



# 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, 15<sup>TH</sup> JANUARY 2019 AT 7.30PM IN THE BALCONY ROOM OF THE VILLAGE HALL.**

**PRESENT:** Cllrs S. Lewis (Chair), C. Wilton, N. Roberts, R. Vincent, S. Woffenden, E. Edwards

**IN ATTENDANCE:** Clerk R. Hamill, County Cllr G. Trubody, 6 members of the public

### **80) COUNTY COUNCILLOR REPORT & PUBLIC FORUM**

#### County Councillor Report

County Cllr George Trubody informed the council that the joint Traffic Regulation Order (TRO) that covers the cluster of 5 Rame Peninsula parishes is ready to go, subject to this evening's meeting. Referring to item 89, he pointed out that Millbrook Parish Council, being the largest parish, has been proposed to represent the cluster under Cornwall Council's Highways Scheme. He went on to add that there are approximately 16 different schemes being put forward from across the Rame Peninsula.

#### Illegally Parked Campervan in Greenland Car Park – Several Parishioners

Several members of the public wished to know what was being done to remove the large grey campervan that has been parked in Greenland Car Park (opposite the Village Hall) for a number of weeks. The Clerk stated that the council had received numerous complaints about this situation, not only regarding the parking infringements, but also regarding anti-social behaviour. He went on to state that vehicle is in contravention of the Millbrook Parish Council (Off Street Parking Places) Order 2016, having been parked there for longer than 48 hours, and also because there are people living in the vehicle. He then listed the actions that the council had taken so far:

- Parking Enforcement at Cornwall Council has been informed and they are investigating the matter.
- The Police have been informed due to the potentially hazardous gas bottle(s) that are connected to the vehicle and the reports from members of the public that cite anti-social behaviour, both from residents/visitors to the campervan and the property the vehicle is parked in front of.
- Cornwall Council's Anti-Social Behaviour Officer has also been informed and is investigating the reports.
- The Public Protection Service has been informed, as various reports cite extreme levels of noise throughout the night.
- The Gypsy & Traveller Liaison Officer has also been informed of the situation.

Another member of the public wished to point out that the vehicle was both declared SORN and had not been MOT'd since 2015 and as it was parked on public [Millbrook Parish Council] land, this should be a matter for the Police. The Chair requested that the Clerk contact the Police. Cllr Wilton added that as the vehicle has been declared SORN but is parked on public land, the DVLA should also be contacted.

#### Traffic & Transport – Mr R Bews

Referring to the Joint TRO, Mr Bews asked if all of the [Rame Peninsula] parishes were ready to go and what is to be included for Millbrook. County Cllr Trubody advised that, for Millbrook, the only submission is for additional double yellow lines on The Quay and The Parade. Specifically, joining the double yellow lines on New Street with those adjacent to the public toilets on The Parade, new double yellow lines around the trees in the



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Mr Bews then asked if that meant that there was nothing regarding the Tanyard in the TRO. The Chair confirmed that this was correct and reminded Mr Bews that the council is awaiting a topographical survey of the area before progressing any potential solutions. Mr Bews then sought clarification on whether double yellow lines were to be added to King Street on the opposite side of the highway to the Tanyard. County Cllr Trubody and the Chair confirmed that they would. Cllr Wilton pointed out that a TRO is not required for physical works if the parking / highway restrictions remain unchanged.

Next, Mr Bews asked if, once the topographical survey had been received, the council would then seek design solutions from Cormac. The Chair stated that this was correct and County Cllr Trubody advised that the Clerk had already received a quote from Cormac for providing possible options. When Mr Bews asked to know the amount of the quote, Cllr Wilton and the Chair stated that this would not be shared at this time as the Traffic & Transport Working Group (TTWG) were yet to discuss it.

The Clerk then summarised the situation, stating that the original request for a topographical survey had been put to Cormac in September / October, but due to a breakdown in communication between Cormac and its sub-contractor, the survey had only been commissioned in December. Meanwhile, Cormac had also asked its design team to provide a quote for possible solutions, which is what had been received. Mr Bews asked if this would be paid for from the £15,000 budgeted by the council for Traffic & Transport. The Clerk confirmed that it would, should the Council resolve to accept the quote.

After further debate between Councillors and Mr Bews, the Chair closed the discussion.

## Virtual Pavement in Dodbrook – Mr T Philips

Mr Philips brought to the attention of the Council the placement of double yellow lines, in relation to the virtual pavements, on the narrow section of highway in Dodbrook. He stated that as the double yellow lines are in the middle of the virtual pavements, in his opinion motorists treated *them* as their boundary, rather than the white line border of the virtual pavement. Cllr Wilton stated that the advice of Cornwall Council's Highways Manager was that when pedestrians are on the virtual pavements, they have the priority; but, when there are no pedestrians using the virtual pavement, vehicles may enter the red zones. Mr Philips responded by saying that whilst he understood that, in practice motorists still tend to use the double yellow lines as their boundary, even if pedestrians are present. Cllr Woffenden sought clarity on what Mr Philips proposed the Council do. Mr Philips suggested that by placing the double yellow lines outside of the virtual pavements, this may improve the situation. The Chair asked the Clerk to speak to Cornwall Council's Highways Manager regarding the issue and suggestion put forward by Mr Philips.

## Request to hold 2019's Black Prince Fete in the Tanyard – Mrs M Brinkman & Mr R Pymm

Providing some context to items 94A & 94B, Mr Pymm stated that in previous years the Black Prince Fete and Maypole Dancing had been held in the grounds of Venton House, but, since its sale it was no longer accessible as a venue. He went on to say that in 2018 they had experimented by holding the fete on the grassed area adjacent to West St Car Park, but that that was not well received. Having looked at the Tanyard before, he stated that they had always dismissed it due to the multiple levels and the potential health & safety risks to the children dancing. However, now with no other feasible venue, they have looked at it again and, subject to some physical alterations, it may in fact be suitable. Said alterations would involve the concreting of 2 areas currently



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filled with gravel in front of the pergola; this would result in an area sufficient in size and level enough to facilitate the maypole dancing. Mrs Brinkman added that such an area would be to the benefit of many different groups who use the Tanyard, such as the choir when they hold concerts there or for people bringing along seating for other events. Mrs Brinkman then shared some of the activities that would be taking place on the day.

## 81) APOLOGIES FOR ABSENCE

Apologies received from Cllrs Wood, Taggart & Meeson. No apology received from Cllr Polák. The Council unanimously accepted the Councillors' reasons for absence.

## 82) DECLARATION OF INTERESTS, GIFTS & DISPENSATIONS IF REQUIRED

The Chair (Cllr Lewis) declared a pecuniary interest in item 85A.

## 83) APPROVAL OF MINUTES OF PREVIOUS MEETINGS

### A) MEETING OF THE FULL COUNCIL 20/11/18

Cllr Edwards highlighted that, under item 74, there was inaccurate information. It stated that the Village Hall Deed of Trust was between 3 parties – the Village Hall Committee, Millbrook Parish Council and Mount Edgcumbe Estate, when in fact the latter is the Diocese of Truro, not Mount Edgcumbe Estate.

Cllr Vincent, referring to item 69E, requested that the word 'scheduled' be replaced with the word 'unscheduled' to more accurately reflect the approach agreed by the Council.

It was proposed by Cllr Lewis and seconded by Cllr Wilton that, subject to the aforementioned amendment being made, the minutes are a true and accurate record. Motion carried unanimously by all members present at the meeting.

## 84) MATTERS ARISING FROM THE MINUTES & REVIEW OF ACTIONS

### A) DEVOLVEMENT OF WEST STREET PLAY PARK AREA

No update.

### B) FENCING FOR SHRUBS BY THE LAKE

No update.

### C) PARTIAL DRAINING THE LAKE DURING PEAK BIRD MIGRATION

No update.

### D) LEAK IN THE PUBLIC DISABLED TOILET

Replacement part received 09/01/19; seeking quotes to fit.

### E) PLAY PARK INSPECTIONS

Clerk & Deputy Clerk to attend course in March 2019.

### F) NEW BIN FOR THE TRACTOR PARK

Bin ordered; awaiting local contractor to install.



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**G) 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. Cllr Vincent suggested that, as there would now be an additional cost on top of the purchase of an air conditioning unit and its running, the Clerk determine the cost difference versus installing opening windows.

**H) BUSINESS CARDS**

No update. Cllr Vincent queried if the Clerk had looked at Vistaprint. The Clerk stated that he had, however, they did not accept cheques. Cllr Roberts suggested that the Clerk speak to Print Options.

**I) TOPOGRAPHICAL SURVEY OF THE TANYARD**

Survey delayed due to Cormac not placing the order with the sub-contractor; awaiting update and completion. Quote for feasibility study received 07/01/19 and shared with TTWG.

**J) COUNCILLOR EMAIL ADDRESSES**

Still not all Councillors have set up their '@millbrook-pc.gov.uk' email addresses.

**K) PROFESSIONAL ASSET VALUATION**

No response from Cornwall Council. Indicative hourly rate from Kivells is £130 per hour. Luscombe Maye was unable to provide valuation. Meeting scheduled with Bruton Knowles to get a quote for valuation.

**L) REPAIR OF THE NOTICEBOARD AT INSWORKE**

Awaiting a quote from a local contractor.

**M) SIGN FOR THE TANYARD**

No update.

**N) BARBEQUE SLAB OPPOSITE LIME KILN**

No update.

**O) REPLACEMENT OF TENNIS COURT KICKBOARDS**

Awaiting a quote from a local contractor.

**P) DISABLED BAY FOR VILLAGE HALL CAR PARK**

Quote received for £175 approved. Work to be carried out imminently.

**Q) REPAINTING OF RED WALKWAY IN VILLAGE HALL CAR PARK**

Quote received for £465 considered too expensive. Clerk investigating if the work could be completed by our ground staff or a local contractor.

**R) SCHOOL CHILDREN SIGN FOR PRE-SCHOOL IN VILLAGE HALL CAR PARK**

Investigating options in liaison with the pre-school manager.

## 85) FINANCE

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

*Cllr Lewis left the room at 20:03.*

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

*Cllr Lewis returned to the room at 20:08.*



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## **B) MONTHLY BUDGET (APPENDIX B)**

The Council took note of its financial position. The Clerk announced that the final round of the Mendennick Solar Fund was now being advertised until 14<sup>th</sup> February 2019.

### **86) DOES THE COUNCIL APPROVE OF THE USE OF THE PLAYING FIELDS ON 21<sup>ST</sup> SEPTEMBER 2019 TO FACILITATE THE ANNUAL COMMUNITY 'HARFEST' FESTIVAL?**

It was proposed by Cllr Roberts and seconded by Cllr Lewis that the Council does approve the use of the playing fields on 21<sup>st</sup> September 2019 to facilitate the annual community Harfest festival. Motion carried unanimously.

### **87) DOES THE COUNCIL APPROVE OF THE KERNOU LOUNGE PURCHASING AND INSTALLING PICNIC BENCHES IN THE TANYARD FOR USE BY ANY MEMBER(S) OF THE PUBLIC, NOT EXCLUSIVELY FOR CUSTOMERS OF THE CAFÉ?**

The Council debated the matter at length. It was proposed by Cllr Roberts and seconded by Cllr Lewis that the Council approves of the Kernow Lounge purchasing and installing up to 2 picnic benches in the Tanyard for use by any member(s) of the public, not exclusively for customers of the café and with the strict proviso that no waitress service is offered. Motion carried unanimously.

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

*The Chair opened the meeting for comments from County Cllr Trubody at 20:20.*

It was proposed by Cllr Wilton and seconded by Cllr Lewis that the Council does not change the restrictions on the double yellow lined area of the Tanyard corner to 'No Loading at any Time'. Motion carried with 1 against.

### **89) DOES THE COUNCIL AGREE TO ACT ON BEHALF OF THE RAME PENINSULA CLUSTER OF PARISH COUNCILS UNDER CORNWALL COUNCIL'S HIGHWAYS SCHEME?**

It was proposed by Cllr Wilton and seconded by Cllr Roberts that the Council agrees to act on behalf of the Rame Peninsula cluster of parish councils under Cornwall Council's Highways Scheme. Motion carried unanimously.

### **90) DOES THE COUNCIL APPROVE OF CORNWALL COUNCIL'S PLANS TO INSTALL DIGITAL PASSENGER INFORMATION SIGNS AT THE PARADE & INSWORKE BUS STOPS?**

It was proposed by Cllr Wilton and seconded by Cllr Roberts that the Council approves of Cornwall Council's plans to install digital passenger information signs at The Parade & Insworke bus stops. Motion carried unanimously.

### **91) DOES THE COUNCIL AGREE TO TORPOINT TOWN COUNCIL'S REQUEST REGARDING FUNDING FOR THE TORPOINT LIBRARY?**

After the Council had discussed the matter at length, there was a consensus amongst the majority of members that Millbrook's own micro-library provides the majority of library services in the parish. It was proposed by Cllr Lewis and seconded by Cllr Vincent that the Council does not agree to Torpoint Town Council's request regarding funding for the Torpoint Library. Motion carried with 2 against.



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## 92) DOES THE COUNCIL WISH TO APPOINT A GDPR COMMITTEE?

It was proposed by Cllr Roberts and seconded by Cllr Wilton that the Council does not appoint a GDPR Committee. Motion carried unanimously.

## 93) THE TANYARD

### A) DOES THE COUNCIL APPROVE THE USE OF THE TANYARD FOR THE BLACK PRINCE MAYPOLE DANCING & FETE ON 6<sup>TH</sup> MAY 2019?

It was proposed by Cllr Wilton and seconded by Cllr Roberts that the Council approves the use of the Tanyard for the Black Prince Maypole Dancing & Fete on 6<sup>th</sup> May 2019. Motion carried unanimously.

### B) DOES THE COUNCIL APPROVE OF THE BLACK PRINCE COMMITTEE'S REQUEST TO LEVEL AN AREA OF THE TANYARD TO FACILITATE THE MAYPOLE DANCING?

There was a consensus amongst members of the Council that the proposal to concrete the area was not acceptable for a number of reasons. The Chair suggested a temporary solution, such as using marine plywood to level the area. Cllr Vincent suggested a permanent but permeable solution, such as block pavers. It was proposed by Cllr Wilton and seconded by Cllr Roberts that the Council defer the matter until a detailed solution and the associated cost is known. Motion carried unanimously.

### C) DOES THE COUNCIL APPROVE THE USE OF THE TANYARD FOR CRAFT FAYRES ON THE FIRST SATURDAY OF EACH MONTH APRIL – SEPTEMBER (INCLUSIVE)?

It was proposed by Cllr Lewis and seconded by Cllr Roberts that the Council approves the use of the Tanyard for craft fayres on the first Saturday of each month from April to September inclusive. Motion carried unanimously.

## 94) CAPITAL & MAINTENANCE

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

It was proposed by Cllr Lewis and seconded by Cllr Wilton that the Council defer the matter until Cllr Taggart is present. Motion carried unanimously.

### B) SUBJECT TO ITEM 94A, DOES THE COUNCIL WISH TO EMPLOY THE DEPUTY CLERK TO SOURCE FUNDING?

It was proposed by Cllr Lewis and seconded by Cllr Wilton that the Council defer the matter until Cllr Taggart is present. Motion carried unanimously.

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

It was proposed by Cllr Edwards and seconded by Cllr Woffenden that the Council removes the bollards at the Dodbrook entrance to West Street Car Park. Motion carried with 1 abstention and 1 against.

### D) DOES THE COUNCIL WISH TO SEEK QUOTES TO INSTALL A NEW PATH IN THE GRAVEYARD?

*Cllr Edwards left the room at 20:56.*

It was proposed by Cllr Lewis and seconded by Cllr Roberts that the Council seeks quotes to install a new path in the graveyard. Motion carried unanimously by all members present.



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**E) DOES THE COUNCIL WISH TO INVESTIGATE THE PROVISION OF A PUBLIC ELECTRIC VEHICLE CHARGER IN THE VILLAGE?**

It was proposed by Cllr Wilton and seconded by Cllr Roberts that the Council investigates the provision of a public electric vehicle charger in the village. Motion carried unanimously by all members present.

## **95) VILLAGE HALL COMMITTEE – UPDATE**

Cllr Roberts gave an update from the Village Hall Committee:

- After looking into the Village Hall Deed of Trust, the committee has agreed that it is fit for purpose and does not need amending.
- The Village Hall now has a music licence.
- The alcohol license application for the Village Hall is out for consultation until 5<sup>th</sup> February 2019.

*Cllr Edwards returned to the room at 21:00*

- The website should be going live very soon.

There being no other business, the Chair closed the meeting at 21:01.