



Millbrook Parish Council

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MILLBROOK PARISH MEETING | 19:00 ON TUESDAY 19TH JUNE 2018

PRESENT: Cllrs S. Lewis (Vice Chair), C. Wilton, B. Taggart, R. Meeson, R. Vincent, S. Woffenden, P. Polák

IN ATTENDANCE: Clerk R. Hamill, Deputy Clerk K Heald and 8 members of the public

APOLOGIES: Cllr D. Wood, N Roberts, J Gibbens

Cllr Lewis (Vice Chair) announced that, in the absence of the Cllr Wood (Chair of the Council), she will be Chairing the meeting.

9. COUNTY COUNCILLOR REPORT & PUBLIC FORUM

COUNTY COUNCILLOR REPORT

Apologies received from Cornwall Councillor George Trubody, who has asked the Clerk to raise the following:

The Draft Electoral Boundary Review has been published, along with recommendations.¹ The Local Government Boundary Commission for England is conducting a period of consultations, with a deadline of September 2018. George has recommended that all Councillors look at the review, both in their personal capacities, as members of the public and as Councillors. The recommendations would essentially mean that part of Torpoint, through to St Germans and the Rame Peninsula would become one ward. George has suggested the Council collectively come up with a statement. Cllr Lewis commented that Cllr Roberts has started to compile a response. **Noted - Action.**¹ Cllr Wilton stated he has had a look at the review and to provide a further update, it is not quite true that the boundaries will even up representation. There is a huge disparity between what some Councillors will have to do work wise compared to other Councillors.

PUBLIC FORUM

The Vice Chair explained the procedures regarding public forum, stating at this point, members of the public are welcome to raise any issues. After the public forum has taken place, they are welcome remain in the meeting and listen but will no longer be able to take part in the discussion with the Council.

The following matters were raised:

(i) PARKING AT THE TANYARD

Concern was raised regarding parking at the Tanyard. Cllr Lewis advised a working party, within the Council, has been looking parking issues in the village as a whole and the areas which they have identified which are causing problems. There is quite a bit of work going on behind the scenes, including gathering information and fact finding. Areas of concern include St Johns Road, Blindwell Hill and The Quay. It is anticipated that in the next few weeks the working party will start taking ideas forward and any proposals will be put forward to the full Council. To provide better value for money for anyone on the Rame Peninsula, the parishes which form Rame Peninsula Cluster Group, intend to apply for a joint TRO (Traffic Regulation Order).

(ii) PARKING ON THE QUAY

Cllr Lewis advised the Council does have an SLA agreement with the Enforcement Officers. Along with Shevioc Parish Council and Maker with Rame, the Council pays for additional Enforcement Officers who attend outside office times. Although the Council pays once any fines are recuperated, the service works out

¹ <http://www.cornwall.gov.uk/council-and-democracy/elections/electoral-review-of-cornwall-council-2016-18/>

cost neutral. Concern was raised from a parishioner regarding parking along the red painted walkway by the garage, on the Quay. Cllr Wilton stressed the advice they have received, is that if vehicles are blocking the road and emergency services are unable to get through, to call 101 and report the incident.

(iii) THE DOCTORS SURGERY

Further information was requested regarding the closure of the Doctors surgery. Cllr Wilton, MPC Liaison representative for Doctors surgery provided an update stating *"It would appear the surgery has targeted by one individual and a number of incidents have occurred including the doctor and receptionist being held hostage and the locks superglued. The police are saying there is limited scope on what they can do. In order to protect both the staff and patients, the surgery is not prepared to open the surgery until this person has got the help they need."* Cllr Wilton has tried to contact our local police officer several times today to get a further update. He is working together with Cornwall Councillor George Trubody and Becky Linguard, to do what they can to try to bring the surgery open as quickly as possible. The surgery is looking into the options of additional security devices.

(iv) ST JOHNS ROAD

A member of the public asked what the issues are regarding parking along St Johns Road. Cllr Lewis stated that she is not personally aware of any problems, however it is an area the Traffic & Transport Committee are looking at regarding speeding issues. She then went on to say the Council is looking for volunteers to undergo police training to take part in speed awareness watch. Whilst those taking part are not able to issue tickets any information can be collated and passed on to the police. Following a discussion, it was noted that there are potential problems with drivers dropping children off to school in their vehicles, coming up from the roundabout, not observing the 20mph speed limit. A request will be sent to Millbrook Primary School asking for a note to be inserted on their newsletter requesting parents / guardians take care when dropping their children off to school and ensure they observe the speed limit. **Noted – Action ⁱⁱ** Cllr Lewis stressed there are no plans to alter the parking in St Johns Road.

10. APOLOGIES FOR ABSENCE

It was proposed by Cllr Wilton and seconded by Cllr Lewis that the Council accept the Cllr Woods, Roberts & Gibbens reasons for absence. The motion was carried unanimously.

11. DECLARATION OF INTERESTS, GIFTS & DISPENSATIONS IF REQUIRED

Cllr Lewis declared an interest for item 14a, approval of payments of invoices.

12. RESIGNATION OF COUNCILLOR

After having served the Council for 7 years, Cllr Fiona McBain has written to the Chair, Vice Chair and Clerk tendering her resignation. She feels it is now time to move on and she wishes the Council all good luck for the future. Cllr Lewis proposed the Council accepts her resignation. The Council thanks Fiona McBain for her dedication, in particular regarding the six years work she devoted to the neighbourhood plan. Cllr Taggart suggested a promotion regarding the recruitment of new Councillors, particularly as there are already two spaces available. It was agreed to publicise the vacancies on the Council noticeboards, website and facebook page. **Noted – Action ⁱⁱⁱ**

13. APPROVAL OF MINUTES OF PREVIOUS MEETING

Cllr Wilton raised the following amendments to the minutes of the May meeting:

- (i)** The previous meeting closed at 9.20 not 8.50. During this 30 minute period, the Chair stated that whilst voting indicated he did not have the support of the full Council, any problems should be brought to him before being brought to the Council meeting. Cllr Wilton objected as he felt in the past when issues have been raised outside of meetings, they have been ignored. He was also concerned that this approach might conflict with the Council's duty to be open and accountable.
- (ii)** Under item 6c, Cllr Taggart had expressed concerns that staff had been paid for duties they were unable to carry out for reasons beyond their control without being redeployed to other duties, and that timesheets did not reflect the reality of the work actually done in these circumstances, which could leave the actions of the council and the employee open to question. It was agreed the staffing committee would address this as a matter of urgency.

Cllr Wilton proposed, that with inclusion of the above, the minutes of the previous meeting are accepted as accurate. The motion was seconded by Cllr Lewis and unanimously agreed by all present. The Vice Chair reminded Councillors that any

amendments should be notified to the Clerk prior to the meeting, however whilst this was noted, the Clerk raised the point that the minutes had only been circulated a week prior to the meeting. **Noted – Action iv**

Cllr Lewis pointed out that some Councillors from the planning committee had not received the minutes from 17th April 2018. It was agreed these would be circulated and approved electronically. **Noted – Action v**

14. FINANCE

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

Cllr Lewis left the room at this point.

Cllr Wilton queried the payment of Deputy Clerk’s travel expenses for banking and asked the Clerk for an update on when the Council will be changing banks. The Clerk outlined the reasons for the delay. The Clerk informed the Council that the Deputy Clerk has produced an analysis detailing the income and expenditure for VETs. A donation will also be forthcoming for £150.00.

Cllr Wilton proposed the payments be approved as listed. The proposal was seconded by Cllr Meeson and agreed by all present at the meeting.

Cllr Lewis returned to the room.

b) MONTHLY BUDGET (APPENDIX B)

Noted

c) APPROVAL OF THE ANNUAL RETURN

The Clerk informed the Council that the Internal Auditor, Clive Murphy has signed page 3 of the Annual Governance and Accountability Return 2017/18 Part 3, confirming the following the Council has met the following Internal control objectives:

Internal control objective
A. Appropriate accounting records have been properly kept throughout the financial year.
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
H. Asset and investments registers were complete and accurate and properly maintained.
I. Periodic and year-end bank account reconciliations were properly carried out.
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

It was proposed by Cllr Wilton that in the absence of the Chair, Cllr Lewis and the Clerk sign Section 1, page 4 of the Annual Governance Statement confirming that the Annual Government Statement has been approved by the Council. The motion was seconded by Cllr Taggart and agreed unanimously.

15. MATTERS ARISING FROM THE MINUTES & REVIEW OF ACTIONS

The Clerk provided updates from the review of actions. The Council all agreed, following Cllr Taggart's suggestion, the electronic system of providing review of actions, which has now been implemented by the Clerk is very useful.

- a) **FLUSH NOT WORKING IN THE GETS PUBLIC TOILETS** – The flush has been repaired, however it has transpired that at some point, the electrical flushing system for the urinals has been disconnected.
- b) **WEST STREET CAR PARK DIRECTIONAL SIGNS** – The Clerk and the caretaker have met with the homeowner. The location / direction of the sign needs addressing. Additionally, the Council will need to purchase some hand tools so they can complete the work.
- c) **COORDONING OF LAND AT RADFORD LANE** – An individual has contacted the Council claiming responsibility for working in the area in question. They agreed to tidy up the area. The land in question is unregistered.
- d) **REPAINTING OF THE PUBLIC TOILETS** – Painting of the gent's toilets is now finished, additional coats of paint required in the ladies and disabled. It was agreed that next time the toilets need painting, as the caretaker has been unwell and has plenty of duties, on reflection it may have been useful to employ the services of a local painter & decorator.
- e) **CHANGING BANKS TO NATWEST** – Previously discussed. Application process ongoing.
- f) **BOLLARDS AT THE PLAYING FIELD ENTRANCE** - Works completed by Dale Blackler.
- g) **RELINING OF WEST STREET CAR PARK** – The Line marking Company has been delayed again until 2nd / 3rd July. Cllr Wilton suggested that due to the delay, 5 months behind the proposed works, a quotation is obtained from another Company.
- h) **REPLACEMENT OF CAR PARK PERMITS** – printed & ready for collection.
- i) **END OF YEAR ACCOUNTS** – see item 14c.
- j) **LITTERING & DOG FOULING ENFORCEMENT** - Richard Austin is now qualified in dog fouling and littering enforcement
- k) **BRUSHCUTTING TRAINING FOR HANDYMAN** – Richard Austin has passed the Brush cutting training course.
- l) **STRIMMING OF HOUNSTER HILL FLOWER BOAT AREA** – Cllr Lewis suggested this area needs to be completed on a fortnightly basis. Cllr Taggart suggested, when the grass cutting contracts are reviewed, this area could be incorporated within the proposal.
- m) **REPAIR OF THE STREET CLEANING MACHINE** – Cllr Lewis stated she was obtaining a charger. Cllr Wilton agreed to charge up the battery for the street cleaning machine as he had a charger. Cllr Wilton agreed to charge up the battery for the street cleaning machine. If necessary a replacement battery will be purchased.
- n) **DEVOLVEMENT OF WEST STREET PLAY PARK AREA** – The planning committee approved the Peninsula Trust's planning application for the access path. Awaiting comments from Cornwall Council regarding comments regarding child safety. Cllr Polák & Cllr Woffenden requested an further information and were assured that there will be will no vehicle access beyond the 6 work units of Peninsula Trust; beyond that point there will be a footpath.
- o) **LAKE INSPECTION** –The Deputy Clerk has completed a report but needs circulating to the Council. Cllr Taggart agreed to review the report. Cllr Wilton suggested that the Council contact Cornwall Council to check that all life-saving equipment is intact and that all parts are supplied in tact.
- p) **FENCING FOR RECENTLY PAINTED SHRUBS BY THE LAKE** – Cllr Taggart is waiting for availability of our handyman / caretaker.
- q) **TRACTOR PARK REPAIRS** – Various works required on the equipment, including the repairs to the wobbly bridge and the footplate against the monkey bars required. Not immediate safety issues. Currently waiting quotations.
- r) **PARTIAL LAKE FLAIL** – edges have now been cut back to allow traffic from both sides to see each other when approaching along the road.
- s) **LITTERING AT KNILL CROSS** – all residents in this area have been written to, informing them that seagull proof bags are available in the Council office and can be purchased at £4.00 each.
- t) **GDPR UPDATE** – The Clerk informed the Council that Cllr Roberts has asked whether the Council, as a whole, think training in the summer would be a good idea. Following the Clerk's conversation with Sarah Mason, he suggested that GDPR training could be completed by when the financial audit takes place. Cllr Lewis & Cllr Roberts have recently attended GDPR training. Cllr Wilton raised an issue stating, following Cllr Robert's report, he has spoken to Sarah Mason and who has confirmed under GDPR regulations, it is not necessary to send 'blind copy emails amongst the Councillors and it makes it difficult to follow electronic conversations. Cllr Lewis stressed the Councillors that they MUST sign the GDPR privacy notice letters issued to them. The Clerk explained the importance of the letters and the impact any breach could have on them as Councillors.
- u) **VETS UPDATE** - More perennial plants have been planted in the boats and teams are out regularly watering the plants in the village. Donations have been received from members of the public to support the VETS and several residents are helping to water the boats and also provide water when required. In memory of her mother, who supported the work of the VETS, Cllr Lewis said she will also be providing a donation. Cllr Wilton asked whether the VETS have considered revisiting the boat Sponsorships. Cllr Lewis confirmed the VETS team plan to discuss this in their next meeting and some people have already expressed an interest.

16. DOES THE COUNCIL WISH TO PRIORISE WORK TO IMPROVE CHILD SAFETY WHEN CROSSING THE HIGHWAY ON ST JOHN'S ROAD?

Discussed during the Public Forum. Cllr Lewis proposed the Cllr take this forward to the Traffic & Transport Committee working group. The motion was seconded by Cllr Wilton and agreed unanimously.

17. DOES THE COUNCIL WISH TO EMPLOY A DOG FOULING & LITTERING ENFORCEMENT OFFICER?

Our caretaker / handyman is now qualified in dog fouling and littering enforcement. As the trial SLA with Cornwall Council has not been renewed, the council needs to decide whether wishes to utilise our handyman to replace the service. A discussion took place regarding the current workload and circumstances of the individual employee and it was agreed the Clerk would have a discussion with him. It was proposed by Cllr Lewis and seconded by Cllr Wilton that the council support the motion to employ a dog fouling and littering enforcement officer. The motion was carried unanimously.

18. DOES THE COUNCIL WISH TO ALLOCATE A GENERAL DELEGATED SPEND TO THE CLERK?

Currently the Clerk has a delegated spend in the event of an emergency or life-threatening situation. However, it is common practice for the clerk to be allocated a general delegated spend. Having recently loaned a step ladder for the caretaker to complete painting in the toilets, Cllr Meeson noticed the lack of equipment for groundwork staff, which the Council holds and that the previous handyman, Steve Creese used a lot of his own tools. Cllr Meeson proposed the Clerk is issued with a budget of £500 with a maximum spend of £100. The motion was seconded by Cllr Wilton and agreed unanimously.

19. APPOINTMENT OF ADDITIONAL SIGNATORY

Following the resignation of Cllr McBain, Cllr Taggart agreed to be an additional signatory. It was proposed by Cllr Lewis and seconded by Cllr Wilton that Cllr Taggart is appointed as an additional signatory. The motion was carried unanimously.

20. DOES THE COUNCIL WISH TO UPDATE ITS WEST STREET CAR PARK TERMS & CONDITIONS?

The Clerk highlighted that, recently a parishioner contacted the Council regarding vehicle parked in West Street Car Park. The vehicle in question had no MOT, deflated tyres and looks like it is being used for storage, but it also has a valid permit. As the vehicle is not parked on the highway, there is nothing the police can do about it having no MOT. Following the Clerk's recommendation that the Council agreed to add to its terms and conditions, for use of the car park that vehicles must be legal and roadworthy, otherwise permits & tickets will be invalidated and the owner may be fined by enforcement; it was proposed by Cllr Lewis and seconded by Cllr Wilton that the Council updates it's terms and conditions for parking West Street Car Park. The motion was carried unanimously.

21. CAPITAL & MAINTENANCE

a) DOES THE COUNCIL WISH TO PURCHASE AN AUTO RISKSHAW (TUK TUK) FOR USE BY THE HANDYMAN?

Cllr Taggart supplied the Council background information regarding this proposal and highlighted the benefits of such a purchase. The previous handyman used his own vehicle to purchase sandbags and other groundwork purchases for Council, as required. A new vehicle would be in the region of £6,000 but second hand from £1,500. Tax would be approx. £16.00 per annum. He suggested, as the trailer is not used it could be sold. Cllr Taggart agreed to investigate a second hand one and Cllr Wilton offered to help. **Action** ^{vi} Storage of the purchase was discussed and whether the Tuk Tuk would fit in the Lime Kiln.

Cllr Vincent suggested the model boat club no longer use part of the lime kiln. The Clerk / Deputy Clerk to write to the Model Boat Club asking if the still use the Lime Kiln and if not could return the key. **Action** ^{vii}

b) DOES THE COUNCIL AGREE TO THE REPAIRS REQUIRED FOR THE URINALS IN THE PUBLIC TOILETS AS QUOTED?

A quotation received from an electrical Company, which included an element of work contracted out to plumbers was discussed. Cllr Wilton proposed that Cllr Meeson has a look at the issue. Cllr Lewis raised concerns over the availability of Cllr Meeson's time. It was agreed both Councillors would have a look and report back to the Council. **Action** ^{viii}

c) DOES THE COUNCIL APPROVE OF THE REPAIRS REQUIRED FOR EQUIPMENT AT THE TRACTOR PARK AS QUOTED?

The Clerk outlined the repairs required in the play equipment of tractor park. Cllr Lewis proposed, under the Council's Health & Safety obligations the Clerk goes ahead and actions the repairs. Cllr Wilton seconded the proposal, which was unanimously agreed by Councillors present at the meeting. **Action** ^{ix}.

d) DOES THE COUNCIL AGREE TO PURCHASE A HEDGE TRIMMER AS QUOTED?

Although this could now come under the jurisdiction of the Clerk's budget, the area motion was still discussed. The overgrown area by the graveyard gates was discussed. It was agreed Cllr Taggart would have a look at purchasing suitable hedge trimmers. **Action** ^x

22. MLMA UPDATE

Report from Cllr Vincent. Noted.

Next MLMA meeting in September 2018.

It was noted that the £5,000 which MLMA hold in reserves, for any potential litigation, is index linked.

Cllr Polak asked what the procedures are, should be approached by a parishioner regarding Council matters. It was confirmed that all enquiries should go through the Clerk.

There being no other business, the Chairman closed the meeting at 21.00hrs.