy) | S.I. | 45.38 |
| Enhanscapes | Grass cutting maintenance | 140d, 15/02 | 621.00 |
| Online Playgrounds | Wet pour products | C.D.A. | 367.20 |
| | **Sub total** | | **1,033.58** |

Payments presented in the meeting.

| | | | |
|---|---|---|---|
| Luke Deakin | Performance during the King's Coronation Event | | **80.00** |
| Jan Moore | Cleaning of public toilets | | 300.00 |
| | **Sub total** | | **380.00** |
| | **Total to be processed** | | **1,413.58** |

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