



Millbrook Parish Council

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MILLBROOK PARISH COUNCIL MEETING | 19:30 ON TUESDAY 17TH JULY 2018

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

IN ATTENDANCE: Clerk R. Hamill, County Cllr G. Trubody

23. COUNTY COUNCILLOR & PUBLIC FORUM

TAMAR CROSSINGS CONSULTATION

Cllr G. Trubody updated the council on the consultation being held by the Tamar Bridge & Torpoint Ferry Joint Committee. The consultation is being undertaken as the joint committee are investigating increasing bridge and / or ferry tolls to meet a reported 33% shortfall in required income. If tolls were increased by 33%, that would mean they would rise from £1.50 to £2.00. Cllr Trubody reported that the last toll increase took place in 2010. The consultation is open until 8th August 2018 and everyone is urged to respond.

<http://www.tamarcrossings.org.uk/index.aspx?articleid=49794>

BOUNDARY REVIEW

Cllr Trubody then gave a brief update on the review of divisional boundaries in Cornwall. He stated that the Local Government Boundary Commission for England's recommendation would mean that the Rame Peninsula's electoral division would be widened to include not only the 5 parishes, but also St German's Parish and part of Torpoint Town. Concerns have been raised that with this new division having a stretch of the A38 running through it, current highways priorities could be deprioritised.

<https://consultation.lgbce.org.uk/node/9428>

RAME PENINSULA CLUSTER TRAFFIC REGULATION ORDER

Cllr Trubody advised the council that the 5 Rame Peninsula parish councils have agreed to submit a single funding application to Cornwall Council for a Traffic Regulation Order (TRO). If successful, this will save the 5 parishes between £5.5k - £7.5k and should expedite the process. A TRO is required for certain works to highways.

UPDATES FROM THE CHAIRMAN

The Chairman reminded the council that they must submit their signed privacy notice to the Clerk to comply with the new General Data Protection Regulations (GDPR) that came into effect on 25th May 2018.

He then reported that the doctor's surgery had re-opened on Monday, 16th July 2018 and that the Clerk would share the update he'd received from Pentorr Health. In summary, the practice has implemented additional security measures and adopted a 'no lone working' policy for the safety and wellbeing of its staff. The Vice Chair added that the council had already shared the news of the re-opening on social media.

Finally, the Chairman reported that, having completed the work to widen the culvert on Millpool Head, Cormac had completed some additional flood defence works on Hounster Hill. He is now awaiting confirmation that these works will relieve the pressure on the drain on Hounster Hill that became overwhelmed during the heavy rains late last year. Cllr Taggart added that work on a drain on Radford Lane had also been completed.

24. APOLOGIES FOR ABSENCE

Cllrs R. Vincent, J. Gibbens
absence.

The council unanimously accepted the absent councillors' reasons for their absence.

25. DECLARATION OF INTERESTS, GIFTS & DISPENSATIONS IF REQUIRED

None declared.

26. APPROVAL OF MINUTES OF PREVIOUS MINUTES

a) MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19TH JUNE 2018

Cllr Taggart raised that there was an error with the times given under item 13 along with a typo in item 9. Cllr Roberts also raised a typo under item 13. It was proposed by Cllr Lewis and seconded by Cllr Wilton that, subject to the aforementioned errors being amended, the minutes were a true and accurate record. Motion carried unanimously by all members present at the meeting.

b) MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 19TH JUNE 2018

It was proposed by Cllr Wilton and seconded by Cllr Lewis that the minutes were a true and accurate record. Motion carried unanimously by all members present at the meeting.

27. FINANCE

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

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

b) REVIEW OF MONTHLY BUDGET (APPENDIX B)

The Chairman summarised the Council's current financial position and the Council took note. Cllr Meeson asked the Clerk when the council's last deposit was due to mature. The Clerk advised that it was due in August. Cllr Taggart raised an issue with the formulas used in the expenditure section – Deputy Clerk to amend.

28. MATTERS ARISING FROM THE MINUTES & REVIEW OF ACTIONS

a) OVERFLOWING BIN ON MIDDLE LANE

Following complaints from a resident that the bin on Middle Lane was continually overflowing after a weekend, the Chair arranged for an additional Saturday collection and the Clerk sourced a larger capacity bin from Cornwall Council. The new bin was installed on 17th July 2018. There were no costs to the parish council.

b) LITTERING AT KNILL CROSS

Following the letters sent to residents by the Clerk, the situation appeared to have improved. However, a parishioner has informed us that the issue has simply been relocated to The Quay and behind Knill Cross Cottages. The link for reporting this type of littering to Cornwall Council has been shared with the parishioner and, once appointed, the Dog Fouling & Littering Enforcement Officer will be briefed on the issue. No parishioners have approached us for provision of seagull proof bags.

c) PARTIAL LAKE FLAIL

Rich A has again strimmed along the area, as well as tackling the verge by the Tractor Park – 11/07.

d) FLUSH NOT WORKING IN THE GENTS PUBLIC TOILETS

Urinal flushing system to be discussed under item 33B. The flush on the gents' toilet is again not working. A local electrician inspected the fault and deemed it to possibly be the sensor itself. Awaiting a quote for the repair.

e) WEST STREET CAR PARK DIRECTIONAL SIGNS

No update.

f) CHANGING BANKS TO NATWEST

Awaiting response from NatWest following receipt of the mandate & signatories' samples. Additional signatory requested.

g) DEVOLVEMENT OF WEST STREET PLAY PARK AREA

No update.

h) LAKE INSPECTION

Inspection Report to be shared separately by the Deputy Clerk.

i) FENCING FOR RECENTLY PLANTED SHRUBS BY THE LAKE

It is hoped that some Italian volunteers will help Cllr Taggart to finish the new fence.

j) TRACTOR PARK REPAIRS

Local contractor to carry out the required repairs.

29. HOW MANY HOURS PER MONTH / WEEK DOES THE COUNCIL WISH TO EMPLOY A DOG FOULING & LITTERING ENFORCEMENT OFFICER FOR?

The Clerk read out supporting information and the council discussed the matter at length. It was proposed by Cllr Woffenden and seconded by Cllr Roberts that the Council employ a Dog Fouling & Littering Enforcement Officer for up to 2 hours per week. Motion carried unanimously.

30. DOES THE COUNCIL WISH TO MAKE RECOMMENDATIONS FOR COVER DURING TIMES OF PLANNED OR UNPLANNED STAFF ABSENCE?

Cllr Roberts summarised the matter at hand, detailing the recent period when the Clerk was on leave and the result of the Staffing Committee's decision not to pay for additional cover. She went on to recommend that the Council seeks to set up and maintain an online calendar, accessible by members and employees of the Council, that details every duty and task that is required to be completed. She added, however, that even with this in place she did not feel that there was enough flexibility to cover longer times of absence. Cllr Roberts recommended that the Council consider approving the payment of overtime if required. Cllr Wilton expressed concerns regarding the budget already assigned to staffing. The Council continued to debate the matter at length. Cllr Taggart stated that he was mainly concerned with cover for the field staff, as in his opinion, it is evident that it is required. **It was proposed by Cllr Wilton and seconded by Cllr Wood that Cllr Roberts sets up an online calendar to be discussed by the Staffing Committee along with other suggestions, with a view to bringing recommendations before the full Council in September. Motion carried unanimously.**

31. DOES THE COUNCIL AGREE TO PAY FOR THE REQUIRED MAINTENANCE TO THE SWEEPER?

Cllr Wilton provided an update regarding the condition of the Council's mechanical sweeper. Despite having extensively cleaned and adjusted the equipment, he advised that it was still not performing to the required standard. Cllr Wilton informed the Council that he had researched the servicing of the sweeper and indicated the costs involved. **It was proposed by Cllr Taggart and seconded by Cllr Lewis that the Council agree to spend up to £500 to have the sweeper serviced and repaired, if required. Motion carried unanimously.**

32. BUS PROVISION DURING THE CLOSURE OF NEW ROAD, CAWSAND

a) UPDATE

Cllr Wilton gave an update regarding the proposed bus provision during the closure of New Road, Cawsand between 17th September 2018 – 14th December 2018. Citybus have suggested reducing the provision to a 2 hour service. There was a consensus that this is unacceptable. It was suggested by Cllr Roberts that the Council write an official complaint to Cornwall Council and Citybus regarding the proposal. Cllr Polak asked if the proposal was documented anywhere, so that she may share it. Cllr Wilton advised that currently there is nothing that can be shared without breaching GDPR, but that he would prepare something.

b) DOES THE COUNCIL WISH TO APPOINT A LIAISON TO THE RAME PENINSULA PASSENGER TRANSPORT USERS GROUP (RPPTUG)?

Cllr Woffenden advised the Council that she already attended the RPPTUG in her capacity as a Councillor.

33. CAPITAL & MAINTENANCE

a) DOES THE COUNCIL WISH TO PURCHASE A VEHICLE FOR USE BY THE HANDYMAN FOLLOWING CLLRS WILTON'S & TAGGART'S RECOMMENDATIONS?

Cllr Taggart & Cllr Wilton updated the Council with their recommendations. Cllr Wilton reported that he had concerns regarding the speciality of the Piaggio Ape 50 previously discussed and the resultant maintenance costs. It was then discussed whether a van would be more appropriate. However, it was noted that the council's

handyman does not currently hold the required license to operate such a vehicle. Cllr Taggart highlighted that the vehicle would also be very useful for the VETs, who currently use their own vehicles. **It was proposed by Cllr Wood and seconded by Cllr Wilton that the Council defer the matter until October, pending confirmation that we have an employee qualified to operate the proposed vehicle. Motion carried unanimously.**

b) DOES THE COUNCIL AGREE TO CLLRS WILTON'S & MEESON'S RECOMMENDATIONS REGARDING THE URINALS IN THE PUBLIC TOILETS?

Cllr Wilton provided an update on the urinal flushing system and put forward options recommended by Cllr Meeson and himself. Cllr Wilton added that there would be no installation costs, as he and Cllr Meeson would carry out the work free of charge.

Cllr Roberts gave her apologies and left the meeting at 21:03.

It was proposed by Cllr Taggart and seconded by Cllr Lewis that the council agrees to Cllr Wilton's & Meeson's recommendations to install an external PIR system at a cost of £159.95 ex. VAT. Motion carried unanimously. The Council also agreed that, subject to Cllr Wilton's & Meeson's investigation into the fault with the toilet flushing system, the Clerk use his delegated spend to have that repaired also, up to a value of £300.00 ex. VAT.

c) DOES THE COUNCIL AGREE TO RENEW THE PARKING MACHINE MAINTENANCE CONTRACT AS QUOTED?

Cllr Wilton queried how much income the car park generated. The Clerk and the Chair advised the Council that the income from the car park exceeded the cost of the maintenance contract. **It was proposed by Cllr Wilton and seconded by Cllr Lewis that the council agrees to renew the parking machine maintenance contract as quoted. Motion carried unanimously.**

There being no other business, the Chairman closed the meeting at 21:10.