



# Millbrook Parish Council

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**MILLBROOK PARISH COUNCIL MEETING | 19:30 ON TUESDAY 18<sup>TH</sup> SEPTEMBER 2018**

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

**IN ATTENDANCE:** Clerk R. Hamill, Deputy Clerk K. Heald, 4 members of the public

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

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### **SPEEDING ON NEW ROAD**

A parishioner wished to remind the council that he, along with several other parishioners, had written to the Parish Council in April regarding concerns of speeding along New Road. He asked the council what progress had been made. The chairman advised that the council had been in contact with Devon & Cornwall Police regarding the Speed Watch scheme. However, to date no volunteers applied to attend the required police training. The chairman added that there were other solutions being explored by the Traffic & Transport Working Group that may alleviate the issue, but these will need to be approved by both the parish council and Cornwall Council's Highways Department. The parishioner queried whether the council had considered the use of a mobile radar speed sign. The chairman advised that there may be the possibility of borrowing one as part of the Speed Watch scheme, but that it would be temporary measure.

### **INCREASED BIRDLIFE AS A RESULT OF THE PARTIALLY DRAINED LAKE**

A parishioner commented on the increase of birdlife on Millbrook Lake because of the partially drained lake and asked if the council had considered keeping this water level permanently. The chairman advised that the flushing of the lake and the water level was the responsibility of the Environment Agency, but that the council could ask the question. The Clerk added that he had already spoken to the Environment Agency having made the same observation and they advised that it would need to be investigated further, as the benefit of the reduced water level to birdlife may be to the detriment of other wildlife. Cllr Taggart added that in his experience exposed mud was beneficial to birdlife, especially wading birds, during times of migration and suggested that during peak migration the water level be dropped as it has been in recent weeks. The chairman asked the Clerk to clarify the situation with the Environment Agency.

### **UPDATE ON THE WORK UNITS BEHIND THE RAME CENTRE**

Mr Ryan of The Peninsula Trust gave an update on the progress that had been made on the work units to the rear of the Rame Centre. He advised that they're aiming to have them completed in next 2 – 3 weeks, followed by a 2-week snagging period, after which there would be an opening event that he hoped the council would attend. Mr Ryan went on to add that, thanks to the work of Cllr Lewis amongst others, planning permission for the path connecting West Street Car Park to the new work units had been granted and other than some finishing touches, the path was now complete. Mr Ryan commented on some complaints that were received regarding contractors parking their vans on the grassed area next to West Street Playpark, stating that not only had they asked them not to do it, but had even gone so far as to purchase parking permits for them from the council. Mr Ryan then discussed the possibility of signage and queried if there were plans for works near the entrance at Millpool Head. The Chairman advised that the Traffic & Transport Working Group, along with the Highways Manager from Cornwall Council, were looking into the area around the Tanyard, including that area of Millpool Head. Finally, Mr Ryan thanked the council for its support.

### **VARIOUS MATTERS**

A parishioner noted that there was a matter on the agenda regarding signage for West Street Car Park and wanted to remind the council that several years ago someone was fatally injured exiting the car park the wrong way, which he stated was because of confusing signage. Next, the parishioner informed the council that in addition to the damaged bollard at West Street Car Park, another bollard had been damaged on Blindwell Hill. Then, the parishioner mentioned that an early pollinator had been impacted by excessive strimming. Finally, the parishioner stated that he felt item 51 on the agenda was not clear enough, as it did not explicitly state what the Traffic & Transport Working Group's recommendations were. The chairman advised that following the recommendations being discussed, they would also be put out for public consultation. The parishioner asked if there would be any financial implications. The Vice Chair

advised that the matter would be covered under item 51. The parishioner then referred to a letter he'd sent to the council in June regarding the Neighbourhood Plan's relevance to specific traffic & transport matters and stated he'd yet to receive a response. The Clerk stated that he would investigate and respond as required.

### **35. APOLOGIES FOR ABSENCE**

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Cllr Wilton            The council unanimously accepted the absent councillor's reason for their absence.

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

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None declared.

### **37. RESIGNATION OF COUNCILLOR**

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The Chair read out Cllr Gibbens' letter of resignation. It was proposed by Cllr Wood and seconded by Cllr Lewis that the Council accept Cllr Gibbens' resignation. Motion carried unanimously.

### **38. APPROVAL OF MINUTES OF PREVIOUS MINUTES**

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a) **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 17<sup>TH</sup> JULY 2018**

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

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

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a) **LITTERING AT KNILL CROSS**

The council discussed the current situation regarding this matter. The Clerk took an action to contact Environmental Health regarding the parishioners' email. Further decision(s) to be made under item 49.

b) **WC FLUSH NOT WORKING IN THE GENT'S PUBLIC TOILETS**

Following no quote being received from an electrician to repair / replace the sensor flushing system, item 42B added to the agenda for the Council to decide if it should be converted to a manual system.

c) **WEST STREET CAR PARK DIRECTIONAL SIGNS**

The Clerk advised that a local contractor had been approached to erect the sign in Dodbrook.

d) **CHANGING BANKS TO NATWEST**

All documentation received by NatWest, apart from one further signatory identification check.

e) **DEVOLVEMENT OF WEST STREET PLAY PARK AREA**

No update.

f) **LAKE INSPECTION**

To be discussed under item 41A

g) **FENCING FOR RECENTLY PLANTED SHRUBS BY THE LAKE**

Several volunteers put their names forward to help Cllr Taggart complete the fencing.

h) **DAMAGED BOLLARD AT WEST ST CAR PARK**

The local contractor who had accidentally damaged the bollard has repaired it at no cost to the council.

### **40. FINANCE**

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

It was proposed by Cllr Wood and seconded by Cllr Roberts 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 reminded the Council that the final Mendennick Solar Fund payment is due in October. The Council took note.

**41. LAKE**

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**a) DOES THE COUNCIL WISH TO ADOPT THE RECOMMENDATIONS MADE IN THE DEPUTY CLERK'S LAKE INSPECTION REPORT?**

The Council reviewed the recommendations made by the Deputy Clerk regarding safety around the lake. Cllr Vincent queried whether a different risk assessment scale could be used. The Council discussed this at length. Cllr Lewis volunteered to support the Deputy Clerk in steering the recommendations. Cllr Roberts stated that she thought that the report produced by the Deputy Clerk was a really good piece of work; a sentiment echoed by rest of the Council. Cllr Taggart also agreed to continue to feed into the report. **It was proposed by Cllr Roberts and seconded by Cllr Lewis that, subject to the roles and responsibilities being agreed and assigned by the Deputy Clerk, Cllr Lewis and Cllr Taggart, the Council does adopt the recommendations. Motion carried unanimously.**

**b) DOES THE COUNCIL AGREE TO HAVE THE LAKE EDGE ALONG NEW ROAD ROUTINELY STRIMMED?**

The Chairman explained the background to this item, citing multiple reports of problems with visibility for motorists along New Road because of tall vegetation along the lake edge. Cllr Taggart provided his opinion on the matter, suggesting that whilst he did not wish for the Council to erode a previous motion by the Council to allow the entire lake edge to remain unkept during the nesting season, he felt that a pro-active approach to maintaining the height of the vegetation, perhaps in conjunction with the proposed lake inspections, was the best course of action. **It was proposed by Cllr Taggart and seconded by Cllr Lewis that the Council adopts a proactive management plan for the lake edge along New Road only. Motion carried unanimously.**

**42. PUBLIC TOILETS**

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**a) APPOINTMENT OF CONTRACTOR TO OPEN, CLOSE AND CLEAN THE PUBLIC TOILETS**

The Deputy Clerk reported that there had been no applications to the tender, despite having written directly to all the local cleaning companies we were aware of, advertising it in a county newspaper and posting it online, both on the council's website and social media channels. The opening & closing of the toilets was cited as being the reason for not tendering by one contractor. The Clerk then advised that a local business owner had offered to open and close the toilets 7 days per week free of charge as a gesture of goodwill to the community. The Deputy Clerk added that another option may be to leave the toilets open 24/7, something that other parish councils do. There was a consensus that the Council should take up the parishioner's offer. Meanwhile, a cleaner must still be sought.

*The Deputy Clerk left the room at 20:19.*

**b) DOES THE COUNCIL WISH TO CONVERT THE GENT'S WC ELECTRICAL FLUSH TO MANUAL?**

The Clerk stated that a quote had been received from a local plumber to do the conversion for £142.00. **It was proposed by Cllr Roberts and seconded by Cllr Wood that the Council agrees to have the flushing system converted at a cost of £142.00. Motion carried unanimously.**

**c) DOES THE COUNCIL WISH TO INSTALL A RADAR LOCK FOR THE DISABLED TOILET?**

The Council discussed the benefits and the costs of the RADAR system. **It was proposed by Cllr Roberts and seconded by Cllr Meeson that the Council installs a RADAR lock on the public disabled toilet at a cost of up to £250.00. Motion carried unanimously.**

**d) RATIFICATION OF THE NEW SANITARY WASTE COLLECTION CONTRACT**

The Clerk explained that a quote had been received from a local contractor certified to collect sanitary waste for £96.00 for 16 visits per year. **It was proposed by Cllr Wood and seconded by Cllr Roberts that the Council agrees to the proposed contract at a cost of £96.00 per annum. Motion carried unanimously.**

### **43. WORLD WAR I CENTENARY**

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**a) DOES THE COUNCIL WISH TO UNDERTAKE ANY OF THE PAROCHIAL CHURCH COUNCIL'S (PCC) RECOMMENDATIONS REGARDING THE WAR MEMORIAL?**

The Chairman read out the PCC's recommendations:

- Sweeping & weeding of the area
- Cleaning of the structure itself and removal of lichen
- Replacement of some letters
- Re-pointing in areas

Cllr Meeson stated that previously a War Memorial Trust had tended to the War Memorial, possibly free of charge. The Clerk to investigate. It was agreed that clarification was required regarding the replacement letters, as these were not immediately clear from the pictures provided by the Clerk. The Council agreed to having the War Memorial swept and weeded. The other recommendations were deferred pending further information.

**b) DOES THE COUNCIL WISH TO COMMEMORATE THE FIRST WORLD WAR CENTENARY?**

The Council discussed the activities that were already being organised within the village by other groups and what the parish council could do to add to the centenary. It was noted that both known activities had applied to the Mendennick Solar Fund. The Clerk made the Council aware of metal poppies that are made by a parishioner. The Council agreed that the Clerk should investigate the cost of the poppies and talk with the groups that are already planning commemorative events to see if there is anything that they would like the Council to do.

### **44. DOES THE COUNCIL AGREE TO PURCHASE AN A4 NOTICEBOARD FOR THE PARADE BUS STOP?**

The Rame Peninsula Public Transport Users Group (RPPTUG) had requested that the parish council place a noticeboard in The Parade bus stop to be used for things such as temporary timetables. It was proposed by Cllr Lewis and seconded by Cllr Polák that the Council purchases and installs a noticeboard as requested. Motion carried unanimously.

### **45. PLAY PARK**

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**a) DOES THE COUNCIL WISH TO APPOINT AN EMPLOYEE TO CARRY OUT SAFETY INSPECTIONS?**

The Council discussed the matter at length. It was proposed by Cllr Lewis and seconded by Cllr Meeson that if either, or both, the Clerk and Deputy Clerk were willing to take on the responsibility, they be appointed to the role and carry out the safety inspection once per week. Motion carried unanimously.

**b) IF SO, DOES THE COUNCIL AGREE TO PAY TO HAVE THE EMPLOYEE ROSPA TRAINED?**

It was proposed by Cllr Lewis and seconded by Cllr Meeson that all employees tasked with carrying out the safety inspections be trained. Motion carried unanimously.

**c) DOES THE COUNCIL AGREE TO A PARISHIONER'S PROPOSAL TO PURCHASE AND INSTALL A NEW BIN FOR THE TRACTOR PARK?**

The Council discussed the proposal and agreed that it was a very nice gesture. However, it was noted that the quote from Biffa for an additional bin collection was £260.00 per annum. To avoid this cost, the Chairman suggested that as there are 2 bins at the entrance to the Tractor Park, one be removed to allow the additional bin to be installed inside the park. It was proposed by Cllr Wood and seconded by Cllr Roberts that the Council gratefully accept the parishioner's proposal and install the new bin, subject to confirmation that the removal of the unrequired bin outside the park negates the additional collection cost. Motion carried unanimously.

### **46. DOES THE COUNCIL AGREE TO FUND HALF THE COST OF AN AIR CONDITIONING UNIT FOR USE IN THE COUNCIL OFFICE?**

The Council discussed the matter at length and agreed that something had to be done. However, the Clerk raised an issue with using an air conditioning unit. The matter was deferred until October's meeting pending further research into potential solutions

#### **47. DOES THE COUNCIL AGREE TO A PARISHIONER'S REQUEST TO INSTALL A MEMORIAL BENCH IN THE GRAVEYARD?**

It was proposed by Cllr Roberts and seconded by Cllr Lewis that, subject to the location of the bench being approved by an officer and member of the Council, the Council agrees to the installation of a memorial bench in the graveyard. Motion carried unanimously.

#### **48. POLICIES & PROCEDURES**

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##### **a) DOES THE COUNCIL APPROVE OF THE AMENDED FINANCIAL REGULATIONS?**

It was proposed by Cllr Roberts and seconded by Cllr Lewis that the Council adopt the amended financial regulations as presented. Motion carried unanimously.

##### **b) DOES THE COUNCIL APPROVE OF THE AMENDED STANDING ORDERS?**

Cllr Roberts stated that she would like to see a further change to the standing orders – amendment of all references to 'he' or 'his' to 'they' or 'their' when referring to Councillors. It was proposed by Cllr Wood and seconded by Cllr Roberts that, subject to the suggested amendment by Cllr Roberts being made, the Council adopt the amended standing orders as presented. Motion carried unanimously.

##### **c) REVIEW OF LONE WORKING POLICY**

It was proposed by Cllr Wood and seconded by Cllr Lewis that the Council approve the review of the lone working policy. Motion carried unanimously.

*Cllr Roberts left the room at 21:01.*

#### **49. DOES THE COUNCIL AGREE TO ANY OF A PARISHIONER'S SUGGESTIONS REGARDING THE LITTERING PROBLEM AT KN ILL CROSS?**

There was a consensus that the VET volunteers were at capacity in terms of managing flower boats and planters around the village. Cllr Wood suggested that the Council ask Cornwall Council or Biffa regarding signage and leaflets.

#### **50. DOES THE COUNCIL AGREE TO PURCHASE BUSINESS CARDS FOR COUNCILLORS?**

It was proposed by Cllr Wood and seconded by Cllr Lewis that the Council design business cards featuring the Clerk's contact details in-house and provide them to Councillors. Motion carried unanimously.

#### **51. DOES THE COUNCIL AGREE TO THE TRAFFIC & TRANSPORT WORKING GROUP'S (TTWG) RECOMMENDATIONS?**

Cllr Lewis detailed the areas that the TTWG had been working on recommendations for. The first area is the crossing point between Clinton Terrace and the Tractor Park. The TTWG are seeking a solution to make crossing safer for pedestrians and in particular parents with young children. The second area is The Quay. The goal at The Quay is to reduce illegal parking. The TTWG recommends that double yellow lines be extended between Potes Lane around the old garage to the public toilets and to add double yellow lines around the trees in the centre of The Quay. The third area is between the top of Fore Street and the bottom of Blindwell Hill. The TTWG recommends widening the pavement at the top of Fore Street to allow better visibility for pedestrians, especially children walking to school. The fourth area is the Tanyard. The goal is to improve traffic flow, especially for buses and emergency services whilst maintaining pedestrian safety. Cllr Lewis stated that many different solutions had been explored, but on the advice of Cornwall Council's Highways Manager, the TTWG recommends that the Council pays to have a topographical survey of the area, which will form the basis for any future design works; the cost of which is estimated to be ~£1,000.00.

*Cllr Meeson left the room at 21:22.*

It was proposed by Cllr Lewis and seconded by Cllr Wood that the Council commissions a topographical survey of the Tanyard area at a cost of up to £1,000.00. Motion carried unanimously.

**There being no other business, the Chairman closed the meeting at 21:40.**