

Millbrook Parish Council

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Millbrook Parish Council Meeting Tuesday 19th September 2017

MINUTES: Minutes of the meeting of Millbrook Parish Council held on Tuesday 19th September 2017 at 19:30hrs in the Village Hall, Millbrook.

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

1. COUNTY COUNCILLOR & PUBLIC FORUM: 14 members of the public present.

VETs: Caroline Tapsell on behalf of the Village Enhancement Team (VETs) provided an update stating the volunteers have received positive feedback. Additional volunteers are welcome particularly from younger members of the community.

ALL SAINTS CHURCH: Remembrance Service Sunday 12th November @ 3pm.

HIGHWAYS AND PARKING ISSUES: Comments received regarding double and treble parking by Dawes Lane and Quay Garage, an untaxed vehicle parked at the bottom of Blindwell Hill and whether the traffic works in Crafhole could have any impact on Millbrook highway issues. It was reported to the Council that the yellow lines in New Road have worn away.

PLANNING: Members of the public raised questions over various planning applications to which Cllr Lewis responded.

DEFIBRILLATOR: Kevin Mattholie stated he has been in touch with Martin Hobbs and other parishioners who are willing to be part of a small committee / group responsible for fundraising, organising training and looking after the defibrillator.

THE PENINSULA TRUST (TPT): Simon Ryan presented a report on the proposed new park path, which will provide access from West Street Car Park to the new work units and the Tanyard. The aim is to create the path whilst the contractors are on site building the new work units. TPT envisage completion will be in January / February 2018.¹

MILLBROOK VILLAGE HALL COMMITTEE: Claire Watkins, Chair of Millbrook Village Hall Committee informed the Council the hall committee has received notification from Big Lottery that an 'Awards For All' Grant will be forthcoming. The grant will cover the costs of movie equipment, a website and completing updates of the Deeds of Trust.

Bob Woffenden has now received a response from Stephen Blatchford (Cornwall Cornwall Transport & Infrastructure) regarding flooding in the Village Hall Car Park.

UPDATE FROM CORNWALL COUNCILLOR GEORGE TRUBODY

Rame Peninsula Neighbourhood Plan: Cornwall Councillor George Trubody confirmed the Rame Peninsula Neighbourhood Development Plan was officially adopted by Cornwall Council on 28th July 2017. The policies for the NDP now form part of the framework for planning decision making and a planning application has recently been tested and enforced using one of the Rame Peninsula NDP policies.

Mount Edgcumbe / Countryfile: On Sunday 10th September BBC Countryfile featured the Rame Peninsula and Mount Edgcumbe's Black Honey Bee reserve. The programme has bought an increase footfall to the park. Cllr Trubody stressed the importance of ensuring the park is sustainable.

Highway Improvements: Cllr Trubody suggested there is potential for a joint Traffic Regulation Order across the three main parishes in the Rame Peninsula (Maker-with-Rame, Millbrook & Sheviock) and recommended that each Council budgets for this cost within their precept using a calculation based the population of the relevant parish. An element of consultation will be required.

The Chair announced Richard Woodley, who has been the Parish Clerk for 15 years, will be standing down at the end of this month. On behalf of the Council the Chair wished to record his appreciation for Richard Woodley's loyalty and service. This was seconded by Cllr Roberts and agreed unanimously.

2. APOLOGISE OF COUNCILLORS: None

3. RESIGNATION AND CO-OPTION OF COUNCILLORS

It was proposed by Cllr Wood and seconded by Cllr Lewis to accept the resignation received from Trudi Von Der Wolde. The motion was passed unanimously.²

It was proposed by Cllr Wood and seconded by Cllr Gibbens the Council accept the application from Joshua Taylor to be co-opted as a member of Millbrook Parish Council. The Deputy Clerk confirmed the declaration of office had been previously signed by Joshua Taylor.³

It was proposed by Cllr Lewis and seconded by Cllr Wilton that Cllr Roberts be co-opted to the Planning Committee. Carried unanimously.

4. DECLARATION OF INTERESTS AND GIFTS

Cllrs Roberts, Wood and Lewis declared a non-pecuniary interest for item 8a.

Cllr Wood declared a pecuniary interest for an item listed on the payments listing (appendix A).

5. MINUTES OF PREVIOUS MEETINGS

Minutes of the Parish Council Planning Meeting on 18th July 2017

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

Minutes of Parish Council Planning Meeting on 1st August 2017

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

Minutes of Parish Council Planning Meeting on 22nd August 2017

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

Minutes of Parish Council Meeting on 18th July 2017

Cllr Roberts proposed, subject to minor two amendments emailed to the Deputy Clerk, the minutes are recorded as an accurate report. The motion was seconded by Cllr Lewis and agreed unanimously.⁴

6. MATTERS ARISING FROM THE MINUTES AND REVIEW OF ACTION POINTS

a) Possible action in respect of pavement alterations at the bottom of Blindwell Hill: The Chair confirmed there two options available: (a) Cormac completes the work or (b) MPC instruct a competent contractor. Any alterations to Highways would require a TRO, which would cost approximately £6,500. A letter has been received from Suzy Dyter, Head of Millbrook School with suggestions of proposed traffic schemes around Millbrook School promoting the safety and wellbeing of the children. **The Chair suspended the meeting in order for Cornwall Councillor George Trubody to address the Council.** CC Trubody advised that any costs for highways improvements would be significantly reduced if undertaken as a joint venture with other local parishes.

The Chair reopened the meeting.

b) Green Flag Award: Deferred for future consultation and consideration. Full details of process to be emailed to all Councillors. *ACTION DEPUTY CLERK.*⁵

c) Creation of a nesting area using native shrubs: It was proposed by Cllr Lewis and seconded by Cllr Hall that the Council accept Cllr Taggart's recommendations. The motion was carried unanimously.

d) Defibrillator: It was proposed by Cllr Wood and seconded by Cllr Wilton that the defibrillator be located on the wall of the public toilets. The motion was carried unanimously.⁶

e) MLMA representative: It was proposed by Cllr Wood and seconded by Cllr Woffenden that Cllr Gibbens be formally selected as the MPC representative on the MLMA board. The motion was carried with 3 abstentions.

f) Cornwall Council's consultation regarding a reduction in County Councils: Cllr Roberts reported the outcome from the consultation is due for publication today and the next stage of the consultation will be boundary reviews.

7. FINANCE

a) Approval and payment of bills presented at the meeting

Cllr Wood vacated the room. It was proposed by Cllr Wilton and seconded by Cllr Roberts that the payments be approved as listed. The motion was carried unanimously.

b) Forecasted expenditure for 20th September to 17th October: noted.

c) Monthly budget: reviewed and noted.⁷

d) Finance Committee recommendations for amendments of the Standing Orders and Financial Regulations. To be circulated to the Council. Approval deferred until October meeting.⁸

8. TANYARD

a) Exclusive use of the Tanyard on Sunday afternoons between 22/07/2018 and 02/09/18 to hold acoustic concerts: Deferred until the October meeting pending consultation with residents located near the Tanyard and promotion of the concerts.⁹

b) Rame Peninsula Male Voice Choir's proposal to host a charity concert and mini Christmas market in the Tanyard on 9th December 2017: It was proposed by Cllr McBain and seconded by Cllr Hall the Council support this proposal. The motion was carried unanimously.

9. SEAGULL PROOF BAGS: It was proposed by Cllr Roberts and seconded by Cllr McBain the Council sell seagull proof rubbish bags at a cost of £4.00 each.¹⁰

10. CORNWALL GATEWAY COMMUNITY NETWORK PANEL

Documents received following CGCNP meeting circulated. Update received from Cllr Roberts.

11. VILLAGE HALL UPDATE: covered under public forum

12. LAKE AND THE ENVIRONMENT

a) Fishing in Millbrook Lake: It was proposed by Cllr Lewis and seconded by Cllr Wilton the Council does not implement a ban of fishing on Millbrook Lake but considers some signage. The motion was carried with one abstention.

b) Review of tree survey and recommendations: Deferred.¹¹

13. FLOOD RISK: Communication received from Cornwall Council, Flood and Drainage Team Leader. Noted.

21:25hrs Cllr Roberts vacated the meeting

14. TRAFFIC AND TRANSPORT WORKING GROUP

It was proposed by Cllr Wilton and seconded by Cllr Hall that MPC form a traffic and transport working group. The Chair requested that Councillors email the Clerk a) traffic and transport concerns b) requests to serve on the committee. It was suggested the committee has no more than five members (to include the Chair & Vice Chair of the Council).¹²

15. PUBLIC BODIES (ADMISSIONS TO MEETINGS)

Because of the confidential nature of the business to be transacted the Chair resolved that pursuant to 1 (2) of the Public Bodies (Admission to meetings) Act 1960 section 1 (2) and the Local Government Act 1972 s100 (2) the public and press leave the meeting.

The Deputy Clerk vacated the meeting at 21:45hrs.

16. CLOSED MEETING

STAFFING COMMITTEE REPORT AND RECOMMENDATIONS:

1. Cllr Taggart proposed that the Council approves the appointment of Mr Ryan Hamill to the permanent position of Clerk based on a minimum 21 hour/week contract; subject to 6 months' probation with appraisals at 2 months and 4 months. Cllr Wood seconded the proposal. 9 councillors supported with 2 abstentions.

2. Cllr McBain proposed the Council adopt the Training policy and Lone Working Policy as agreed by the staffing committee on 18 September. Seconded by Cllr Hall. Agreed unanimously.

3. Cllr Taggart explained that KH contract was that of an administrator but has been doing the work of a Deputy Clerk. Advice was sought from CALC and Cllr Trubody. The job was re-evaluated, and the hours increased. With the hours being worked by the clerk the joint post makes a full-time position. This will mean the office can be open more days. We also have a new Clerk who has to learn the role. Cllr Taggart proposed the Council approves the recommendations of the staffing committee for the re-evaluation of the current administrator post to that of Deputy Clerk, based on a minimum of 16 hour/week contract. Cllr Gibbins seconded the proposal. Carried unanimously.

4. Cllr Wilton proposed the Council approves the recommendation of the staffing committee, that the clerk and Deputy Clerk undertake a review of all policies and Procedures, with a view to attaining the Quality Council Award. Cllr Hall seconded the proposal. Carried unanimously.

6. Cllr Hall proposed the Council approves the recommendation of the staffing committee that both the Clerk and Deputy Clerk are supported in obtaining the CiLCA award. Seconded by Cllr Wilton. Carried unanimously.

The Chair Cllr Wood closed the meeting at 10.05pm