Millbrook Parish Council

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MILLBROOK PARISH COUNCIL MEETING | TUESDAY 21ST NOVEMBER 2017

MINUTES

Minutes of the meeting of Millbrook Parish Council, held on Tuesday 21st November 2017 at 19:30hrs in the Village Hall, Millbrook.

PRESENT: Cllrs D. Wood (Chair), S. Lewis (Vice Chair), C. Wilton, B. Taggart, R. Meeson, K. Hall, S. Woffenden, J. Taylor, C. Pine

IN ATTENDANCE: Cllr G. Trubody, Clerk R. Hamill, 4 members of the public

1. COUNTY COUNCILLOR & PUBLIC FORUM

LOSS OF POST OFFICE SERVICES IN MILLBROOK – THE PENINSULA TRUST
Jane Riggs, on behalf of The Peninsula Trust, raised the matter of the imminent loss of Post Office services in Millbrook. She stated that such a vital service must not be lost from the village and as such, The Peninsula Trust is investigating the possibility of providing Post Office services from the Rame Centre. She stressed that this is in the very early stages of investigation, but wanted to raise awareness to the Council and to the public.

FLY-POSTING – MEMBER OF THE PUBLIC
A member of the public raised the issue of fly-posting around the village, despite the provision of multiple noticeboards. He requested that the issue be addressed by the Council. The gentleman then added that some laminated posters placed at an incorrect height are liable to cause physical injury.

LOSS OF POST OFFICE SERVICES IN MILLBROOK – MEMBER OF THE PUBLIC
A member of the public stated that he too was concerned about the proposed loss of Post Office services in Millbrook. He went on to say that he could not see a viable alternative for members of the community that do not have access to transport.

SALE OF THE DOCTOR'S SURGERY BUILDING – MEMBER OF THE PUBLIC
A member of the public stated that the proposed sale of the Doctor's Surgery building in Millbrook was another matter that must be discussed. Cllr Wilton advised that the NHS had given assurance that it is committed to providing GP services within the Rame Peninsula. He went on to add that the building, having been purpose-built, could only be used for the provision of healthcare services and therefore could not be used for commercial or residential purposes without planning permission.

COUNTY COUNCILLOR UPDATE – CLLR G TRUBODY
Cllr Trubody advised the Council that he had asked the Chief Executive's Office in Truro if Cornwall County Council had been advised of the removal of Post Office services in Millbrook, which they had not and neither had Cllr Trubody himself, as of 21/11/17. He added that he was advised Post Office Ltd. have no statutory duty to inform Cornwall Council, following his expression of unhappiness at the breakdown in communication regarding this matter. Cllr Trubody then stated that he had asked the Community Network Manager to find a point of contact within Post Office Ltd. and had been working closely with The Peninsula Trust to put together an action plan. He added that the Parish Council may need to be flexible in terms of funding, for example, to perhaps hopefully expedite the replacement of Post Office services in Millbrook. It was noted by Cllr Wilton that the decision taken by Premier Stores to terminate Post Office services in Millbrook had not been taken lightly, and cited alleged issues with the Post Office Ltd.'s Horizon computer system causing significant financial discrepancies and losses. The Chair added that this was consistent with what Premier Stores had advised the Council and noted discussions that had taken place in the House of Commons regarding the system.

Cllr Trubody then gave an update on the proposed sale of the Doctor's Surgery building. He echoed Cllr Wilton's previous comment that Penntorr Health and the NHS were committed to providing services in the Rame Peninsula. He went on to add that because the building was purpose-built and is on a flood plain, it would make it more difficult for the vendor to sell it to anyone other than a healthcare provider, such as the NHS. He summarised by saying that he, Penntorr Health and NHS England were of the same views and would fight to preserve GP services in Millbrook.

TRACTORS LEAVING EXCESSIVE MUD ON HIGHWAYS – CLLR TAYLOR

Cllr Taylor stated that a parishioner had raised the issue of excessive mud being left on the roads in and around Millbrook by tractors, which was causing potentially unsafe, slippery conditions. The Chair suggested that the matter be added to the Traffic & Transport Advisory Committee's (TTAC) agenda, to which the Chair of the TTAC agreed.[1] Cllr Wilton updated the Council on the legalities of the matter and potential solutions.

2. APOLGIES FOR ABSENCE

Cllr McBain, Cllr Roberts, Cllr Gibbens, Cllr Vincent[2]
The Council unanimously accepted the absent councillors' reasons for their absence.

3. DECLARATION OF INTERESTS, GIFTS & DISPENSATIONS IF REQUIRED

Cllrs Wood & Lewis declared a non-pecuniary interest in item 5a.

The Chair suggested that items 14 & 15 (Does the Council wish to consider taking any action regarding the possible (i) closure of Millbrook Post Office (ii) sale of the Millbrook Branch Surgery building at Greenland?) be moved up the agenda, to which the Council agreed.

14. DOES THE COUNCIL WISH TO CONSIDER TAKING ANY ACTION REGARDING THE POSSIBLE CLOSURE OF MILLBROOK POST OFFICE?

The Chair summarised the discussions that had taken place in the Public Forum, stating that the Council would seek to connect with Post Office Ltd and understand the procedure of transitioning services to new premises, working in conjunction with The Peninsula Trust. Following comment from Cllr Wilton, the Chair clarified that The Peninsula Trust's Rame Centre was just one option being looked at, and Simon Ryan of the trust had stated that should any business within the village wish to take on Post Office services, it would graciously withdraw. **It was proposed by Cllr Wood and seconded by Cllr Lewis that the Council quickly connect with Post Office Ltd and support any attempts to preserve services in Millbrook. The motion was carried unanimously.**

15. DOES THE COUNCIL WISH TO CONSIDER TAKING ANY ACTION REGARDING THE POSSIBLE SALE OF THE MILLBROOK BRANCH SURGERY BUILDING AT GREENLAND?

Cllr Wilton stated that although the Council could not take any direct action, as the building is under private ownership, it could influence the matter through the Planning Committee. The Chair added that he wished for the Council to urge NHS England to provide it with any updates to the matter. *The Chair opened the floor to allow Cllr Trubody to speak.* Cllr Trubody suggested that the Council register the building as an Asset of Community Value (ACV) under the Localism Act 2011. **It was proposed by Cllr Wilton and seconded by Cllr Hall that the Parish Council applies to register the Millbrook Branch Surgery building as an ACV. The motion was carried unanimously.**

4. APPROVAL OF MINUTES OF PREVIOUS MINUTES

Minutes of the Parish Council meeting held on 17 October 2017
It was proposed by Cllr Wood and seconded by Cllr Wilton that the minutes were an accurate report. The motion was carried unanimously by all members present at the meeting.
Minutes of the Staffing Committee meetings held on 06 July, 16 August, 30 August, 18 & 21 September 2017
It was proposed by Cllr Wood and seconded by Cllr Wilton that the minutes were an accurate report. The motion was carried unanimously by all members of the Staffing Committee present at the meeting.

5. MATTERS ARISING FROM THE MINUTES & REVIEW OF ACTIONS

a) DOES THE COUNCIL APPROVE USE OF THE TANYARD ON SUNDAY AFTERNOONS BETWEEN 22/07/18 – 02/09/18, TO HOLD CONCERTS?

Cllr Wood read out feedback from residents regarding this matter. The Council discussed the feedback received. Cllr Wood suggested that the word 'exclusive' be removed from the proposal, to which the Council agreed. Cllr Woffenden suggested that the Council monitor any feedback from residents during the events, to which the Council agreed. **It was proposed by Cllr Wood and seconded by Cllr Wilton that use of the Tanyard be approved. The motion was carried unanimously.**

b) RAME & TORPOINT YOUTH PROJECT – UPDATE FROM CLLR TAYLOR

Cllr Taylor advised the Council that the Millbrook Youth Club were seeking to provide their young members access to the internet. The Chair & Vice Chair advised Cllr Taylor that the Computer Centre had moved from the Village Hall to the Rame Centre, and to speak to the volunteers regarding access.

6. REPORT FROM THE CHAIR OF MPC TRAFFIC & TRANSPORT WORKING GROUP

Cllr Hall, Chair of the Traffic & Transport Advisory Committee, provided updates to the Council on the work carried out by the committee to date, and its plans moving forward. Cllr Hall went on to add that P Allen, Highways & Environment Manager at Cormac Solutions Ltd, had offered to attend the Council's training day in January. The Council discussed the issue of illegal parking at the Tanyard.

7. FINANCE

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

The Clerk advised the Chair that there were 2 additional payments added to the list that was circulated. The Council discussed an upcoming payment for electrical works in the Tanyard, following the matter being raised by Cllr Wilton. **It was proposed by Cllr Wood and seconded by Cllr Wilton that the payments be approved as listed. The motion was carried unanimously.**

b) MONTHLY BUDGET (APPENDIX 6B)

The Council reviewed its financial position.

c) DOES THE COUNCIL APPROVE THE FINANCE COMMITTEES' RECOMMENDED CHANGES TO MPC'S STANDING ORDERS AND FINANCIAL REGULATIONS?

It was proposed by Cllr Wilton and seconded by Cllr Woffenden that the Council approve the Finance Committee's recommended changes. The motion was carried unanimously.

d) DOES THE COUNCIL APPROVE THE CLERK'S QUOTE FOR NEW OFFICE EQUIPMENT?

It was proposed by Cllr Wilton and seconded by Cllr Lewis that the item be deferred until the next meeting of the full Council. The motion was carried unanimously.

e) REPORT AND RECOMMENDATIONS FROM STAFFING & FINANCE COMMITTEES

Report from the Staffing Committee deferred until the next meeting of the full Council. The Finance Committee gave its report to the Council. It was agreed that the Finance Committee's approval of the Staffing Committee's recommendations be added to the agenda for the next meeting of the full Council.

8. POLICIES & PROCEDURES

a) ADOPTION OF STAFFING COMMITTEE TERMS OF REFERENCE

It was proposed by Cllr Lewis and seconded by Cllr Wilton that the Staffing Committee's Terms of Reference be adopted. The motion was carried unanimously.

b) ADOPTION OF MILLBROOK PARISH COUNCIL'S REVISED COMPLAINTS POLICY

It was proposed by Cllr Lewis and seconded by Cllr Hall that, subject to the amendments raised by Cllr Taggart being made, the revised Complaints Policy be adopted. The motion was carried unanimously.

c) **ADOPTION OF TRAFFIC & TRANSPORT ADVISORY COMMITTEE'S TERMS OF REFERENCE**

It was proposed by Cllr Wilton and seconded by Cllr Woffenden that adoption of the Traffic & Transport Advisory Committee's Terms of Reference be deferred until the next meeting. The motion was carried unanimously.

d) **APPROVAL OF AMENDED EQUAL OPPORTUNITIES POLICY (STANDING ORDER 81)**

It was proposed by Cllr Meeson and seconded by Cllr Wilton that, subject to the amendments raised by Cllr Taggart being made, the amended Equal Opportunities Policy be adopted. The motion was carried unanimously.

9. CAPITAL & MAINTENANCE

a) **DOES THE COUNCIL APPROVE THE PURCHASE OF A LITTER TROLLEY FOR USE BY THE CARETAKER?**

It was proposed by Cllr Wilton and seconded by Cllr Meeson that the purchase be approved up to the value of £350.00. The motion was carried unanimously.

10. DOES THE COUNCIL AGREE TO THE DISPLAY OF AUTISM AWARENESS PLAQUES IN THE PUBLIC CONVENIENCES?

It was proposed by Cllr Woffenden and seconded by Cllr Pine that the plaques be approved for display in the public conveniences in Millbrook. The motion was carried with 1 against and 1 abstention.

11. DOES THE COUNCIL WISH TO APPOINT A REPRESENTATIVE TO THE RAME PENINSULA PUBLIC TRANSPORT USERS GROUP?

It was proposed by Cllr Hall and seconded by Cllr Lewis that Cllr Woffenden be appointed. The motion was carried unanimously.

12. DOES THE COUNCIL WISH TO CONTINUE THE DOG WARDEN SLA THAT WAS TRIALLED IN CONJUNCTION WITH SHEVIOCK & MAKER WITH RAME PARISH COUNCILS?

The Council discussed the reports from the trial SLA. **It was proposed by Cllr Lewis and seconded by Cllr Hall that the Council continue the SLA, subject to agreement from the other Parishes. The motion was carried with 1 abstention.**

13. DOES THE COUNCIL APPROVE THE QUOTE FOR REMEDIAL WORK TO BE CARRIED OUT ON TREES IDENTIFIED TO BE PRIORITIES?

The Chair read out the quote received. **It was proposed by Cllr Wilton and seconded by Cllr Lewis that the quote be approved and work carried out. The motion was carried unanimously.**

16. DOES THE COUNCIL AGREE TO A TRAINING DATE IN JANUARY 2018?

The Chair informed the Council that we'd received offers from both Sarah Mason (CALC) and Paul Allen (CORMAC) to attend training in January. The Council agreed to a training day on a Friday in January.

There being no other business, the Chair closed the meeting at 9:45PM.