



# Millbrook Parish Council

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**MILLBROOK PARISH COUNCIL MEETING | 19:30 ON TUESDAY 16<sup>TH</sup> JANUARY 2018**

**PRESENT:** Cllrs D. Wood (Chair), S. Lewis (Vice Chair), C. Wilton, B. Taggart, R. Meeson, R. Vincent, J. Gibbens, S. Woffenden, J. Taylor, F. McBain, N. Roberts

**IN ATTENDANCE:** Clerk R. Hamill, 8 members of the public

## **1. COUNTY COUNCILLOR & PUBLIC FORUM**

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### **NO COUNTY COUNCILLOR REPORT**

#### **LETTERS TO NEW STREET RESIDENTS REGARDING VILLAGE HALL CAR PARK RIGHT OF ACCESS**

Several residents of New Street, whose properties back on to the Village Hall Car Park, voiced their objections to a letter received from the Council regarding an alleged altercation that took place over right of access. Cllr Lewis offered to check the car park deeds to clarify the matter. A member of the public suggested that excessive use of the car park can be attributed to the fact that it is free, whereas West St Car Park is Pay & Display. It was suggested by Cllr Roberts that the Council add to the agenda of the next meeting of the full Council revised notices to car park users that state that vehicles must not block access to residents' properties.

Cllr Taylor asked the Council about the feasibility of lining the car park with designated parking bays. Cllr Lewis advised that the Council had investigated this some years ago; however, it was dismissed due to reports that it would significantly reduce the capacity of the car park. A member of the public suggested offering residents car parking permits. Cllr Woffenden sought clarification as to why parking in West St Car Park is chargeable, but parking in the Village Hall Car Park is free. In response, Cllr Lewis stated that to offer permits and/or Pay & Display, the car park must be lined. A member of the public provided the Clerk with a letter from the Land Registry regarding the grant of a subjective right of way.

The Chairman reassured residents that the Council will take action on the matters raised.

#### **QUERY REGARDING AGENDA ITEM 7(A)**

A member of the public queried the nature of the emergency electrical works that were carried out in the Tanyard and the electronic approval process. The Chairman advised that we would get to the item, but added that the emergency work was to ensure the Tanyard electrics were safe, which presented an opportunity to complete additional work at the same time. Cllr Wood went on to add that as the Council does not meet in December, the decision was made electronically (via email).

## **2. APOLGIES FOR ABSENCE**

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Cllr C Pine The Council unanimously accepted the absent Councillor's reason for their absence.

## **3. CHAIRMAN'S UPDATES**

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- a) **RESIGNATION OF COUNCILLOR** The Chairman informed the Council that sadly Cllr K Hall had given notice of her resignation. **It was proposed by Cllr Lewis and seconded by Cllr Wood that the Council accept Cllr Hall's resignation. The motion was carried unanimously.** The Chairman added that as a result, there was now a vacancy on the Traffic & Transport Advisory Committee for the position of Chairman.

- b) **COMMITTEE & LIAISON POSITIONS** The Chairman informed the Council that in addition to the aforementioned vacancies, Cllr Gibbens has had to step down from the Staffing Committee, Traffic & Transport Advisory Committee and her position as Council Liaison to the Millbrook Lake Moorings Association. He asked that any Councillor wishing to take up any of the positions inform the Clerk.
- c) **POST OFFICE & DOCTOR'S SURGERY** [Post Office] The Chairman informed the Council that as a result of the work done by the Clerk, himself and The Peninsula Trust with the Post Office, we had secured an Outreach Service for the village which will be hosted in The Rame Centre. He went on to state that this did not mean we had given up on securing a permanent Post Office for the village and asked that any Councillors or members of the public with suggestions for premises or interested parties pass that information on to us.  
[Doctor's Surgery] The Chairman referred to the Community Bulletin that had been shared by NHS England and stated that this contained the latest information on the situation. Cllr Wilton echoed this, stating that there had been no new information since the update he'd given in November's meeting of the full Council. Cllr Gibbens and Cllr Wilton discussed the public meeting held by the Rame & Torpoint Labour Group. Cllr Wilton clarified that the owner of the premises had extended the lease of the current tenants, Penntorr Health, until 31 March 2018. He added that this was not to say that it couldn't be extended further. There was a consensus that if a follow up public meeting is to be held, it should be hosted by Millbrook Parish Council. The Chairman added that the Clerk had applied to register the Doctor's Surgery building as an Asset of Community Value; unfortunately however, it does not qualify under that legislation and consequently the application was unsuccessful. Cllr Gibbens stated that she had been made aware of another possible course of action the Council could take in an effort to secure the future of the Doctor's Surgery.

The Chairman reflected upon the work that the Council had completed internally to implement various policies & procedures over the past few months and asked that now, as that work neared completion, the Council take a proactive approach in achieving its objectives. Specifically, the Chairman stated that he wished to finalise work on flood defences for the village before the Council's Annual General Meeting in May, secure the acquisition of West St Play Park from Cornwall Council and to document the details of a proposed Traffic Regulation Order for 2018/19 to address various traffic & transport related issues.

#### **4. DECLARATION OF INTERESTS, GIFTS & DISPENSATIONS IF REQUIRED**

Cllr Lewis declared a pecuniary interest in item 9(b).

#### **5. APPROVAL OF MINUTES OF PREVIOUS MINUTES**

##### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21 NOVEMBER 2017**

It was proposed by Cllr Wood and seconded by Cllr Lewis that the minutes were an accurate report. The motion was carried unanimously by all members present at the meeting.

##### **MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 11 DECEMBER 2017**

It was proposed by Cllr Lewis and seconded by Cllr Roberts that, subject to the amendment of a contradiction under item 1 – Apologies, the minutes were an accurate report. The motion was carried unanimously by all members of the Finance Committee present at the meeting.

##### **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 22 NOVEMBER 2017**

It was proposed by Cllr Wilton and seconded by Cllr Meeson that the minutes were an accurate report. The motion was carried unanimously by all members of the Planning Committee present at the meeting.

##### **MINUTES OF THE TRAFFIC & TRANSPORT ADVISORY COMMITTEE MEETING HELD ON 22 NOVEMBER 2017**

All members of the Council present confirmed that they had received a copy of the Traffic & Transport Advisory Committee's minutes and these were noted.

#### **6. MATTERS ARISING FROM THE MINUTES & REVIEW OF ACTIONS**

##### **a) APPROVAL OF STAFFING AND FINANCE COMMITTEES' RECOMMENDATIONS REGARDING STAFF PENSIONS**

The Chairman summarised the unanimous decision of the Staffing Committee, following recommendations made by the Finance Committee, that a 10% employer's contribution to staff pensions be agreed.

- b) **DOES THE COUNCIL APPROVE THE TRAFFIC AND TRANSPORT COMMITTEE'S TERMS OF REFERENCE?**  
It was proposed by Cllr Lewis and seconded by Cllr Roberts that the Traffic & Transport Committee's Terms of Reference be accepted. The motion was carried unanimously.

## **7. TANYARD**

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- a) **DOES THE COUNCIL APPROVE THE ADDITIONAL ELECTRICAL WORKS IN THE TANYARD, WHICH WAS PRE-APPROVED ELECTRONICALLY BY THE MAJORITY OF THE COUNCIL?**  
Repair work to the electrical system in the Tanyard had been discussed and authorised under essential maintenance. It was suggested that long considered additional lighting be installed at the same time. As the Council does not meet in December, approval for the work to be completed was requested via email – 9 Councillors approved, 1 objected and 3 did not respond. Approvals given by email under urgent business must be ratified at the next meeting of the full Council. Cllr Wilton stated that, in his opinion, this was an inappropriate use of electronic approval under section 31 of the Council's Standing Orders. The chairman commented that the request for email approval was made as a matter of practicality without any intention to infringe the council's regulations, he apologised if any councillor felt in any way misled on the matter. Cllr Roberts agreed, but proposed that as the work had been completed and with the proviso that care was taken in future to ensure that regulations are followed, approval be given. The motion was seconded by Cllr Wood. The motion was carried with 6 Councillors for, 2 against and 3 abstentions.

## **8. POLICIES & PROCEDURES**

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- a) **APPROVAL OF PLANNING COMMITTEE'S TERMS OF REFERENCE**  
It was proposed by Cllr Meeson and seconded by Cllr Wilton that, subject to the grammatical amendment suggested by Cllr Lewis being made, the Terms of Reference be accepted. The motion was carried unanimously.

## **9. FINANCE**

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- a) **DOES THE COUNCIL APPROVE THE 2018/19 PRECEPT?**  
The Chairman summarised the Finance Committee's recommendations in regard to the 2018/19 precept. The Council discussed the budget assigned to Traffic & Transport in more detail. Cllr Vincent asked that the Council consider the increase in Council Tax and some families' ability to meet that expense. It was proposed by Cllr Wood and seconded by Cllr Wilton that the Council approve the precept as presented. The motion was carried with 10 Councillors for and 1 against – Cllr Meeson.
- b) **APPROVAL & PAYMENT OF INVOICES PRESENTED AT THE MEETING (APPENDIX 6A)**  
The Clerk made the Chairman aware of 1 addition to the payments list for £1050.00 for tree work carried out around the lake and tractor park. It was proposed by Cllr Wood and seconded by Cllr Wilton that the Council approve the payments as presented. The motion was carried unanimously.
- c) **REVIEW OF MONTHLY BUDGET / FINANCE**  
The Chairman summarised the Council's current financial position and the Council took note.
- d) **DOES THE COUNCIL APPROVE THE CLERK'S QUOTATION FOR NEW OFFICE EQUIPMENT?**  
It was proposed by Cllr Wood and seconded by Cllr McBain that the Council approve the purchase of new computer equipment as quoted and up to £100.00 for the purchase of a computer chair and shredder. The motion was carried unanimously.
- e) **DOES THE COUNCIL APPROVE OF THE CLERK TRIALLING ACCOUNTING SOFTWARE?**  
It was proposed by Cllr Lewis and seconded by Cllr Gibbens that the Council approve of the Clerk trialling accounting software for Council finances. The motion was carried unanimously.
- f) **DOES THE COUNCIL APPROVE OF THE CLERK'S PROPOSAL TO BANK WITH NATWEST?**  
It was proposed by Cllr Wilton and seconded by Cllr Meeson that the Council approve the Clerk's proposal to bank with NatWest. The motion was carried unanimously.

## **10. CAPITAL & MAINTENANCE**

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- a) **DOES THE COUNCIL APPROVE THE QUOTATION FOR THE RE-LINING OF WEST STREET CAR PARK?**  
It was proposed by Cllr Wilton and seconded by Cllr Lewis that the Council approve the quote to re-line West St Car Park over 2 days. The motion was carried unanimously.

## **11. EMERGENCY PLAN UPDATE FROM THE VICE CHAIR**

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The Vice-Chair gave an update on the status of the work being carried out to bring the emergency plan up to date. The Council discussed in more detail flood defences around the village and the recent assistance provided by the Chairman, Vice-Chair and the Deputy Clerk during a period of sustained heavy rain.

## **12. DOES THE COUNCIL WISH TO APPOINT A NEW MLMA REPRESENTATIVE?**

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It was proposed by Cllr Wood and seconded by Cllr Wilton that the Council does appoint a new Millbrook Lake Moorings Association representative. The motion was carried unanimously.

## **13. DOES THE COUNCIL WISH TO APPOINT A NEW STAFFING COMMITTEE MEMBER?**

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It was proposed by Cllr Wilton and seconded by Cllr Roberts that the Council does not appoint a new Staffing Committee member, as the number of members now conforms to the Terms of Reference. The motion was carried unanimously.

## **14. DOES THE COUNCIL WISH TO APPOINT 2 NEW TRAFFIC & TRANSPORT ADVISORY COMMITTEE MEMBERS?**

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It was proposed by Cllr Wilton and seconded by Cllr Roberts that the Council does appoint 2 new Traffic & Transport Advisory Committee members. The motion was carried unanimously.

## **15. VILLAGE HALL COMMITTEE UPDATE**

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No report due to the absence of the Village Hall Committee Liaison, Cllr Pine.

## **16. DOES THE COUNCIL AGREE TO A TRAINING DATE IN MARCH 2018?**

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The Chair informed the Council of the new date offered by Sarah Mason (CALC) – 7 March 2018, along with the costs to the Council. Cllr Woffenden asked if Paul Allen (CORMAC) would still be attending. The Chairman asked the Clerk to confirm if both guests could attend a session on the 7<sup>th</sup> March, along with County Councillor G Trubody. The Council agreed to the proposed date.

There being no other business, the Chairman closed the meeting at 21:27.