



## TORPOINT TOWN COUNCIL

MINUTES of the adjourned annual meeting of Torpoint Town Council held on Thursday 24<sup>th</sup> May 2018 at 7.00 p.m. in the Council Committee Room, 4 York Road, Torpoint.

**Present:** - Town Mayor (Councillor L E Keise), Councillors E H Andrews, Miss R C Baker, S J Corbidge MBE, G J Davis, Miss L J Hocking, Mrs. C A Jackson, Mrs. J M Martin, Mrs. R A Southworth, Miss R A Tanner BEM plus the Town Clerk with the Deputy Town Clerk in attendance.

	<b>ACTION</b>
<p><b>26-18 Apologies for absence:-</b>            Apologies for absence were submitted on behalf of Deputy Town Mayor (Councillor Mrs. C E Goodman), Councillors Mrs. K Brownhill, L Clarkson and J Tivnan BEM.</p> <p>a) The Deputy Town Clerk reported in the absence of 10 electors calling for an election, the council would fill the casual vacancy by Co-option. It was <b>resolved:</b>                i) the closing date for Co-option would be Friday 15<sup>th</sup> June                ii) that candidates wishing to be considered for co-option would be able to explain why they wish to be considered for co-option and all candidates will be invited to attend for an informal meeting prior to the Council meeting on the 21<sup>st</sup> June, at which the vacancy would be filled.</p>	Clerk/DTC
<p><b>27-18 Declarations of Interest relating to items on the Agenda:-</b>            An RI (Registerable interest or pecuniary interest) was declared by: -            Councillor Mrs. C A Jackson (Agenda item 11 (d) – as an employee of Cornwall Council).            An NRI (Non-registerable interest) was declared by: -            Councillor Mrs. R A Southworth – (Agenda item 15 – as treasurer of Torpoint Community Cinema).</p>	
<p><b>28-18 Planning Applications: -</b></p> <p>a) PA18/03657 – 30, Wellington Street, Torpoint - Construction of annexe/coach house on land to the rear of number 30, Wellington Street (demolition of existing garage) and alterations to existing dwelling (as referred by the D &amp; L Committee).            Objected to the proposed plans on the grounds of overdevelopment of the site and lack of parking.</p> <p>b) PA18/03855 – Kanguro, Albion Road – Construction of a single storey detached dwelling with off street parking.            No observations or objections.</p>	DTC   DTC
<p><b>29-18 Cornwall Council Report</b></p> <p>a) In the absence of Councillor M J Crago Councillor G J Davis gave a brief report on his behalf highlighting the recent encampment of Travellers at the Trevol Business Park had moved onward to Dobwalls and subsequently left the site in a very poor state. Councillor G J Davis highlighted the following:</p>	

<p>i) A 'no-surprise' protocol reminder is being developed by Cornwall Council which seeks to ensure Divisional Members are kept informed by Cornwall Council when work is being undertaken in their Divisions, whilst also ensuring that Town and Parish Councils are made aware.</p> <p>ii) A Cornwall Councillor experienced a seven hour wait at Derriford Hospital with a patient who had been injured, a short review of the Derriford Hospital accident and emergency waiting times compared with Treliske Hospital will be undertaken by the health overview and scrutiny committee.</p> <p>iii) In the recently published Standards Committee annual report, despite the free of charge code of conduct training delivered by Cornwall Council, there has been an increase in the number of complaints received against town and parish Councillors and all members have been reminded to honour the code of conduct with each other, officers and members of their local community.</p> <p>iv) Cornwall Councillor M J Crago and Cornwall Councillor G J Davis are attending a meeting of the Tamar Bridge and Torpoint Ferry Joint Committee tomorrow, at which a proposed toll increase of 25 pence for each crossing charge will be considered, as well as Committee members seeking additional income generation ideas. Councillor Davis added that a conversation prior to this meeting had resulted in a suggestion to offer one of the ferries as a possible wedding venue, which he would suggest.</p> <p>v) At a meeting with the current Cornwall Council Place Shaping Lead, held today, the position is being replaced in July by Glen Copling, Councillor Davis will arrange a meeting to discuss the Lower end of Fore Street future development proposals and will invite the Mayor to attend this meeting.</p> <p>vi) Councillor G J Davis invited applications for Community Chest grant funding to assist projects run by voluntary and community groups in Torpoint East and West Divisions, details on how to apply are available from the Divisional members; adding the Friends of Thanckes Park group has made a successful bid for funding and has been awarded £250.00. This will support a Positive Poo campaign, which aims to provide poo bag dispensers and bags alongside the existing waste bins in Thanckes Park. Funds will also support activities taking place in the National Fields in Trust event being held in Thanckes Park on 7<sup>th</sup> July.</p>	<p>GJD</p>
<p>The Mayor has been contacted by a residents' relative regarding the out-of-order lift at Albion Court, with an explanation that it would not be repaired until the mid/end of July. The Mayor asked Councillor Davis to explore the possibility of the lift being repaired earlier, who agreed to investigate.</p> <p>The Mayor asked Councillor Davis about the poor quality and the apparent lack of timeliness with grass cutting around the town. Councillor S J Corbidge added support to the Mayor's concerns about the grass cutting being undertaken by CORMAC on behalf of Cornwall Council; he detailed an email sent to Councillor J Tivnan thanking him for keeping the raised beds and grass area in Harvey Street looking pleasant. Councillor Corbidge highlighted and thanked the volunteers, known as TVE, who had been improving the hedgerows. Councillor Corbidge detailed a dog fouling poster competition being organised with the local schools; Councillor Hocking supported the Mayor's concerns about the grass cutting. Councillor Davis concurred with the Members' opinions about the grass cutting, highlighting three years ago Cornwall Council</p>	<p>GJD</p>

<p>announced budget cuts which would significantly impact this service and only an increase in the tax base would see an improvement.</p> <p>b) Cornwall Council planning service - Area Team Trial: - The Deputy Town Clerk referred to a circulated email from Cornwall Council planning service requesting an informal meeting with members of the town council to help foster stronger working relationships with the Town and Parish Councils and Cornwall Councillors in the Community Network Area (CNA), members agreed to schedule a meeting for Wednesday 13<sup>th</sup> June 2018, 7.00pm all Members are invited to attend.</p>	<p>DTC/Cllrs</p>
<p><b>30-18 Minutes of the previous meeting</b> The minutes of the meeting held on Thursday 19<sup>th</sup> April were taken as read, confirmed and signed by the Mayor subject to the addition of (Councillor J) Tivnan under minute number 6-18 (a).</p>	
<p><b>31-18 Matters arising from the minutes</b></p> <p>a) Cornwall Council Report – Road blister Antony Road/Trevol Road junction: - Pursuant to minute 6-18 (a) the Deputy Town Clerk explained the officer at Cornwall Council has provided reasons to keep the blister in situ. The scheme was originally put in to improve the school crossing patrol facility and make it safer for the school children to cross the road. It was installed after the garage had been closed, with no accidents reported over the past 5 years, the narrowing of the road helps reduce speeds and provides a shorter distance for pedestrians crossing the road. Councillor G J Davis expressed his support to keep the blister in place as many families with children cross the road to and from school. Councillor E H Andrews cited the correct protocols in place for addressing the work undertaken by the officers of the town council.</p> <p>b) Coastal Community Team (CCT) Advisory Committee: - Pursuant to minute 6-18 (c) Councillor G J Davis acknowledged receipt of the correspondence about the progress of the Community Interest Company (CIC) reporting the CIC has not been set up. Councillor Davis explained that organisations applying for CCT funding may require written support for their bids, therefore it is would be in the Council’s interest to keep the Advisory Committee dormant, members <b>resolved</b> the Coastal Community Team Advisory Committee remains in a dormant state pending the progress of the CIC.</p> <p>c) Dog Fouling in Torpoint: - Pursuant to minute 11-18 the Deputy Town Clerk detailed that fixed penalty notice stickers, at no cost, have been promulgated around the town. The Deputy Town Clerk detailed quotation prices for printing dog fouling posters, also body cameras, and sought clarification on the appropriate cost centre for this project. The Clerk drew members’ attention to costing projects prior to voting on their implementation. Councillor Mrs. J M Martin questioned the impact of the publicity posters against the proposed expenditure. Members re-iterated support for the purchase of body cameras and after considering the matter <b>resolved</b> to purchase one body camera for the Council enforcement officers. Councillor S J Corbidge re-iterated the school dog fouling poster competition and it was <b>resolved</b> to see the outcome of this campaign before purchasing additional posters. Councillor Martin suggested in future members add agenda items to committee meetings where projects can be debated in full instead of during council meetings.</p> <p>d) Library update: -</p>	<p>DTC</p>



<p>It was resolved that this update would be considered with the Public and Press excluded on the advice of Cornwall Council as it contained sensitive information [see minute 45-18 below].</p>	
<p><b>32-18 Mayor's Communications</b>  <b>10<sup>th</sup> May</b> – Maureen and I attended the Saltash Mayor Making Ceremony, other local town representatives who attended the ceremony have agreed to meet in the future to assist each other with similar issues.  <b>16<sup>th</sup> May</b> – Maureen and I attended the Liskeard Mayor Making Ceremony  <b>17<sup>th</sup> May</b> – I would like to thank those who attended the town annual meeting and Mayor Making Ceremony in the Council Hall and also those who voted for Maureen and I to continue to represent your town for a second civic year. Thank you to Lord Mayor and Consort Councillor Wendy Foster and Councillor Ken Foster, Sheryll Murray MP, Mayor of Liskeard Councillor Christine Whitty and Consort Terry Whitty, Deputy Mayor of Saltash Councillor Gloria Challen and Neil Challen, Councillor John Crago, Mike Pearn MBE and Mrs Val Pearn for attending.  <b>18<sup>th</sup> May</b> – I attended the City of Plymouth Lord Mayor Making Ceremony of Councillor Sam Davey.  <b>19<sup>th</sup> May</b> – Maureen and I were hosted by St. Columba and Torpoint RFC at their annual dinner and awards evening – thank you for their hospitality.  <b>22<sup>nd</sup> May</b> – I attended the Callington Mayor Making Ceremony.</p> <p>The Mayor thanked all those who had been involved with bringing the colourful bunting to Fore Street, which had been received well in the town. The Mayor highlighted a forthcoming thank-you tea party being organised by Torpoint Nursery and Infant School at the Council Hall on Thursday 21<sup>st</sup> June, to commemorate 100 years since the end of WWI, inviting local residents and Councillors to attend.</p>	
<p><b>33-18 Minutes of the Asset Management Committee</b>  a) It was <b>resolved</b> the minutes of the meeting Thursday 26<sup>th</sup> April 2018 (as circulated) and the recommendations contained in minutes 4-18AMO (d) (Replacement Bus Shelter) and 5-18AMO (Operational Report Bénodet Park Toilets) are adopted and implemented. Pursuant to minute 10-18AMO (a) (Torpoint Community Cinema) Councillor G J Davis supported this project, adding that as Torpoint Community Cinema are considering the purchase of assets (a screen and projector) to be installed in the Council Hall and in his opinion this town council ought to consider whether there are other groups who would benefit from using the equipment, therefore this town council should consider the option to purchase these assets for community use. Members were supportive and it was <b>resolved</b> to refer this to the next meeting of the Asset Management and Operations Committee for discussion. (Councillor Mrs R A Southworth declared an NRI and left the chamber prior to this minute being considered.0  Councillor Mrs. R A Southworth suggested purchasing stickers for town council assets to assist with publicity of the town council. Pursuant to minute 4-18AMO (c) the Clerk reported receipt of the SLA from Cornwall Council to eradicate Japanese Knotweed in Thanckes Park, adding that the eradication programme is planned to commence at the end of May.  b) Pursuant to minute 4-18AMO (a) (Bénodet Park Sound Hut) the Deputy Town Clerk is awaiting a quotation to move the electrics within the sound hut before the project to</p>	

<p>relocate the sound hut can commence.</p>	
<p><b>34-18 Minutes of the Finance and Personnel Committee</b>  a) It was <b>resolved</b> the minutes of the meeting held on Monday 30<sup>th</sup> April 2018 (as circulated) are received and the recommendation contained in minutes 8-18F&amp;P (b) (Torpoint Players – Use of Council facilities at no cost (Rehearsals)), is adopted and implemented.  b) Pursuant to minute 4-18F&amp;P (d) (Council Staffing Structure) the Deputy Town Clerk was pleased to report the Administration Assistant post had now been filled; the successful applicant Ms. Tina Morris had been introduced to members prior to the start of this meeting and will commence employment with the town council on Monday 4<sup>th</sup> June. Councillor Mrs. J M Martin detailed the slightly changed interview panel which included the Deputy Mayor, Councillor Mrs. J M Martin and the Deputy Town Clerk with the Town Clerk also in attendance in a capacity as moderator.</p>	
<p><b>35-18 Minutes of the Development and Localism Committee</b>  It was <b>resolved</b> the minutes of the meeting held on Thursday 3<sup>rd</sup> May (as circulated) are received and the recommendations contained in minutes 4-18DL (d) (War memorial – both recommendations), 4-18DL (e) (CCTV), 4-18DL (f) (Email Accounts), 8-18DL (b) (Youth Services) are adopted and implemented. Pursuant to minute 4-18DL (d) (War memorial) Councillor Miss R C Baker reported the following updates on the project:  i) Enquiries into the requirements to satisfy listed building consents had been made and registered with Cornwall Council.  ii) Email had been sent from Cornwall Council Estates  iii) Email had been sent to St James Church PCC seeking their support  It was <b>resolved</b> for Councillor Miss R A Baker to be added to the Development and Localism Committee.</p>	<p>DTC</p>
<p><b>36-18 To consider and approve the Committee Terms of reference for the 2018-19 Civic Year</b>  a) Asset Management and Operations Committee  b) Development and Localism Committee  c) Finance and Personnel Committee  d) Coastal Community Team Advisory Group  e) Neighbourhood Plan Steering Group  It was <b>resolved</b> the Committee Terms of reference (as circulated) for the 2018-19 Civic Year are adopted with the following amendments: -  (c) Finance and Personnel Committee – delegation to this Committee to consider and approve all applications for Free of Charge use of facilities;  (d) Coastal Community Team Advisory Group – delegation to this Advisory Group to give support to projects/funding bids which promote the objectives of the Economic Plan for Torpoint and the Rame Peninsula.</p>	
<p><b>37-18 To approve the Annual Return and Accounts for 2017-18</b>  a) Annual Governance Statement: -  The Clerk presented the annual governance statement that is part of the Annual Return, to members for consideration. After considering the sections in the Governance</p>	

<p>Statement it was <b>resolved</b> that the document is approved by Council and the Mayor and Clerk sign the document on behalf of the Council.</p> <p>b) Accounts Statement and Financial Accounts: - The RFO presented the accounts statement that is part of the Annual return, the Council financial accounts and supporting statement to members for consideration. After considering the documents supplemented by the RFO explaining points and answering questions, it was <b>resolved</b> that the documents are approved and the Mayor and RFO sign the documents on behalf of the council.</p> <p>c) Internal Audit Report: - The Clerk presented the Internal Audit section of the AGAR and confirmed the control objectives were achieved by Council for the 2017-18 financial year and the section was noted. The Clerk précised the internal audit report to Council following which it was <b>resolved</b> that the report is referred to the Finance and Personnel Committee for further consideration.</p>	<p>RFO</p>
<p><b>38-18 To appoint members to the following Working Groups</b></p> <p>a) Libraries Working Group: - It was <b>resolved</b> for the Town Mayor (Councillor L E Keise), Deputy Town Mayor (Councillor Mrs. C E Goodman), Councillors Mrs. R A Southworth and Miss R A Tanner would remain on the Libraries Working Group with Councillors G J Davis and S J Corbidge to be added to the working group.</p> <p>b) Emergency Plan Working Group: - It was <b>resolved</b> for the Town Mayor (Councillor L E Keise) and Councillors E H Andrews would remain on the Emergency Plan Working Group with Councillors Miss R C Baker, S J Corbidge and Mrs. J M Martin to be added to the working group.</p> <p>The Deputy Town Clerk reported receipt of an invitation, via Cornwall Council Emergency Planning team, for up to twelve Councillors to have a site visit/tour of the Thanckes Tanks site, it was <b>resolved</b> that the members of the Emergency Plan Working Group would be invited to attend initially with the opportunity for all members to visit on a second occasion (if needed).</p>	<p>DTC</p>
<p><b>39-18 Benches at the Sennen play area – Councillor E H Andrews</b></p> <p>Councillor E H Andrews presented photographs (as circulated) of two very worn benches currently located on the footpath overlooking the Sennen play area. Councillor Andrews explained that the benches are Cornwall Council assets adding that in his opinion they are currently not fit for purpose. It was <b>resolved</b> the benches are referred to the next meeting of the Asset Management and Operations Committee for further consideration and in the meantime Cornwall Council are contacted to undertake a refurbishment of the benches.</p>	<p>DTC</p>
<p><b>40-18 Financial Comparison</b></p> <p>It was <b>resolved</b> that the April 2018 financial comparison (as circulated) is received and adopted. The Clerk detailed the changes to the formatting, which now include accruals and provide a percentage total of budget planned. It was reported that the Deputy Town Clerk has reviewed the income and expenditure and confirmed that the cash book reconciled to the bank and financial comparison as being accurate.</p>	

<b>41-18 Accounts for payment</b>				
Don Benson	Clock Winding	28.00	0.00	28.00
DDC CRC Ltd	Rehabilitation Team (April)	448.00	74.67	373.33
South West Water	Town Hall	377.90	0.00	377.90
EDF Energy	Electricity Haldo Pillar	17.20	0.82	16.38
Vaughtons	Freeman Broach	51.47	8.58	42.89
Vaughtons	Freeman Broach	40.79	6.80	33.99
British Gas	Electricity Invoices - Public Cons	270.77	12.88	257.89
BIFFA	Waste Disposal	109.34	18.22	91.12
Torpoint Builders Merchants	Cement/Bolts - Bench Installation	105.51	17.59	87.92
Rame Refuse	Soil and Turf Disposal - Bench	40.00	0.00	40.00
SW Hygiene	Sanitary Unit disposal (Ann contract)	751.29	125.22	626.07
Firewatch SW	Emergency Light Repair	143.56	2.58	140.98
Rabart Decorators	Decorating Mats (Town Hall x 5)	214.79	35.80	178.99
C F Southworth	Train/Tube ticket reimbursement	273.70	0.00	273.70
British Telecom	Phone Bill	35.28	5.88	29.40
BUNZL	Cleaning/Sanitary Supplies*	156.91	26.16	130.85
Shire Leasing	Telephone System	149.29	24.88	124.41
EE T Mobile	Telephone	63.98	10.66	53.32
Corona Energy	Gas Supply	840.13	140.02	700.11
*Includes deducted credit note of £22.79				
<b>42-18 Correspondence</b>				
a) Grace and Glamour: - Members considered a request from Grace and Glamour to install green box hedging on the external walls located above the entrance doors to the rooms being occupied. Following consideration and discussion it was <b>resolved</b> to decline the request for box hedging to be installed with an additional request that all fake greenery is removed from the outside of the council building.				
				DTC
<b>43-18 Reports</b>				
a) Torpoint Town Partnership (TTP): - Councillor Mrs. J Martin reported at the recent TTP meeting the outcomes of the meeting with the local traders to discuss the Christmas Lights switch on, were considered. There is a possibility the event duration will be extended and entertainment acts are being contacted to check their availability to perform. Councillor Martin explained that marketing of the event will be improved and a Christmas colouring competition for children is being considered. Councillor Martin explained the TTP will be corresponding with the council about the forthcoming Beacon Lighting ceremony, seeking permission to use the Millennium Beacon and Rendel Park for the Battle's Over commemoration service. Councillor Martin detailed Torpoint Community Events forthcoming withdrawal from the TTP in September, TTP will be required to purchase public liability insurance for future events. Councillor Martin reported the number of volunteers is dwindling, identifying the carnival event organisation as a cause for concern. Any volunteers wishing to assist with event organisation would be welcomed. The TTP AGM is on				

<p>Tuesday 26<sup>th</sup> June 2018.</p> <p>b) Market Working Group: - Members considered the report of the All Party Parliamentary Markets Working Group (APPMWG) reception at Westminster on Tuesday 15<sup>th</sup> May 2018 attended by the Town Clerk and following discussion <b>resolved</b> the report is received and accepted.</p> <p>c) Reports from Delegates to Outside Bodies: - i) Friends of Thanckes Park (FOTP) Councillor G J Davis reported on behalf of Councillor Tanner, (who has been unable to attend the recent meeting) highlighting the FOTP had successfully raised £1,008 in a recent crowdfunding campaign, which will be used towards the purchase of seeds for the wild meadow. Against tough competition £204.00 was raised via the Waitrose Community Matters scheme, additional donations have included £100 from the 1730 Club; £14.00 from Emma Thornton, plus £15.39 raised from refreshments at clean-up days. Councillor Davis added that a future clean-up/planting day is scheduled for Saturday 10<sup>th</sup> June, inviting members to add their support to this event.</p>	
<p><b>44-18 Date of next meeting: -</b> Thursday 21<sup>st</sup> June 2018.</p>	
<p><b>45-18 Exclusion of Public and press: -</b> It was resolved the information to be considered is of a sensitive nature, this item is considered with the public and press excluded and is contained in the confidential annex to these minutes (Public Bodies (Admission to Meetings) Act 1960 1(2)). (Minute 31-18 (d) refers) (Councillor Mrs. C A Jackson declared a Registerable Interest as an employee of Cornwall Council and left the meeting whilst this item was discussed).</p>	
<p>Meeting closed at 10.15pm .....Town Mayor</p>	