

Millbrook Parish Council Full Council meeting
Tuesday 18th June 2024 at 7:30pm
Venue: The main hall in Millbrook Village Hall

Councillors' Present: S Lewis (Vice Chair of the Council), F McBain, R Meeson, P Polák, G Renshaw, F Reilly, E Woffenden and H Wood

In attendance: K Heald (Parish Clerk / RFO), J Bennetts (Admin Support Officer), 38 members of the public and CC Kate Ewert

Section 1

27. Chair's welcome and announcements (A.I.1)

27.1 Welcome, housekeeping and overview of meeting procedures

The Chair opened the meeting at 19:00hrs providing details of the fire exits and the format of the meeting.

27.2 Chair's announcements.

- **Millbrook Parish Council vacancies:** Cllr Lewis thanked the candidates who had applied to join the Council and explained voting would take place by a ballot later in the meeting. Applicants who are not voted onto the Council by co-option would still have the opportunity to join the Council in May 2025 (when the Town and Parish Council elections take place). At this point, all current Parish Councillors stand down. If more applicants apply than there are seats available, then there will be a contested election.
- **Climate group meeting:** The Council's next Climate group meeting will take place on Wednesday 17th July at 7:30pm.
- **Development of 20 new homes at Southdown Road:** The Council received notification after the agenda had been distributed. Members of public were encouraged to submit their views on Cornwall Council's Planning Portal.
- **Post Office opening times:** From 1st July 2024 the opening times for the Menheniot Post Office (based in the Rame Centre) will be changing to Mondays and Thursdays 9:00am to midday.
- **Parish Council agenda:** A query has been raised regarding the agenda format. Due to unforeseen circumstances the Clerk was unable to alter the agenda.
- **Grass cutting:** There appears to be a misconception that this Council meeting is 'all about grass cutting'. The Council deals with a range of issues and grass cutting maintenance is just one of the factors covered by the Council's precept.
- **CAP meeting – 9th July at China Fleet Club:** Cllr Roberts will be away for this meeting. Cllr Lewis asked Councillors if anyone is able to attend to please let the Clerk know.
- **Grant acknowledgements:** The Council received letters / emails of thanks from the Black Prince Committee and The Peninsula Trust thanking the Council for funds received.

27.3 Due to being unable to attend the Annual Parish Council meeting the Vice Chair was issued with a Declaration of Acceptance of Office for completion.

28. Apologies for absence. (A.I.2)

Apologies received from Cllr Roberts and Cllr S Woffenden

29. To receive declarations of gifts, declarations of interest relating to matters on the agenda, in accordance with the Council's Code of Conduct, and to consider any requests for dispensations. (A.I.3)

a. **Declarations of interests**

Cllr Reilly declared an interest in agenda item 22.5, Minute 48.5

b. **To consider members' requests for dispensation**

None received

c. **Declaration of gifts or hospitality with a value of over £50.00**

None

Approved during the meeting held on 16th July 2024 Minute 53 Signed By Cllr N Roberts

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

30.1 Public forum

Grass cutting: Several members of public raised comments regarding grass cutting / village maintenance. Pedestrian safety complaints were raised, concerns about ticks and comments over whether the longer grass was aesthetically pleasing. The Council was supported on its forward thinking regarding the management of green spaces and feedback was received of the benefits of leaving the grass longer. For further information see **Appendix 1**.

Millbrook Football Club: The newly appointed Chairman of the Football Club introduced himself. Fire risk assessments have recently been completed. Additional smoke detectors have been installed.

New housing development on South Down Road: A question was asked about the proposed housing development. Cllr Lewis responded that the Council received details after the agenda had been distributed. A meeting will be called. Members of public were encouraged to submit their views on Cornwall Council's website.

30.2 Co-option of Parish Councillors: It was noted Millbrook Parish Council had positions available for two Parish Councillors. Applications have been received from five candidates. The candidates addressed the Council later on in the meeting, prior to Councillors making their vote by a secret written ballot.

30.3 Cornwall Councillor report / update

Grass cutting: CC Kate Ewert stated she was aware of the divided opinion regarding the grass cutting adding she has been pushing Cornwall Council to cut the strip alongside the lake on New Road. Where it is deemed a risk action will be taken quicker. Following reports of an incident near Fourlanesend School, involving a child on a scooter, the grass in this area was cut within 48 hours.

Planning application for development of 20 new homes - land at Southdown Road:

All houses will fall under section 106 – affordable social rent. CC Ewert had not reviewed the application in detail.

Anti-social behaviour: Outreach workers have been engaging with young people. Funding has been achieved for targeted activities to include football, graffiti, parkour and video production.

31. Approval of the minutes from previous meeting (A.I.5)

Minutes of the previous full Parish Council meeting: It was proposed by Cllr McBain, seconded by Cllr Lewis that subject to inclusion of 'government' after inspection report for Parsons Court, detailed in the Public Forum section, the minutes of the meeting held on Tuesday 21st May 2024 are approved as a true and accurate record. The motion was passed with two abstentions. **Resolved.**

32. Matters arising / updates from last Full Council meeting (A.I.6)

32.1 Community Engagement Working group: It was noted that Cllr Reilly has arranged a meeting for Monday 1st July at 10.00am. (Minute 8gii, 21/05/2024)

32.2 Guard Up boxing – grant funding: Cllr Lewis provided an update on the grant awarded to Guard Up boxing. During the meeting held on 21st May 2024, it was resolved that providing evidence is produced that matched funding has been obtained from other sources that Council donates 50% of the amount requested. An email has been received thanking the Council and stating the organisation is in the process of trying to obtain match Torpoint Town Council.

32.3 External audit: It was noted the Annual Governance and Accountability Return (AGAR) for 2023-24 and supporting documents have been submitted to BDO LLP. (Minute 17.9, 21/05/2024). An email acknowledgement was received on 3rd June 2024.

33. The Care Hub – letter of support for potential funders (A.I.7)

It was proposed by Cllr Lewis seconded by Cllr Reilly and unanimously agreed that the Parish Council produces and email / letter of support to The Care Hub highlighting the organisations value to the local community. **Resolved.**

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34. Traffic & Transport (A.I.8)

34.1 **Tamar Bridge and Torpoint Ferry:** The Council was asked to consider supporting South East Cornwall CAP being promoted as a strategic partner to the Tamar Bridge and Torpoint Ferry joint committee thus enabling the Cornwall Area Partnership (CAP) to make strong representations to any consultation exercises and / or representing the views of town and parishes. Cllr Wilton proposed the Council writes to CAP asking how they would represent Councillors who are against increasing the tolls. The motion was seconded by Cllr Renshaw and unanimously agreed by all Councillors. **Resolved**

34.2 **St Johns Road Highway Improvement Scheme:** In October / November 2023, 80% of respondents submitted objections to the consultation for Scheme reference Infra 23-062. The proposals included a buildout on St John's Road to improve footway and create visibility improvements, by restricting parking for pedestrians and school children crossing the road on route to school was not carried forward. It was noted that the Council is currently waiting for further updates on revised proposals. The Clerk stated she had chased Cormac but had not received any update.

35. Policies, procedures, terms of reference and Core Documents (A.I.9)

35.1 **Asset & Open Spaces Task Group:** It was noted Cllr Renshaw was voted as Chair of this group.

35.2 **Review of Terms of Reference for The Asset & Open Spaces, Finance Committee and Staffing Committee, the Council's Complaints Policy and Standing Orders.**

It was proposed by Cllr Lewis, seconded by Cllr McBain and unanimously agreed that the Council (i) approves the Terms of Reference for the Asset & Open Spaces Working Group, The Finance Committee and the Staffing Committee (ii) approve the amendments to the Standing Orders which were agreed during the meeting held on 21st May 2024 (iii) approve the Council's Complaints Policy. **Resolved.**

35.6 **Financial Regulations:** It was agreed the Financial Committee would review the NALC model Financial Regulations and the amendments recommended by the Clerk.

36. Picnic bench by Millbrook Lake (A.I.10)

It was proposed by Cllr Wilton, seconded by Cllr Lewis and unanimously agreed that the Council approves the request for installation of a donated timber memorial bench to be situated by the lakeside. **Resolved.**

37. Subscriptions – Parish Online (A.I.11)

It was proposed by Cllr Wood, seconded by Cllr Reilly and unanimously agreed to approve the cost of Parish Online subscription at a discounted price of £140.00 ex V.A.T. **Resolved.**

38. Finance (A.I.12)

38.1 **Monthly report:** The Council received the Parish Clerk's finance report. No feedback.

38.2 **Office for Zero Emission Vehicles (OZEV) grant funding reimbursement:** It was noted an email had been received confirming that no further reimbursement payments are required in respect of the Electric Vehicle ChargePoint grant.

38.3 **CIL funding report:** The Council received the Clerk's CIL Funding report for 2023-24

38.4 **Monthly payments:** The Council received a list of payments to note and payments made since the last meeting and to be processed. It was proposed by Cllr Lewis, seconded by Cllr Wilton and unanimously agreed that the Council approves the payments as presented by the Clerk.

a) Payments made since the last meeting which were not included on the agenda from the last meeting (to include Standing Items and payments made under delegated authority) = £10,659.86

b) Payments to be processed (as detailed on the agenda) = £1,817.88

c) Payments to be processed presented after distribution of the agenda = £25.68

d) Payments to be processed and no note as presented in the meeting = £1,852.00

Resolved. See appendix 2.

39. Website maintenance (A.I.13)

It was proposed by Cllr Reilly, seconded by Cllr Wood and unanimously agreed to approve the increase in the monthly website hosting & maintenance fee (total increase of £60.00 per annum). **Resolved.**

40. Bins (A.I.14)

The Clerk advised that under delegated authority she had agreed the cost of £500 per annum for emptying the new bins in the skatepark. The Council was presented with a quotation from Biffa for supplying a bin to be stored outside the Lime Kiln, to be emptied at a cost of £14.00 per week. It was noted other quotations had been obtained but were not found to be competitive. It was proposed by Cllr Lewis, seconded by Cllr Wilton and unanimously agreed to accept the quotation from Biffa. **Resolved.**

41. Disabled spaces in public car park (A.I.15)

It was proposed by Cllr Lewis, seconded by Cllr Wood and unanimously agreed to approve a budget of £300 for the installation costs and purchase of heavy-duty steel base post feet for disabled parking bays in the village hall car park. **Resolved.**

42. Flags (A.I.16)

It was proposed by Cllr Wilton and seconded by Cllr McBain to purchase a replacement stitched union flag for the flagpole in the Tanyard. It was also agreed to investigate getting the current flag repaired by a local seamstress. **Resolved.**

43. Children's play park (A.I.17)

Tractor play equipment: It was noted the tractor and trailer in the play park had been fenced off due to safety issues. Quotations have been obtained for (a) emergency repairs of the tractor section and (b) costs from various play park equipment suppliers for new tractors and trailers. A local business has come forward with a verbal proposal to replicate the current tractor. Labour would be supplied, and the Council would only be required to cover the costs of materials. As the Clerk had not received anything in writing it was agreed to defer any decision on expenditure on the tractor and tractor play park equipment.

44. Management of green spaces/recreation facilities (A.I.17)

44.1 Asset & Open Spaces Task Group meeting/walkabout around the green Spaces:

The Council received the meeting notes from the group.

44.2 Management of Green Spaces on Cornwall Council owned land: It was noted the Clerk had already contacted Cornwall Highways but it was agreed the Clerk would contact them again highlighting the concerns raised in the public forum.

44.3 Grass cutting and Village maintenance consultation from 2023: Following detailed public consultation carried out last year and the ongoing communication the Council was asked whether it wishes to again revisit the grass cutting/village maintenance survey. Cllr Lewis highlighted the vast amount of time taken during the last consultation. The Clerk showed the consultation report on the overhead projector:

Summary of responses:

Overall happy with MPC grass cutting contract = 95

Overall unhappy with MPC grass cutting contract = 34

Concerns raised regarding CC verge management / driver visibility = 42

Some possible misinterpretation between CC v MPC responsibility = 19

Cllr Wilton stated the Council shouldn't need to revisit the consultation; as elected members the Council should do what is best for its parishioners and a compromise should be made. It was proposed by Cllr Wilton and seconded by Cllr Lewis that the Council does not revisit the grass cutting consultation. The motion was carried with one abstention. **Resolved.**

44.4 Wildlife/biodiversity signage: It was proposed Cllr Wilton, seconded by Cllr Lewis and unanimously agreed that the Council supports in principle additional signage around the

lakeside/open spaces. The signage would contain information on insects, wildflowers and yellow rattle. **Resolved.**

44.5 **Hedgerow between the play park and playing field:**

It was proposed by Cllr Lewis, seconded by Cllr Wilton and unanimously agreed that the Council applies for funding for a hedgerow between the play park and the junior football field but this is done in tandem with the tests on the cap, to be completed by the Council's caretaker. **Resolved.**

Schedule 2

45. **Co-option of Parish Councillors (2 vacancies)**

Candidates: D Moorey, M Knight, P Knight, M Stacey, C Turner.

The process for co-option was detailed in the supporting documents from the meeting held on 21st May 2024, agenda item 8K, Cornwall Association of Local Councils "*Filling vacancies on the Council.*" All candidates were given a voting form and were asked to submit one candidate for each of the positions. The Clerk and the Admin Support Officer counted the votes. To be co-opted a candidate would require a majority of votes. In the event of a tie the process would need to be repeated at least once before the Chair exercises their casting vote.

45.1 **Introductions:** Cllr Lewis invited each of the applicants to expand on why they had applied to join the Council.

45.2 **Feedback from Parish Councillors:** Questions were submitted to the Parish Councillors in some of the applications but due to time constraints these were not discussed.

Public forum closed – Council business to recommence

45.3 **Voting by ballot for position 1 (replacement of position held by M Beadnall):**

The votes for position 1 were counted by the Clerk and Admin Support Officer.

Dale Moorey received the most votes and was therefore co-opted as Parish Councillor.

45.4 **Voting by ballot for position 2 (replacement of position held by R Mattholie):** takes the

The votes for position 2 were counted by the Clerk and Admin Support Officer.

Charlotte Turner received the most votes and was therefore co-opted as Parish Councillor.

45.6 **Completion of Declaration of Office and Register of Interest forms:** The Clerk presented Dale Moorey and Charlotte Turner with the necessary forms required prior to them being able to carry out their role as a Parish Councillor. The Chair thanked the other applicants reminding them they could join the Councils working groups or apply again in May 2025.

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

47. **Future items for agenda:**

None received.

Section 3

48. **CLOSED SESSION** (A.I.22)

48.1 **Exclusion of public and press from the meeting.**

It was proposed by Cllr Lewis, seconded by Cllr Wilton and unanimously agreed that pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 S100 (2) the public and press leave the meeting because of the confidential nature of the business to be transacted. **Resolved.**

48.2 **Tarmac surfacing leading up to and around Millbrook Skatepark:** It was noted a meeting was due to take place with the contractors but has had to be rescheduled. The Clerk will get in touch with the contractors to arrange another meeting.

48.3 **Staff holiday entitlement:** It was proposed by Cllr Lewis, seconded by Cllr Polák to allow staff to carry forward their unused holiday from 2023-24 to 2024-25. The motion was carried with three Councillors voting against the proposed. **Resolved.**

48.4 **Grass cutting contract:** The Clerk produced details of communication received from the Council's contractor and evidenced why the specification on the contract could be open to

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interpretation. It was agreed that Cllr Lewis, Cllr Renshaw and the Clerk would meet with the contractor. Further details of the discussion detailed in a confidential report. **Resolved.**

Cllr Reilly vacated the meeting.

48.5 **Millbrook Football Club:** The Council review of Football Club lease and discussed various clauses within the lease. It was agreed the Clerk would contact the Chair of the Football Club regarding concerns raised by Councillors.

Cllr Reilly returned to the meeting.

The meeting closed at 21:50hrs

Appendix 1

- Long grass along New Road causes visibility issues especially for smaller cars, causing drivers to pull out blindly, then having to reverse. This was counteracted by other members of the public stating that if driving slowly enough visibility should not be an issue and that plant life is often used to control traffic speed. A parishioner evidenced that where we perceive danger, we tend to drive more slowly. (reports state 52% of traffic accidents are more likely to occur within a five-mile radius of our home).
- A member of the public recounted that they had injured themselves by mis-stepping off a curb obscured by the long grass on the verges
- A cyclist explained that cars go too fast along New Road, and a suggestion to add some friendly signage at each end of the road might help to remind drivers to slow down.
- The play park/tennis courts area and play area is looking untidy. The grass should be cut up to the fence. It was also noted at the last consultation the Council agreed that play area would be kept short up to the fence.
- Cornwall Council, Millbrook Parish Council and contractor should be congratulated in the way that they are managing the village and county.
- The Rame Peninsula is 'devoid' of bio diversity due to over management, domestic and agricultural.
- A report titled "State of Nature 2023" (National Biodiversity Network) states since the 1970s the abundance of species studied has declined by an average of 19%. If this decline is to continue it would be because of the way we treat our land.
- More cuckoos, housemartins, swallows are increasing, and other species are now getting into the wilded areas.
- Rats raised as an issue by the lake but recognised by another parishioner as an important part of the food chain. The parishioner had observed that there are fewer rats due to the herons eating the baby rats.
- Questions were raised about the grass management in both the old and sections of the new cemetery. Cllr Lewis explained the old cemetery (closed cemetery) was the responsibility of Cornwall Council.
- A child picked up a tick at West Street play area. It was explained that this was the responsibility of Cornwall Council.
- Dog fouling was reported as a problem in the long grass. Cllr Lewis responded that Millbrook Parish council cannot monitor irresponsible dog owners.
- Wildflowers/yellow rattle a good idea but will take 2/3 years to firmly establish.
- Much of the reason why Cornwall Council does not cut the grass is due to funding. A parishioner stated they had a parent in a care home and would much rather the funding be allocated to social care than grass cutting.
- It was voiced that a different mind-set towards nature is required but that there must be room for compromise.
- It was noted that the wildflower and yellow rattle seeds, sown by volunteers last year, were starting to show. Some members of public said had they known this was happening they would have offered to help.

There were rounds of applause for parishioners who spoke in support of the Council's grass cutting strategy/village maintenance and also rounds of applause from those who had complained about the untidy/unkempt village/state of the long grass.

Appendix 2

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.

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(Where applicable, amounts include V.A.T).

Note: where Councillors have declared an interest and vacated the meeting these payments should be approved separately.

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

a) 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 £
Clear Insurance	Additional amount due to insurance of skatepark	C.D.A.	176.32
Duchy Timber	Timber for multiplay unit in Tractor Park	188, 26/03	821.78
Safelincs	Defibrillator cabinet	122.2, 21/11	333.23
Sui Generis	Safe treat for multi play unit	188, 26/03	389.93
Source for Business	Water bill – public conveniences 17/01/2024 to 17/04/2024	S.I.	111.67
South West Water	Water bill – Tanyard: 23/01/2024 to 18/04/2024	S.I.	12.67
The Peninsula Trust	Village hall rental for Millbrook Meet up, 50% Annual refreshment costs and annual food Costs for the Community larder kitchen and £300 towards the Annual energy costs of the community larder Kitchen. (see note below *)	201, 16/04	2,116.00
Council staff, NEST and HMRC	Staff wages May 2024, PAYE, staff and employee pension contributions	S.I.	6,698.26
	TOTAL		10.659.86

* The approved minutes from the Parish Council meeting held on 16th April 2024 state £200 – 50% of food costs but should have stated 'refreshment'.

b) Payments to be processed

Payee	Details	Minute / Ref	Amount £
1 Less Worry	Payroll support service	17.5, 21/05	41.57
Big Up Signs	Skatepark branding / artwork	COF funding	250.00
Cornwall Council	Parking Enforcement SLA Provision April 2024	159.2, 20/02	72.08
Cornwall Council	Parking Enforcement SLA Provision March 2024	105a, 15/11	26.00
Cornwall Council	Learning Hub – Cllr Reilly		44.40
Enhanscapes	Ground maintenance / grass cutting – May instalment	140d, 15/02	632.00
Enhanscapes	Installation of rails in public car park	204, 21/04	300.00
Institute of Cemetery Management	Annual subscription renewal	15, 21/11	
Parish Online	Annual subscription - mapping software (subject to approval of Agenda item 11)	AI11	134.40
Pod Point	Admin Fee – April 2024	S.I.	6.80
	Admin Fee – May 2024	S.I.	11.94
Print Options	A2 map	C.D.A.	14.40
Rabart Decorators	Paint for play park equipment	C.D.A.	28.27

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Screwfix	Gloves for maintenance staff and scrub wipes	C.D.A.	25.87
South West Councils	Training – neurodiversity. Parish Clerk / Cllr Lewis.	180.2, 19/03 C.D.A.	220.80
Viking	Office printing paper	C.D.A.	9.35
	TOTAL		1,817.88

- c) To approve payments of invoices presented in the meeting received after the agenda has been published.

Payee	Details	Minute / Ref	Amount £
Bond Timber	Timber for play park	188, 26/03	20.95
Richards Builders Merchants	Barrier tape for tractor	C.D.A.	4.73
	TOTAL		25.68

- d) Payments of invoices presented in the meeting received after the agenda has been published.

Payee	Details	Minute / Ref	Amount £
Jan Moore	Cleaning public toilets	S.I.	310.00
Dale Blackler	Work on multi play unit in tractor park	188, 26/03	1,500.00
Online playgrounds	Wet pour edge primer	C.D.A.	42.00
	TOTAL		1,852.00

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