



# Millbrook Parish Council

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**MILLBROOK PARISH COUNCIL MEETING | 19:30 ON TUESDAY 20<sup>TH</sup> FEBRUARY 2018**

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

**IN ATTENDANCE:** Clerk R. Hamill, 9 members of the public

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

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### **NO COUNTY COUNCILLOR REPORT**

#### **POLICE REPORT – PCSO J RIGGALL RETIREMENT**

The Chair announced that our local PCSO J Riggall is to step down due to retirement. Cllr Wilton added that other than one more day towards the end of March, today was John's last working day. The Chair asked that a letter be sent to John to thank him for his service to the community.<sup>1</sup>

#### **TRENNINOW (NINNY) LANE**

Mr S Holden of Trenninow Lane requested the help of the parish council in getting Cornwall County Council (CCC) to take action regarding the deluge of water that comes down the lane during times of heavy rain; specifically, keeping drains clear. Mr Holden went on to add that with the water, a lot of loose rubble is washed down the lane from a water pumping station approximately 300 – 400m further up and he would like that to be made good also. The result of these issues is a build-up of silt, rubble, rubbish and mud at the bottom of the lane, where it is flat, that is almost impossible to move by hand. Mr Holden requested that CCC clear this build-up with the use of machinery and subsequently regularly check the lane and keep it clear to allow residents to walk along it – something that is currently difficult and treacherous. The Chair suggested that he and the Village Caretaker meet with Mr Holden at Trenninow Lane to see the issues first-hand, and subsequently inform Cormac.<sup>2</sup>

#### **TRAFFIC & TRANSPORT WORKING GROUP (TTWG)**

Mr R Bews stated that at the beginning of its current term, the council announced that it was to have a group of councillors to tackle the pretty serious traffic issues in the village, namely pedestrian safety and traffic flow; yet despite [the TTWG] having likely met a few times, he has had no indication as to what has been going on. Mr Bews went on to ask, having allegedly previously been advised that the Rame Peninsula Neighbourhood Plan encompassed all of the village's traffic issues, which in *his* opinion is not true, does the council understand that this is not the "bible for traffic?"

The Chair advised Mr Bews that the TTWG *had* met on several occasions and held site visits with a CCC enforcement officer and Cormac. He went on to say that the TTWG were in the process of gathering quotes that would result in a series of recommendations being made to the full council; adding Millbrook Parish Council (MPC), along with Maker with Rame Parish Council and Sheviock Parish Council, are working on a *joint* Traffic Regulation Order (TRO) with a view to reducing the cost to each parish.

In response to Mr Bews' allegation that decisions were being made by the group in secret, the Chair and Vice-Chair clarified that the TTWG is a 'working party' with no devolved powers, not a committee. As such, recommendations from the group would be made in a public meeting of the full council in due course.

Another member of the public queried the increase to MPC's precept for the 2018/19 fiscal year. The Chair, Vice-Chair and Cllr Wilton advised that the precept had been discussed at a number of public meetings, before being decided upon at January's meeting of the full council.

## **ILLEGAL PARKING & CORDONING AT THE QUAY**

A member of the public raised concerns regarding hazardous parking and erection of bollards and chains around a piece of public land at The Quay, stating that something must be done about it before it causes an accident. The Chair advised that he was aware of the issue; the white van that has been parked there for several weeks has been untaxed since 2016 and has been reported to the police, CCC and the Driver & Vehicle Licensing Agency for removal. He further added that the council would be writing to the individual suspected of causing the obstructions, asking that they be removed.<sup>3</sup>

## **PARKING IN THE VILLAGE**

A member of the public asked if there was an update from what had been discussed in January's meeting of the full council regarding the Village Hall Car Park. The Chair & Vice-Chair advised that this is item 6(a) on the agenda. There was a consensus among many members of the public that parking in the village was worsening generally, especially around the Tanyard. The Chair advised that the council was taking advice from Devon & Cornwall Police and CCC.

## **2. APOLGIES FOR ABSENCE**

Cllr J Taylor, Cllr C Pine      The council unanimously accepted the absent councillors' reasons for their absence.<sup>4</sup>

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

Cllr Lewis declared a pecuniary interest in item 8(a).

## **4. CO-OPTION OF PARISH COUNCILLOR**

The Chair stated that the council had received an application to be co-opted as a member of MPC from Petra Polák. It was proposed by Cllr Lewis and seconded by Cllr Wilton that Petra Polák be co-opted on to MPC. Motion carried unanimously.<sup>5</sup>

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

### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16 JANUARY 2018**

Cllr Wilton stated that an apology made by the Chair during discussions over item 7(a) should be included. Cllr Wood agreed and proposed, subject to this amendment being made, the minutes were an accurate report. The proposal was seconded by Cllr Roberts. Motion carried unanimously by all members present at the meeting.<sup>6</sup>

### **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 5 FEBRUARY 2018**

It was proposed by Cllr Lewis and seconded by Cllr Wilton that the minutes were an accurate report. Motion carried unanimously by all members of the Planning Committee present at the meeting.<sup>7</sup>

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

### **a) DOES THE COUNCIL WISH TO PLACE 'RESIDENTS' RIGHT OF ACCESS' SIGNS IN THE VILLAGE HALL CAR PARK?**

The council discussed the matter at length and debated residents' right of access, the number of signs, their placement and the wording to be used, taking feedback from the public.<sup>8</sup> It was proposed by Cllr Woffenden and seconded by Cllr Lewis that the council purchase 10 signs up to a value of £300.00 that state "Please do not block access" and review their effectiveness in April 2018. Motion carried with 1 abstention.<sup>9</sup>

### **b) APPOINTMENT OF MILLBROOK LAKE MOORING ASSOCIATION (MLMA) REPRESENTATIVE**

The Clerk informed the Chair that both Cllr Wilton and Cllr Vincent had expressed an interest in representing the council to the MLMA. The council held a vote by a show of hands. The result of which was tied at 5 for Cllr Wilton and 5 for Cllr Vincent. The Chair appointed Cllr Vincent to the position with his casting vote.<sup>10</sup>

### **c) APPOINTMENT OF 2 TRAFFIC & TRANSPORT WORKING GROUP MEMBERS**

The Clerk informed the Chair no interest had been received regarding these positions. Cllr Meeson and Cllr Roberts put themselves forward and were duly appointed.<sup>11</sup>

## **7. APPROVAL OF THE FINANCE COMMITTEE'S TERMS OF REFERENCE**

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The Chair informed the council that the Finance Committee (FC) had made one amendment to their Terms of Reference (TOR) – 2.2 The committee will elect a Chair at each meeting. Cllr Taggart highlighted an error under section 1.3. Subject to these amendments being made, it was proposed by Cllr Wilton that the council approve the FC's TOR. The motion was seconded by Cllr Meeson. Motion carried unanimously.<sup>12</sup>

## **8. FINANCE**

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### **a) APPROVAL & PAYMENT OF BILLS AS PRESENTED AT THE MEETING (APPENDIX 6A)**

It was proposed by Cllr Wood and seconded by Cllr Wilton that the payments be approved as listed. Motion carried unanimously.

### **b) REVIEW OF MONTHLY BUDGET (APPENDIX 6B)**

The Chairman summarised the Council's current financial position and the Council took note.<sup>13 14</sup>

## **9. CAPITAL & MAINTENANCE**

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### **a) DOES THE COUNCIL AGREE TO PURCHASE FENCING TO PROTECT NEWLY PLANTED SHRUBS AROUND THE LAKE?**

Cllr Taggart explained the matter to the council. The Chair suggested that a sign saying "Do Not Disturb" be purchased at the same time. Cllr Lewis suggested that she may be able to facilitate the collection of the fencing. It was proposed by Cllr Lewis and seconded by Cllr Meeson that the Council approve the purchase of fencing and a sign up to the value of £325.00. Motion carried unanimously.<sup>15</sup>

### **b) DOES THE COUNCIL APPROVE THE PRESSURE WASHING OF PAVEMENTS ON THE PARADE AND WEST STREET?**

The Chair explained that we have attractive pavements at both The Parade and West Street that require cleaning. He stated that he had received a quote from Mr A Pearce to hire the equipment and complete the work for the amount of £650.00. The council discussed the benefits of carrying out the work. It was proposed by Cllr Roberts and seconded by Cllr Wilton that the council approve the work as quoted. Motion carried with 2 abstentions.<sup>16</sup>

## **10. BLACK PRINCE FLOWER BOAT PROCESSION**

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### **a) UPDATE**

The council noted the event management plan submitted by Mr R Pymm.

### **b) DOES THE COUNCIL AGREE TO THE PROPOSAL FROM TORPOINT & RAME LIONS TO CORDON OFF THE EAST END OF WEST ST CAR PARK TO FACILITATE THE BLACK PRINCE FETE ON 7 MAY 2018?**

The council discussed alternative locations for the fete, including the Tanyard, Venton House and the playing fields. Concerns were raised about reducing the number of car parking spaces over a Bank Holiday. It was proposed by Cllr Wilton and seconded by Cllr Meeson that the matter be deferred until March whilst it is established if the new owners of Venton House would be willing to offer their grounds as a venue. Motion carried unanimously.<sup>17</sup>

## **11. DOES THE COUNCIL AGREE TO SUPPORT OTHER PARISH COUNCILS INITIATING & COMPLETING A COMMUNITY EMERGENCY PLAN?**

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Cllr Lewis gave an update on MPC's own emergency plan. The Clerk explained that a grant of £100.00 would be made available if the council agreed to support other parishes. It was proposed by Cllr Wood and seconded by Cllr Wilton that the Council does agree to support other parish councils initiating and completing a Community Emergency Plan. Motion carried unanimously.<sup>18</sup>

## **12. TRAFFIC & TRANSPORT WORKING GROUP**

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### **a) UPDATE FROM THE CHAIR**

Cllr Lewis updated the council on the work being carried out by the TTWG. She stated that during a walkaround with the CCC Highways & Environment Manager, the group looked at various areas throughout the village including The Quay, The Tanyard, West Street Car Park, bottom of West Street, Blindwell Hill, Newport Street, St John's Close and the Tractor Park. She went on to state that various members of the group had now been tasked with gathering information and quotes which would feed into proposals to be brought to the full council. Cllr Wood gave an update on flood defences, stating that he had received the following information from the CCC Flood & Drainage Manager:

*"Both the Hounster Hill scheme and the phase 2 culvert improvements at Millpool Head are progressing. The latter is due to start on site within the next month and the Hounster Hill works are being designed at present. The aim is still to deliver both schemes before end of March 2018 if possible."*

### **b) DOES THE COUNCIL APPROVE OF THE TTWG'S RECOMMENDATION FOR CAR PARK SIGNAGE ON WEST ST, KING ST & DODBROOK?**

The council reviewed the options for parking signs to be placed opposite the Tanyard and at Dodbrook, the purpose of which are to direct motorists to West Street Car Park and the Village Hall Car Park. **It was proposed by Cllr Wilton and seconded by Cllr Meeson that the Council approve the TTWG's recommendation to install car park signs at King Street & Dodbrook up to a cost of £300.00. Motion carried with 1 abstention.**<sup>19</sup>

## **13. DOES THE COUNCIL AGREE TO RESERVE PLOTS IN THE GRAVEYARD FOR INDIVIDUALS AT A COST AT THEIR REQUEST?**

The council discussed the matter at length. Concerns were raised regarding the preservation of accurate records, the capacity of the graveyard and the increased cost to families as a result of plots having to be dug by hand. The Clerk advised the council that, as it holds the deeds to the graveyard, it is already charged with keeping accurate records of plots. **It was proposed by Cllr Meeson and seconded by Cllr Wilton that the council defer this matter until further clarification is sought regarding the request received from a parishioner.** Motion carried unanimously.<sup>20</sup>

## **14. VILLAGE HALL COMMITTEE UPDATE**

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No report due to the absence of the Village Hall Committee Liaison, Cllr Pine. The minutes of the meeting of the Village Hall Committee held 8 February 2018 were duly noted.

## **15. DOES THE COUNCIL APPROVE OF THE DEPUTY CLERK & CLLR LEWIS ATTENDING THE GDPR (GENERAL DATA PROTECTION REGULATION) TRAINING?**

It was proposed by Cllr Roberts and seconded by Cllr Wilton that the council approve of the Deputy Clerk & Cllr Lewis attending the GDPR (General Data Protection Regulation) training. Motion carried unanimously.

**There being no other business, the Chairman closed the meeting at 21:01.**