

## TORPOINT TOWN COUNCIL

**MINUTES** of the a meeting of Torpoint Town Council held on Thursday 20<sup>th</sup> July 2017 at 7.15pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

An open forum preceded the meeting at which no members of the public wished to raise any matters with the Town Council or Cornwall Councillors.

**PRESENT:** - Town Mayor (Councillor L E Keise), Deputy Town Mayor (Councillor Mrs. C E Goodman), Councillors E H Andrews, Miss R C Baker, Mrs. K Brownhill, L Clarkson, G J Davis, Miss L J Hocking, Mrs. C A Jackson Mrs. J M Martin, Mrs Sara C Ryder, Mrs. R A Southworth, Miss R A Tanner BEM and J Tivnan BEM plus the Town Clerk with the Deputy Town Clerk in attendance.

	<b>ACTION</b>
<p><b>56-17 Apologies for absence:-</b> Apologies for absence were submitted on behalf of Councillor P R Edwards.</p>	
<p><b>57-17 Declarations of Interest relating to items on the Agenda:-</b> Non Registerable Interests (NRI) were declared by the following:- Councillor Mrs K Brownhill – Agenda item 10 (as the author of the document from the TTP). Councillor Mrs S C Ryder – Agenda item 10 (as the secretary of the Chamber of Commerce).</p>	
<p><b>58-17 Planning Applications: -</b> None.</p>	
<p><b>59-17 Cornwall Council report:-</b> Councillor M J Crago reported that in addition to the previous months appointments he has been appointed as to the Tamar Bridge and Torpoint Ferry Joint Committee (and elected as a Joint Chairman), the Mount Edgcumbe Park Joint Committee and also the Devonport Dockyard Liaison Committee. Councillor Crago advised members that the ferries would be commencing refits in 2018 and warned members to be prepared for disruption. Councillor Crago explained that the proposed refits should extend the period between refits to 5 years. (It was noted the ferry report had been previously circulated to members). Councillor Crago also advised of remedial work to the Tamar Bridge that included replacement bolts and bridge deck re-surfacing. Councillor Crago noted that this work would be done in the evenings to reduce disruption to users and the cantilever lanes would be closed. Pedestrians would be ferried across the bridge using public transport. Councillor Crago advised that the planning application at 26, Cedar Drive has been refused. Councillor Crago advised that the Devonport Dockyard Liaison Committee consisted of representatives from Plymouth City and Cornwall Council, Babcock plc and the Ministry of Defence (MOD). Councillor Crago advised that the work on submarines and surface ships is continuing, the number of apprentice intake in September has increased to 120, and technology advances with remote cutting tools has reduced the amount of manual work. Councillor Crago advised the meeting that radio-activity in area was well below the limits and regular sampling of the Tamar was also well below the limit. Councillor Crago also spoke on other matters and conformed that there was little Cornwall Council could do to address the issue of the caravan in Adams Close and also advised that the campers near cost cutters are also being investigated. Councillor Mrs. K Brownhill criticised the standard of grass cutting at Westlake Close. Councillor Crago confirmed that he has taken up this issue with Cornwall Council. Councillor G J Davis presented his report that is appended to the</p>	

<p>minutes. Councillor Davis spoke to the items in his report. The Mayor reported that the Fire Station Officer has either invited members to the Fire Station or would attend a Council meeting. After a brief discussion it was resolved to accept the invitation to attend the fire station and the officer would be advised accordingly. Both Councillors Crago and Davis were thanked for their report and at this point Councillor Crago left the meeting.</p>	
<p><b>60-17 Minutes of the previous meeting:-</b> The minutes of the meeting held on Thursday 15<sup>th</sup> June 2017 were taken as read, confirmed and signed by the Mayor.</p>	
<p><b>61-17 Matters arising from the minutes</b> a) Asset Minutes of the Coastal Community Team Advisory Committee:- Pursuant to minute 27-17 (a) Councillor G J Davis reported that the relevant signatories have been obtained and papers submitted. Councillor Davis anticipated that the establishment of the Community Interest Company (CIC) should be concluded shortly. b) Cornwall Council – Queens Park Estate: - Pursuant to minute 45-17 (c) it was noted that this item had been explained in the report submitted by Councillor Davis and appended to these minutes. c) Date of the October meeting:- Pursuant to minute 50-17 (Proposed date of the October Council meeting) it was confirmed that the proposed date of the meeting [Wednesday 18<sup>th</sup> October 2017] the Council premises was fully booked therefore it was <b>resolved</b> the meeting would now be held on Friday 19<sup>th</sup> October 2017.</p>	<p>GJD  GJD  <b>Council</b></p>
<p><b>62-17 Mayor’s Communications</b></p> <p><b>Wednesday 21<sup>st</sup> June</b> - Maureen and I attended Military Kids Club Heroes Ambassadors Awards Evening held at the Church of St Nicholas in HMS Drake. It was pleasing to see the young people coming together representing their various clubs and receiving recognition for achievements gained throughout the year. It was a thrill to see both Carbeile and Torpoint Nursery and Infant Schools in attendance with their standards proudly displayed. Also well done to Harry, award for most committed member, for all his appearances with the standard.</p> <p><b>Saturday 24<sup>th</sup> June</b> - Maureen and I attended the Plymouth Armed Forces Day, and I had the honour of laying a wreath at the RAF and Allied Air Forces Memorial Service, Plymouth Hoe on behalf of the town. A hasty retreat was then made back to Torpoint, where Maureen and I had the privilege of opening the Torpoint Feel Good Festival. What a spectacular event, the whole day could not have been better, and even the weather was kind to us. Once again I would personally like to say Thank You to all involved in making the occasion such a success.</p> <p><b>Monday 6<sup>th</sup> July</b> - I attended the opening evening of TS Ramehead Sea Cadets, HMS Raleigh, which was a thank you to benefactors from over the years in making the unit possible. The refreshments laid on were spectacular, and most of us left with a doggy bag. I also presented the Mayors Cadet Sash, to Able Cadet Chris Hancock whom I’m sure will make the position proud.</p> <p><b>Sunday 9<sup>th</sup> July</b> - I attended the Sea Sunday Service held at The Minster Church of St Andrew Plymouth. The service is held each year to remember brave and dedicated men and women who we rely on to keep our global economy afloat.</p>	<p>LEK</p>

<p>And this years' service certainly reflected that.</p> <p><b>Monday 10<sup>th</sup> July</b> - Maureen and I attended The Inauguration of the Mayor of Saltash, Councillor Jean Dent. Jean unfortunately tripped and fractured her elbow on the morning of the event, but bravely made an appearance with her arm in a sling, and was still able to toss hot pennies and fruit from the upper window of the Guildhall to the young people gathered below.</p> <p><b>Thursday 13<sup>th</sup> July</b> - I attended at the request of The Lord- Lieutenant of Cornwall, Colonel Edward Bolitho the Service of thanksgiving and celebration in the Parish Church of St Nun, Pelynt, the presentation of the Trelawny Plate to Gareth Churcher. Gareth was awarded the honour for his outstanding contribution to music in Cornwall. I would also like to say thank you in my absence, to the Deputy Mayor Councillor Mrs Chris Goodman for attending and opening the Lions Annual Summer Fair on Saturday 15<sup>th</sup> July and going on afterwards to present the achievement awards to the young people at The Coppola School of Performing Arts. I understand a fantastic time was had by all. The Mayor confirmed that two activations of the Buller Road Defibrillator were made this week and concluded by saying we should all be proud that two lives were possibly saved due to our foresight of having them in the town, and placed in key locations within the town.</p>	
<p><b>63-17 Minutes of the Asset Management Committee</b></p> <p>It was resolved that the minutes of the meeting held on Thursday 22<sup>nd</sup> June 2017 (as circulated) are received and the recommendations in minute 20-17AMO (a) (Cleaning/Repairs Ellis Memorial) and 31-17AMO (Emergency Plan Working party) are adopted and implemented. Pursuant to minute 31-17AMO Councillor E H Andrews spoke on the history of emergency plans following which it was further <b>resolved</b>:-</p> <ul style="list-style-type: none"> <li>i) The Emergency Plan Working Party would report directly to the Council.</li> <li>ii) Appropriate terms of reference would be compiled for the Working Party</li> <li>iii) The Working Party would consist of The Town Mayor (ex-officio), the Deputy Town Mayor and Councillors E H Andrews, G J Davis and Mrs J M Martin.</li> </ul>	Clerk/ Council
<p><b>64-17 Minutes of the Finance and Personnel Committee</b></p> <p>It was <b>resolved</b> that the minutes of the meeting held on Monday 3<sup>rd</sup> July 2017 (as circulated) are received and the recommendations in minute's 32-17F&amp;P (a) (Budget Monitoring Policy), 33-17F&amp;P (b) (Debtors and Creditors – see also confidential minute), 34-17F&amp;P (a) (Training update and training policy) 34-17F&amp;P (b) (Complaints Procedure), 35-17F&amp;P (a) (Torpoint Mini Arts Festival – Request to use facilities at no cost), 35-17F&amp;P (b) (Ava's Fund – Request to use the facilities at no cost), 35-17F&amp;P (c) (Torpoint Chamber of Commerce (Request to use facilities at no cost) and 35-17 (d) Torpoint Town Partnership (Request to use the Benodet Park Tea Hut at no cost) are adopted and implemented. Pursuant to minute 28-17 (Planning Application – Torpoint Police Station) Councillor reiterated her comment at the meeting, that should the application be called to Committee it was likely a member of this Council would be invited to explain the Council's objections. Pursuant to minute 33-17 F&amp;P (b) (Debtors and Creditors) it was <b>resolved</b> that this matter would be considered with the public and press excluded at the end of the meeting as the matter related to occupiers of rooms 1, 2 and 9. Pursuant to minute 35-17F&amp;P (c) (Torpoint Chamber of Commerce (Request to use facilities at no cost) (Councillor Mrs S C Ryder declared a non-registerable interest (NRI) and left the meeting whilst this item was discussed). Pursuant to minute 35-17 (d) Torpoint Town Partnership (Request to use the Benodet Park Tea Hut at no cost) (Councillor Mrs K Brownhill declared a non-registerable interest (NRI) and left the meeting whilst this item was discussed).</p>	
<p><b>65-17 Minutes of the Development and Localism Committee</b></p>	

It was **resolved** that the minutes of meeting held on Thursday 6<sup>th</sup> July 2017 (as circulated) and the recommendations in minutes 32-17D&L (b) (Adela Road) and 35-17D&L (a) (Publicity Policy) are adopted and implemented. Pursuant to minute 32-17D&L (a) (Adela Road), Councillor G J Davis in his capacity as the Cornwall Councillor for Torpoint East Division, informed the meeting that the officer from the Public Rights of Way (PROW) team is putting a proposal to the capital board for a decision in November and if approved for the project to be undertaken during the next financial year. It was noted that the conversation with the officer by Council representatives suggested that the process was alluded to as being definitive and not a proposal as advised.

### 66-17 Financial Comparison

It was **resolved** that the June 2017 financial comparison (as circulated) is received and adopted. It was reported that the Deputy Town Clerk has reviewed the income and expenditure and confirmed the financial comparison as being accurate.

### 67-17 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates Council Complex August 2017	1,083.00	0.00	1,083.00
Cornwall Council	Rates Public Cons August 2017	123.00	0.00	123.00
BUNZL	Toilet Rolls	35.44	5.91	29.53
BUNZL	Broom Handle	1.01	0.17	0.84
British Telecom	Phone Bill	627.14	104.52	522.62
SSE	Electricity Bill	624.68	104.11	520.57
Crab Stitch	HiVis Jacket/Mayors Cadet Sash	110.00	0.00	110.00
DDC CRC Ltd	Probation Team	448.00	74.67	373.33
Cornwall Council	Salaries/Mayors Allowance Apr-June	30,515.97	34.00	30,481.97
Don Benson	Clock Winding	28.00	0.00	28.00
Just Rods	Antony Road Toilets - Cleansing	70.00	0.00	70.00
British Telecom	Phone Bill	34.20	5.70	28.50
ITEC	Photocopier Lease	189.42	31.57	157.85
EE/T Mobile	Telephones	80.09	13.35	66.74
Corona Energy	Gas Supply	415.13	69.19	345.94

### 68-17 Correspondence

a) Cornwall Council – Electoral Review of Cornwall.

Noted. Councillor G J Davis reported that the Conservative Party view was that the number of members on Cornwall Council should be reduced by some 40-50. Councillor Davis explained in his experience, that with a drop of that number and given the geographical spread of Cornwall, it would be extremely difficult for a member to give good representation to the electors and additionally hold down a job or employment. With this in mind it could restrict, demographically, who could offer themselves as a candidate and exclude a number of candidates. Councillor J Tivnan supported the observation made by Councillor Davis on the matter of good representation and the serious problems with a reduction in members. Following further debate it was **resolved** to support the status quo with a membership of 123 Cornwall Councillors.

Councillor E H Andrews raised the issue of polling cards at elections and the currently correct procedure for members to be consulted for cards to be issued. Councillor Andrews drew attention to historical precedence in which cards were always issued and proposed that delegation be given to the Town Clerk to automatically authorise issue of polling cards for elections. Following further consideration it was **resolved** that delegated authority is given to

Clerk/DTC

<p>the Town Clerk to authorise the issue of polling cards for elections.</p>	<p>Clerk</p>
<p><b>69-17 Reports</b></p> <p>a) Neighbourhood Plan Steering Group.  The Chairman of the Neighbourhood Development Plan Councillor G J Davis reported on the meeting held on Monday 10<sup>th</sup> July 2017 (as circulated). Councillor Davis reported on the meeting and detailed the Draft Neighbourhood Development Plan following which it was <b>resolved</b> the Torpoint Town Council adopts the draft Neighbourhood Development Plan and submits to Cornwall Council for the Strategic Environmental Assessment (SEA) screening. Members expressed their thanks and congratulations to the Steering Group for the work and commitment in bringing the plan to this stage of assessment.</p> <p>b) Torpoint Town Partnership (TTP): -  Councillor J Tivnan reported that the carnival preparations are now well advanced and an open top bus has been organised. Councillor Tivnan also reported that Torpoint has been invited to host the Cornwall Armed Forces Day event but confirmed that this would only be possible provided financial support is made available by both Cornwall Council and the Ministry of Defence. It was advised that the response would be in confirmation of these conditions. Councillor Tivnan also reported that the Benodet Park Tea Hut would be available for teas and coffees during August and called for volunteers to assist this venture. It was reported that there is currently no update on the Tour of Britain cycle race stage to be held in Cornwall. Councillor Tivnan was of the opinion the event should start from Antony House as the Ferry lanes did not have the capacity to hold the event. Councillor G J Davis explained that proposals had to be in by January 2018 and suggested a letter of support for the Torpoint Town Partnership should be submitted. The Mayor reported a conversation with the Lord Lieutenant that if Torpoint wished to have a visit from a member of the Royal Family then an expression should be sent to the Lord Lieutenant. It was noted that there is a three year "lead in" so the earliest time would be in the year 2020. It was reported that Mr. Chris Still has been awarded the police support volunteer for the year. Other policing matters were discussed.</p> <p>c) Reports from Delegates to Outside Bodies:  Councillor G J Davis reported on the recent Community Network Area with Councillor J Tivnan being elected as Vice Chairman for the Gateway Network area. Items discussed included the priorities for the area that included economic and road transport. Councillor Davis observed that the town centres are recognised as part of the economic programme.</p>	
<p><b>70-17 Date of next meeting: -</b>  Thursday 17<sup>th</sup> August 2017.</p>	
<p><b>71-17 Exclusion of the Public and Press:-</b>  It was resolved that the public and press are excluded from the meeting as the items to be discussed included confidential information relating to an occupier of the Council premises (Minutes 33-17F&amp;P (b) (Debtors and Creditors – see also confidential minute) and 48-17 both refer). (Public Bodies (Admission to Meetings) Act 1960) para1 sec 2). The minute is listed as confidential and appended to these minutes.</p> <p>Meeting Closed at 8.50pm.....Town Mayor</p>	