

**Millbrook Parish Council Full Council meeting**  
**Tuesday 17<sup>th</sup> October 2023 at 7:30pm**  
**Venue: The main hall in Millbrook Village Hall**

**Councillors' Present:** N Roberts (Chair of the Council), S Lewis, G Renshaw, F McBain, R Meeson, C Wilton, E Woffenden, S Woffenden.

(Cllr E Woffenden arrived at 19:45hrs during the public forum).

**In attendance:** K Heald (Parish Clerk), CC Kate Ewert and five members of the public.

**92. Apologies for absence (A.I.1)**

Apologies received from Cllrs P Polák, R Mattholie and D Wood. Cllr Reilly was absent.

**93. Declarations of gifts and declaration of interest on any agenda item (A.I.2)**

Cllr S Lewis declared an interest in agenda item 12, Minute 104.2 / 104.3) Cllr Lewis is a relative, by marriage of the applicant.

**94. Dispensation (A.I.3)**

There were no requests for dispensations.

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

**95.1 Millbrook Preschool:** The Manager of Millbrook introduced herself and thanked the Parish Council for considering their application (Agenda item 12, Minute 104.1). The purpose of the application is to make the preschool more sustainable. All the children attending the preschool have parents who live and work in the village.

**95.2 Cornwall Council Kate Ewert:**

**Cornmac:** Contractors have been in Millbrook preparing the site for yellow rattle.

**Cornwall Housing properties:** There are plans to start retrofit works on 96 properties in the area within the next four weeks. Some properties may have to have new roofs.

**95.3 Permaculture Kernow:** Two representatives from Permaculture Kernow and one supporter addressed the Council about their application for approval and financial support for planting of fruit trees in the playing fields. The organisation's ethos is earth care, people care and fair share. Concern was raised in the previous meeting about residual soil pollution. A report had been circulated to all Councillors which was completed in 2019 by Dr Andrew Turner, Plymouth University. The report showed that all toxins in items tested were within permitted levels. The supporter of Permaculture Kernow highlighted how he co-ordinated a similar project in Millbrook's Community Orchard several years ago.

**96.4 Cornwall Council complaint – Traffic & Transport:** A parishioner had emailed a text, which was circulated to all Councillors, which he recommended the Parish Council send to Cornwall Council in respect of the traffic & transport issues and its relationship with Cornmac.

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

**Deliveries blocking the Tanyard:** A parishioner has emailed highlighting the issue that a delivery van stopped to park on the pub side of the road causing traffic issues. Cllr Roberts recommended this is included on the Traffic & Transport Task Group's agenda, which is scheduled to take place on Wednesday 21<sup>st</sup> October 2023. Cllr Wilton suggested talking to the landlord of the Devon and Cornwall Inn.

**Street cleaning:** Cllr Roberts reiterated Cornwall Council's definition of detritus and the necessity to report highway street cleaning / maintenance issues to Cornwall Council.

During the public engagement event Cllr Reilly produced a helpful step by step guide on reporting street cleaning / issues which are the responsibility of Cornwall Council online.

Cornwall Council have said they have not received any complaints regarding the street cleaning and therefore have no plans to increase the cleansing schedule. Agreed action:

To include the reporting guide in the Council's newsletter.

**Millbrook Skatepark:** There have been 51 comments in support of the Millbrook Skatepark Project on the Parish Council website's news posting.

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Approved during the meeting held on \_\_\_\_\_ Minute \_\_\_\_\_

**Village Enhancement Team / VETs:** Cllr Roberts thanked the VETs for the work recently completed on the village clean up.

**97. Clerk's report / update (A.I.6)**

Cllr Roberts said in future the link for the progress report would be emailed to all Councillors so that it can be viewed as a living document.

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

Cllr Roberts recommended the following amendments (i) To correct the spelling of Mr Clive O'Shaunessey (ii) Amend minute 82.2, Permaculture Kernow Funding request from 'does not support' to 'defers'. It was proposed by Cllr Roberts, seconded by Cllr Lewis, and unanimously agreed by all Councillors that subject to these amendments the minutes of the meeting held on Tuesday 19<sup>th</sup> September 2023 are approved as a true and accurate record of the meeting. **Resolved.**

**99. Millbrook Skatepark Project (A.I.8)**

99.1 **Installation update:** It was noted an order was placed, subject to contract, on 3<sup>rd</sup> October 2023, with Maverick Industries, based on Concept Design 3. Installation dates have not yet been received.

99.2 **Millbrook Skatepark detailed drawings:** Detailed visuals and construction drawings of the skatepark design had been circulated to all Councillors.

99.3 **CIL Funding agreement:** It was proposed by Cllr Roberts, seconded by Cllr Lewis, and unanimously agreed by all Councillors to approve the Cornwall Council CILF258 Millbrook Skatepark project agreement. **Resolved.**

99.4 **Maverick Industries contract:** An example of the JCT Minor Works with Contract Design 2016 from Maverick Industries had been circulated to all Councillors.

**100. Village maintenance (A.I.9)**

100.1 **Public meeting held on 16<sup>th</sup> September 2023:** Cllr Lewis provided an update. The meeting was not as well attended as hoped. There were differing views from those who did attend. Information was provided about the sowing of the yellow rattle. The Council thanked Cllr Reilly for the tremendous amount of work put into producing the display boards.

100.2 **Cormac / Millbrook Parish Council landownership:** Cllr Lewis updated the Council on a meeting held with Mr Trevor Jones, Cormac's Environment Area Manager. The lakeside verges along New Road are part owned by Cormac and part owned by Millbrook Parish Council. Mr Jones agreed working in partnership would be beneficial. It was agreed the area where parishioners have said they are struggling with visibility (a small stretch near one of the benches on New Road) would be cut back further. The yellow rattle seeds will be provided so that the Village Enhancement Team or community groups can be involved in sowing the seeds.

100.3 **Government Guidance on Biodiversity:** The Council noted the guidance from Society of Local Clerks (SLCC): (i) Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England to have regard to conserving biodiversity as part of their policy or decision making. Conserving biodiversity can include restoring or enhancing a population or habitat. (ii) Duty has been reinforced under the Environment Act 2021, and government guidance asking for councils to complete their first consideration of what action to take for biodiversity by 1 January 2024 and agree policies and objectives as soon as possible afterwards was published on 17 May 2023. Cllr Roberts highlighted this was a legal requirement and it was agreed the Asset & Open Spaces Task group would look into this.

100.4 **Grass cutting and Village maintenance:** (i) To receive and discuss the Grass Cutting and Village Maintenance report (ii) To agree next steps.

The Admin Support Officer provided a document detailing the consultation responses from the Parish Council meeting held on 18<sup>th</sup> July 2023 up to and including the public meeting on 16<sup>th</sup> September 2023. This was circulated to all Councillors along with summary report collating responses from both the July and the October reports:

Comments received:

Parishioners' who were overall happy with MPC's grass cutting contract - 95

Parishioners' who were overall not happy with MPC's grass cutting contract - 34

Concerns raised regarding Cornwall Council's verge management and driver visibility. - 34

Some possible misinterpretation between the responsibilities of MPC and the remit of Cornwall Council - 19

Cllr Roberts said considering Millbrook has a population of over 2000 the responses of those who opposed the contract were from a very vocal minority.

It was proposed by Cllr Roberts it is delegated to the Asset & Open Spaces Task Group to review the contract, meet with MPC's contractor, and liaise with both the MPC's contractor and Cormac. Recommended tweaks to the contract are then put forward to the full Council. The motion was seconded by Cllr Wilton and unanimously agreed by all Councillors.

**Resolved.**

## 101. Traffic and Transport (A.I.10)

101.1 **Cornwall Council / Cormac relationship:** To consider a submitting formal communication regarding Cornwall Council's relationship with Cormac (initially raised as a concern by a member of public during the meeting held on 20<sup>th</sup> June 2023).

Cllr Wilton proposed the Council accepts the parishioners recommended motion "This Council rejects any claim that the current model for the procurement of road improvement is any way satisfactory : for the past thirteen years it has delivered nothing of lasting significant material value by way of addressing the acknowledged serious problems on the Village access road - B3247." Cllr Roberts added to the proposal "and requires untrained local Councillors to make decisions and fund basic Highways measures that should be dealt with by Cornwall Council Highways Department". Cllr Wilton highlighted a Rame Peninsula Traffic Management Study cost £50,000.

Cllr Roberts opened the meeting to the parishioner who added details of studies and road safety audits completed over the years.

Cllr S Woffenden recommended details of the studies and the costs are included in the complaint.

It was proposed by Cllr Wilton with the addition of Cllr Roberts and Cllr S Woffenden's recommendations the parishioner's motion is accepted. The motion was seconded by Cllr Roberts and unanimously agreed by all Councillors. **Resolved.**

101.2 **Public Transport:** To agree a budget for the printing of Rame Peninsula specific bus times. Cllr S Woffenden led the discussion. Plymouth City Bus (part of the Go Ahead group) has been taken over (*by an Australian transport group 'Kinetic'*). Timetables have been produced but these are A4 booklets containing timetables for all the other areas. A parishioner has asked timetables specifically covering the Rame Peninsula are produced but Plymouth City Bus has refused to do this. It was proposed by Cllr Wilton that the Council puts in a formal request to Plymouth City Bus that in order to address the accessibility needs of older parishioners without internet access, they provided Rame Peninsula specific timetables and put some information in all bus stops in the parish. The motion was seconded by Cllr Roberts and unanimously agreed by all Councillors. **Resolved.**

101.3 **Tamar Crossings consultation:** Does the Council wish to submit a formal response in relation to the survey?

Cllr Wilton proposed the Council submits a response that MPC is against any increase in toll charges but if there is an increase the charges for Torpoint Ferry and Tamar Bridge should remain equal. Cllr Roberts added to the proposal that there should be investigations into government funding. Following recommendations from Cllr S Woffenden regarding the importance of the Cremyll Ferry it was agreed the Council should push for government funding to include 'all crossings on the Rame Peninsula'. The motion was seconded by Cllr Lewis and unanimously agreed by all Councillors. **Resolved.**

## 102. Finance (A.I.11)

102.1 **Council's bank balance:** Cllr Roberts said she had verified the Parish Council's bank account was £218,491.05, which included £50,010.00 transferred from Millbrook Skatepark Project's bank account.

- 102.2 **Council's savings account balance:** The Council noted the balance in the Nationwide Building Society Account on 1<sup>st</sup> October 2023 as £51,480.21.
- 102.3 **CCLA Investment Management Fund:** The Council noted the September 2023 statement detailing £50,000 in the Public Sector Deposit Fund. (Interest has been transferred to the Unity Trust account).
- 102.3 **Bank reconciliation:** The Council noted the bank reconciliation report for September 2023.
- 102.4. **Unity Trust Savings account:** It was proposed by Cllr Lewis, seconded by Cllr Roberts, and unanimously agreed by all Councillors that the Council approves the application for a Unity Trust Savings account for the Millbrook Skatepark Project funds and a second savings account should be opened to hold the Council's operating funds throughout the year.  
**Resolved.**
- 102.5 **Finance report:** The Clerk's monthly financial report was noted.
- 102.6 **Audit control checks:** It was noted financial control checks were completed by Cllr Lewis and Cllr McBain on Friday 6<sup>th</sup> October 2023.
- 102.7 **Monthly payments:** To note payments made since the last meeting and to approve the payments as presented by the Clerk, included in the list below, and any additional payments presented in the meeting, which can be submitted for approval at the discretion of the Chair. (Where applicable, amounts include V.A.T)  
References: C.D.A = Clerk's delegated authority, S.I. = Standing item (Employment terms / Contractors – general maintenance / Utilities)  
The Clerk listed payments for approval, which were not included on the agenda. It was proposed by Cllr Roberts, seconded by Cllr E Woffenden, and unanimously agreed by all Councillors that the Council approves the payments as presented.
- (i) payments made since the last meeting which were not included on the payment listing from the previous meeting £9,815.22.
  - (ii) payments to be processed £1,716.55.
  - (iii) payments to be processed, not included on the agenda £1,351.15.
- Resolved.**
- 103. Community Support (A.I.12)**
- 103.1 **Millbrook Preschool :** It was proposed by Cllr Wilton that the Council approves the grant funding request of £2,000 from Millbrook Preschool. The motion was seconded by Cllr Meeson and unanimously agreed by all Councillors. Cllr Roberts added the grant not only supports the children but also the families in the parish. **Resolved.**

20:42hrs Cllr Lewis vacated the meeting room.

- 103.2 **Permaculture Kernow Orchard plans:** To review additional information and to consider approval of the previous submitted plans for tree planting in the playing field, adjacent to the skatepark. (See Minute 160.2, meeting held on 21<sup>st</sup> March 2023 and Minute 82.1, meeting held on 19<sup>th</sup> September 2023).  
Cllr Roberts highlighted during the meeting in November 2022 a budget of £600 was approved for tree planting.  
Cllr Wilton referred to the soil analysis report completed in 2014, produced when there were proposals for allotments on the playing field and said he had spoken to the producer of the report, who had said the lead levels are too high for food production. The Council discussed the fact there are already fruit trees in the vicinity.  
Cllr Wilton highlighted this organisation actively encourages people to pick the fruit from the trees.  
Cllr Roberts opened the meeting to the Permaculture Kernow CIC director. A soil toxicology report, produced in 2019, from Dr Andrew Turner, Reader in Aquatic Geochemistry and Pollution Science, Plymouth University showed the LOD (Limit of detection) to be not detected.  
Cllr Roberts recommended that as the two reports are conflicting the Council commissions an up-to-date independent report. It was proposed by Cllr Wilton, seconded by Cllr Roberts

that the Council engages an independent report for soil analysis of the playing field. A budget of £500.00 was agreed. The motion was carried with one Councillor voting against the proposal. **Resolved.**

Cllr Roberts recently attended a meeting of the Community Area Partnership Climate and Ecology group. A representative from CC's Carbon Neutral and Nature Recovery Team is going to try and put Cllr Roberts in touch with people who know about landfill sites.

- 103.2 **Permaculture Kernow funding request:** It was proposed by Cllr Wilton, seconded by Cllr Roberts, and unanimously agreed by all Councillors that the Council defers the decision on the funding request from Permaculture Kernow until the results from an up-to-date toxicology report are obtained.

21:00hrs Cllr Lewis returned to the meeting.

**104. 103Climate and Environment: (A.I.13)**

**Electric Charging Point:** The Council received a report from Cllr Mattholie. It was noted Cllr Mattholie, who had sent his apologies, had requested to be present when the recommendations from the report are agreed by the Parish Council and the discussion was therefore deferred.

**105. Committees and Working Groups (A.I.14)**

**Staffing Committee:** Cllr Meeson put himself forward as an additional member of the Staffing Committee. Cllr Wilton seconded the motion which was unanimously agreed by all Councillors. **Resolved.**

**106. Assets and Open Spaces (A.I.15)**

- 106.1 **Lake rat / wildlife information signage:** To agree a budget for information signage relating to feeding of birds by the lakeside and its encouragement of the rat population (See RSPCA guidance 'Living with Rats and Mice').

The issue of rats was discussed by the Councillors. It was agreed that putting poison down was not appropriate. It was noted some parishioners have been feeding the birds by the doctors' surgery which increases the issue. It was proposed by Cllr Wilton that the Council promotes the creation of a bird feeding area on the Stone Pier. The motion was seconded by Cllr Roberts and unanimously agreed by all Councillors. **Resolved.**

- 106.2 **CCTV in the Tanyard:** Following reports of anti-social behaviour the Council was asked whether it wishes to pursue the installation of CCTV in the Tanyard. It was proposed by Cllr Wilton and seconded by Cllr Roberts that the Council investigates the costs of CCTV for the Tanyard. The motion was carried with three Councillors voting against the proposal. **Resolved.**

- 106.3 **Tanyard pergola roof covering:** The Council has been offered the donation of a sail. It was proposed by Cllr Meeson that the Council accepts the donation whilst they investigate the option of CCTV. The motion was seconded by Cllr Wilton and unanimously agreed by all Councillors. **Resolved.**

- 106.4 **Tree survey:** It was proposed by Cllr Roberts, seconded by Cllr Wilton, and unanimously agreed by all Councillors that the Council takes immediate action on any urgent actions detailed in the tree survey report. The Assets & Open Spaces Working Group will review the report in detail. **Resolved.**

**107 Updates / reports from Councillors / Council Officers (A.I.16)**

**Millbrook Village Hall Management Committee.** Minutes circulated. No further updates.

**108. Rame Cluster meeting:** update from Cllr Lewis.

Reports received on the Beryll Bikes in Plymouth, updates from the ranger of Mount Edgcumbe Country Park and the Local policing team.

**109. Correspondence and matters to note (for information only).** Noted.

**110. Future items for agenda:** None.

The meeting closed at 21:28hrs.

**Appendix 1 - Agenda item 11 / Minute 103.7**

**Finance / Monthly payments:** To note payments made since the last meeting and to approve the payments as presented by the Clerk, included in the list below, and any additional payments presented in the meeting, which can be submitted for approval at the discretion of the Chair. (Where applicable, amounts include V.A.T)

References: C.D.A = Clerk's delegated authority, S.I. = Standing item (Employment terms / Contractors – general maintenance / Utilities)

(i) The list below includes payments made since the last meeting which were not included on the payment listing from the previous meeting

Payee	Details	Minute / Ref	Amount £
Google Cloud	Google workspace subscription	S.I.	69.00
Jan Moore	Public toilet cleaning – August 2023	S.I.	310.00
Microsoft Ltd	Reimbursement to K Heald (balance owing)	S.I.	12.96
Network Sports / K Heald	Headline wire for net	C.D.A	27.59
Seadog IT	Website hosting	S.I.	29.95
Council staff	Wages – September 2023	S.I.	6,520.61
NEST	Pension – September 2023	S.I.	660.01
HMRC	PAYE – September 2023	S.I.	2,185.10
	<b>TOTAL</b>		<b>9,815.22</b>

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
One Less Worry	September (balance owing) and October	S.I.	64.47
Create Signs	Emergency play park closure signage	C.D.A.	115.20
Enhanscapes	Grounds maintenance – September 2023	140D,	661.00
	Community Engagement Event	15/02	40.00
		C.D.A.	
India Hicks ( <i>Note: reported as to be processed but paid prior to the meeting</i> )	Seamstress / Handcrafted clothes designer: Materials for Town Crier 'Great Coat'.	35	208.01
Jan Moore	Public Toilet cleaning – September 2023	S.I.	300.00
Richards Builders Merchants	Woodscrews	C.D.A.	8.26
Screwfix	Drill bit set	C.D.A.	5.99
	Gloves, wipes, Hi-Vis jacket, safety boots	C.D.A.	170.14
	Hacksaw blades	C.D.A.	5.99
Torpoint Town Council	Caretaking and Enforcement services	164, 21/03	137.50
	<b>TOTAL</b>		<b>1,716.56</b>

(iii) Payments to be processed – not listed on the agenda

Payee	Details	Minute / Ref	Amount £
DCW Polymers	Bench	88, 19/09	426.00
Maker with Rame PC	Contribution towards Kingfisher Preschool	82.2	615.00
Nisbets	Toilet paper	C.D.A.	61.39
Outdoor Play People	Springer or existing 'Dave the Duck' Springer	76, 19/07	168.00
Pod Point	Admin fees: June to August 2023	S.I.	18.08
	March to May 2023	S.I.	9.40
Safelincs	Batteries for defibrillator	C.D.A	53.28
	<b>TOTAL</b>		<b>1,351.15</b>