



Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AX
Telephone 01752 823128 Email theclerk@millbrook-pc.gov.uk

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY, 20TH NOVEMBER 2018 AT 7.30PM IN THE BALCONY ROOM OF THE VILLAGE HALL – PART 1.

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

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

64) COUNTY COUNCILLOR REPORT & PUBLIC FORUM

No County Councillor Report

Apologies given by County Cllr Trubody.

Summer Sunday Concerts – Mr Roberts

Mr Roberts thanked the council for allowing him to organise the music sessions that took place in the Tanyard over the summer. He advised the council that the sessions had raised over £400 for 2 local causes, Rame Peninsula Beach Care (RPBC) and Friends of Millbrook Chapel Of Rest (FOMCOR). Mr Roberts stated that it was his intention to apply to the council to hold similar events in 2019. He then presented Cllr Taggart, Chairman of FOMCOR, with £180 – money raised at the summer sessions. Cllr Taggart thanked Mr Roberts on behalf of FOMCOR and everyone who cares about the chapel. He added that, having been to the sessions himself, they were well attended and very enjoyable and if Mr Roberts applied to hold similar events next year, he for one would support them. Cllr Taggart then updated the council on the Chapel Of Rest, stating that the Church Commissioner had now put the chapel's 'change of use' out to public consultation. The consultation is available from the council office in the Village Hall, All Saints' Church, the Church Commissioner's website (<https://www.churchofengland.org/consultation/Millbrook-Chapel>), FOMCOR's website (<https://millbrookheritage.com>) and their Facebook page (<https://www.facebook.com/millbrookheritage>). Cllr Taggart said that they hoped to hold a public forum in December to answer parishioners' questions about the chapel.

Various Matters – Mr Bews

Mr Bews asked the council if its Traffic & Transport Working Group (TTWG), having been in place for 12 months, had set any objectives. The Chairman responded, stating that funding for a joint (Rame Peninsula) Traffic Regulation Order (TRO) had been secured thanks to the work of County Cllr George Trubody – this funding will save the council ~£7,000. Next, he drew Mr Bews' attention to item 72, where the council will discuss a possible solution to the traffic congestion at the Tanyard. He then stated that a firm list of actions was likely still several weeks away, whilst the group collated various pieces of information. The Chair of the TTWG added that a topographical survey of the Tanyard area had been commissioned [which is a prerequisite to any design work]. The Chairman summarised by saying that the group was aware that there is a lot of work to be done to improve traffic flow and pedestrian safety around the village and that is why it is important that its recommendations are comprehensive before being put out to public consultation.

Mr Bews then asked if the group had identified traffic flow pinch points in the village. The Chair of the TTWG responded by saying that the areas the group were looking at had already been minuted from a previous meeting of the full council, namely the Tanyard, The Quay, the end of New Street and the bottom of Blindwell Hill. Then Mr Bews, referring to comments made by County Cllr Trubody in his report at October's meeting of the full council, Mr Bews asked if Councillors had picked up on the fact that potential works at the Tanyard may not be included in the joint TRO. The Chair of the TTWG and the Clerk stated that the group is aware that due



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o the timescales involved, any works at the Tanyard may not be included in the joint TRO. Mr Bews stated that he was concerned that Millbrook would not get as much value from the funded TRO as some of the other parishes and highlighted some areas that he felt could be addressed, such as parking restrictions on King Street and at the junction of Fore Street & Dawes Lane. The Chairman closed the discussion by stating that whilst a list of the group's objectives had not been published, that does not mean that work is not being done to address traffic and transport issues.

Parking – Mr Phillips

Mr Phillips asked the council if it had considered reminding motorists that it costs just 10 pence to park in West Street Car Park for an hour. The Chairman responded by drawing attention to the new path that had been put in place from West Street Car Park to the Tanyard and stated that the council would likely discuss signage promoting the new access at January's meeting, adding that promoting the low cost may be incorporated somehow.

65) APOLOGIES FOR ABSENCE

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

No apologies.

66) CO-OPTION OF COUNCILLOR

The Chairman read out a statement from Mr Edwards who wished to be considered for co-option on to the council. It was proposed by Cllr Wood and seconded by Cllr Roberts that Mr Edwards be co-opted on to the council. Motion carried with 1 abstention.

67) DECLARATION OF INTERESTS, GIFTS & DISPENSATIONS IF REQUIRED

Under Section 31 of the Localism Act 2011 S31 (4), a member may not participate in any discussion or vote upon a matter at the meeting in which he/she has a disclosable pecuniary interest.

Cllr Wood declared that he had been given £60 whilst performing at Bar Tusker, which he had donated to the Village Enhancement Team (VETs).

68) APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A) MEETING OF THE FULL COUNCIL 16/10/18

It was proposed by Cllr Roberts and seconded by Cllr Woffenden that the minutes are a true and accurate record. Motion carried unanimously by all members present at the meeting.

69) MATTERS ARISING FROM THE MINUTES & REVIEW OF ACTIONS

A) WEST STREET CAR PARK DIRECTIONAL SIGNS

Awaiting local contractor to erect the remaining sign on the house in Dodbrook.

B) DEVOLVEMENT OF WEST STREET PLAY PARK AREA

No update.

C) FENCING FOR RECENTLY PLANTED SHRUBS BY THE LAKE

No update.



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- D) PARTIAL DRAINING THE LAKE DURING PEAK BIRD MIGRATION**
Awaiting response from EA.
- E) PROACTIVE MANAGEMENT OF NEW ROAD LAKE EDGE**
Unscheduled cuts to be added to new grass cutting contract / caretaker's schedule.
- F) CLEANING OF THE PUBLIC TOILETS**
Contractor temporarily cleaning the toilets – contract to be officially ratified by the council under item 76H.
- G) LEAK IN THE PUBLIC DISABLED TOILET**
No response from Cormac regarding either the repair or the servicing of the Wallgate units. Unable to source the faulty part.
- H) RADAR LOCK FOR THE PUBLIC DISABLED TOILET DOOR**
Quote received – awaiting completion of works.
- I) CENTENARY OF WORLD WAR I**
Poppies in the Tanyard were well received, as were the commemorations in the village generally. Agreed to display the poppies until 1st Dec, in line with the Memorial Garden.
- J) PLAY PARK INSPECTIONS**
Training date in Exeter is 21/11/18 is fully booked. Next course is in March 2019.
- K) NEW BIN FOR THE TRACTOR PARK**
Awaiting quote from local contractor to install the bin.
- L) AIR CONDITIONING UNIT FOR THE COUNCIL OFFICE**
Village Hall Committee Chair seeking quotes to drill out a hole in the office to provide an external vent for the air conditioning unit.
- M) MEMORIAL BENCH FOR THE GRAVEYARD**
Parishioner would like to place the memorial bench on the perimeter of the new side of the graveyard by the trees. Agreed to place it at the end of a planned path.
- N) BUSINESS CARDS**
The council agreed that the Clerk should have the cards printed professionally under delegated spend.
- O) TOPOGRAPHICAL SURVEY OF THE TANYARD**
Survey delayed due to Cormac not placing the order with the sub-contractor. Awaiting update and completion. Advised quote for design works were also being looked at.
- P) COUNCILLOR EMAIL ADDRESSES**
The Clerk agreed to help any remaining Councillors set up their Millbrook Parish Council email addresses.
- Q) TRAWLER TRASH MURAL**
No longer to be displayed in the Tanyard as new home already found.
- R) PROFESSIONAL ASSET VALUATION**
Still seeking quotes – seems to be a specialized service that many of the well-known companies are unable to facilitate. Awaiting response also from Cornwall Council.
- S) REPAIR OF THE NOTICEBOARD AT INSWORKE**
Awaiting quote from local contractor.
- T) SIGN FOR THE TANYARD**
No update.
- U) BARBEQUE SLAB OPPOSITE LIME KILN**
No update.



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70) FINANCE

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

It was proposed by Cllr Roberts and seconded by Cllr Woffenden that the bills be paid as presented. Motion carried unanimously.

B) MONTHLY BUDGET (APPENDIX B)

The Council took note of its financial position. £500 Mendennick admin allowance to be moved into main account total.

71) POLICIES & PROCEDURES

A) DOES THE COUNCIL WISH TO MAKE ANY COMMENTS OR AMENDMENTS TO THE DRAFT PUBLICATIONS POLICY?

It was agreed that the council should charge a standard £20 fee + 20p per sheet for hardcopy information requests and make it clearer in the policy that electronic copies are accessible for free. It was proposed by Cllr Taggart and seconded by Cllr Meeson that the above amendments be made. Motion carried unanimously.

B) SUBJECT TO ITEM 58A, DOES THE COUNCIL AGREE TO ADOPT THE PROPOSED PUBLICATIONS POLICY?

It was proposed by Cllr Wood and seconded by Cllr Lewis that the council adopt the Publications Policy subject to the amendments in item 71A being made. Motion carried unanimously.

72) DOES THE COUNCIL WISH TO CHANGE THE RESTRICTIONS ON THE DOUBLE YELLOW LINED AREA OF THE TANYARD CORNER TO NO LOADING AT ANY TIME?

It was proposed by Cllr Woffenden and seconded by Cllr Roberts that the council defer this matter until Cornwall Council Highways Department is consulted and the timescales for the joint TRO are understood. Motion carried unanimously.

73) DOES THE COUNCIL WISH TO OFFER A DONATION TO CRUSE BEREAVEMENT CARE IN CORNWALL TO SUPPORT ITS DAY TO DAY WORK? (Registered Charity No. 208078)

It was proposed by Cllr Wilton and seconded by Cllr Roberts that the council donates £100.00 to Cruse Bereavement Care. Motion carried unanimously.

74) VILLAGE HALL COMMITTEE – UPDATE

Cllr Roberts gave various updates from the Village Hall Committee:

- A review of the Village Hall Deed of Trust that was being carried out by Cllr Edwards on behalf of the committee. Cllr Wilton wished to clarify that the Deed of Trust was between 3 parties – the Village Hall Committee, Millbrook Parish Council and the Diocese of Truro – and all 3 would have to approve any amends.
- A plaque is to be displayed in the Village Hall in memory of Bob Woffenden.



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- It is still awaiting a quote for the drilling of a hole in the council office to facilitate an air conditioning unit.
- The committee is looking into obtaining an alcohol license for the hall.
- A more sustainable heating system for the hall is being investigated and researched for the future.

75) DOES THE COUNCIL AGREE TO THE RAME MALE VOICE CHOIR PERFORMING A CHRISTMAS CONCERT IN THE TANYARD ON 21ST DECEMBER 2018?

It was proposed by Cllr Wilton and seconded by Cllr Roberts that the council approves the Rame Male Voice Choir performing a Christmas Concert in the Tanyard on 21/12/2018. Motion carried unanimously.

76) CAPITAL & MAINTENANCE

A) DOES THE COUNCIL WISH TO SEEK GRANT FUNDING FOR OUTDOOR GYM EQUIPMENT FOR THE PARK?

It was proposed by Cllr Wilton and seconded by Cllr Lewis that the council defers this matter until the ongoing maintenance, inspection and other costs, such as insurance, are known and other quotes are sought. Motion carried unanimously.

B) SUBJECT TO ITEM 76A, DOES THE COUNCIL WISH TO EMPLOY THE DEPUTY CLERK TO SOURCE FUNDING?

It was proposed by Cllr Wilton and seconded by Cllr Lewis that the council defers this matter until the matter under item 76A is brought back before the council. Motion carried unanimously.

C) DOES THE COUNCIL AGREE TO REPLACE THE KICK BOARDS IN THE TENNIS COURTS?

It was proposed by Cllr Wood and seconded by Cllr Roberts that the council does agree to replace the kickboards in the tennis courts. Motion carried unanimously.

D) DOES THE COUNCIL WISH TO REMOVE THE BOLLARDS AT THE DODBROOK ENTRANCE TO WEST STREET CAR PARK?

It was proposed by Cllr Wood and seconded by Cllr Roberts that the matter be deferred until the next meeting whilst it is clarified if delivery vehicles can fit between the bollards. Motion carried unanimously.

E) DOES THE COUNCIL WISH TO DESIGNATE A NUMBER OF DISABLED PARKING BAYS IN THE VILLAGE HALL CAR PARK?

It was proposed by Cllr Wood and seconded by Cllr Woffenden that the council designates 1 disabled parking bay in the Village Hall Car Park. Motion carried with 1 against.

F) DOES THE COUNCIL AGREE TO REPAINT THE RED WALKWAY IN THE VILLAGE HALL CAR PARK AND ADD A 'SCHOOLCHILDREN CROSSING' SIGN?

It was proposed by Cllr Wood and seconded by Cllr Wilton that the council agrees to repaint the red walkway and support the pre-school in procuring a sign that can be placed in the Village Hall Car Park when the children are in attendance. Motion carried unanimously.

G) DOES THE COUNCIL AGREE TO THE STAFFING COMMITTEE'S RECOMMENDATION TO EMPLOY A CONTRACTOR TO CARRY OUT ADDITIONAL GROUNDWORK DUTIES?

It was proposed by Cllr Wilton and seconded by Cllr Lewis that the council approves the Staffing Committee's recommendation to take on the groundwork contract. Motion carried unanimously.

H) DOES THE COUNCIL AGREE TO THE STAFFING COMMITTEE'S RECOMMENDATION TO EMPLOY A CONTRACTOR TO CLEAN THE PUBLIC TOILETS?



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It was proposed by Cllr Wilton and seconded by Cllr Lewis that the council approves the Staffing Committee's recommendation to take on the cleaning contract. Motion carried unanimously.

77) CHRISTMAS LIGHTS

A) DOES THE COUNCIL AGREE TO PAY TO HAVE THE CHRISTMAS LIGHTS PAT TESTED?

It was proposed by Cllr Wood and seconded by Cllr Wilton that the council does agree to have the Christmas lights PAT tested. Motion carried unanimously.

B) DOES THE COUNCIL AGREE TO PURCHASE ADDITIONAL CHRISTMAS LIGHTS, IF REQUIRED?

It was proposed by Cllr Wood and seconded by Cllr Wilton that the council does agree to purchase additional Christmas lights, if required. Motion carried with 1 abstention.

79) DOES THE COUNCIL APPROVE OF THE FINANCE COMMITTEE'S RECOMMENDATIONS REGARDING THE 2019-20 BUDGET & PRECEPT?

Cllr Vincent shared his concerns with raising the precept at all, citing fears that some families and individuals may not be able to afford even a small increase. It was proposed by Cllr Roberts and seconded by Cllr Wilton that the council approves the 2019-20 budget and precept as recommended by the Finance Committee. Motion carried with 1 against.

There being no other business, the Chairman closed the meeting at 21:32.

A handwritten signature in black ink, appearing to read 'R. Hamill'.

R Hamill, Clerk