

TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 19th January 2017 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

PRESENT: - Town Mayor (Councillor M J Crago), Deputy Town Mayor (Councillor L E Keise), Councillors E H Andrews, Mrs. K Brownhill, G J Davis, Mrs. C E Goodman, B Hobbs, Mrs. C A Jackson, Mrs. J M Martin, M N Pearn MBE, Mrs. R A Southworth, and J Tivnan plus the Town Clerk with the Deputy Town Clerk in attendance.

	ACTION
<p>139-16 Apologies for absence:- Apologies for absence were submitted on behalf of the J F Creek, A P Glanville and Miss R A Tanner BEM.</p>	
<p>140-16 Declarations of Interest relating to items on the Agenda:- None.</p>	
<p>141-16 Minutes of the previous meeting:- The minutes of the previous meeting held on Thursday 15th December 2016 were taken as read, confirmed and signed by the Chairman with the deletion of the word Enterprise and insertion of the word Operation in minute 127-16.</p>	
<p>142-16 Matters arising from the minutes</p> <p>a) Duchy Moorings:- Pursuant to minute 126-16(a) Councillor Hobbs reported proposals had been sent to Plymouth City Council that it is hoped will be accepted. Councillor Hobbs explained the charging mechanisms for boats based on the vessels length although he ventured that the estimated number of boats being moored appeared to be inconsistent. Councillor Hobbs also raised the issue of vacant moorings. Following the address it was resolved that this item would no longer be placed on the agenda and would only be considered if progress is being made to conclude this matter.</p> <p>b) Minutes of the Coastal Community Team Advisory Committee:- Pursuant to minute 126-16 (c) Councillor G J Davis reported that although there is no progress to report the outstanding forms for Companies House have been completed and submitted. Councillor Davis was confident this matter should be concluded in the next month.</p> <p>c) Cornwall Council report (Plymouth City Bus Routes):- Pursuant to minute 126-16 (d) the Clerk reported receipt of a letter from the Managing Director of City Bus in reply to this Council's letter on the issue of the discontinued direct bus to the city centre via Union Street. The Managing Director spoke of the "financial disaster" of operating the 71A service and this route will not be repeated. The letter continued by explaining an unacceptable gap in the 32 timetable would be left if a direct peak time route was given. The letter observed that the "unpalatable truth" is that Torpoint services need the passengers on the Plymouth side of the river to help cover the costs. The letter was noted. Councillor B Hobbs explained the current direct routes into Union Street observing that a return trip would leave the passengers in Park Avenue having to negotiate Ferry Hill as a pedestrian. Councillor G J Davis reminded members that Cornwall Council were working toward an integrated transport system and urged the Council to press the case for Torpoint. Councillor Mrs. R A Southworth advised that a meeting of the Torpoint and Rame Passenger</p>	GJD

<p>144-16 Planning Applications</p> <p>a) PA16/03215/PREAPP – Police Station, Ferry Street, Torpoint – Pre-application advice for the demolition of existing station and development comprises new community police station and 10 residential apartments and associated parking. Councillor G J Davis addressed the Council on issues that he suggested appeared to conflict with the emerging Neighbourhood Development Plan. Councillor Davis conceded that he did not have all the information available and confirmed he would email the finalised text to all members of the Council.</p> <p>b) PA16/11666 – 12, Windsor Terrace, King Street Torpoint – Construction of first floor balcony to front elevation and conversion of existing rear flat to decked terrace with external steel access stairs. No objections or observations.</p> <p>c) PA16/11676 – 98. Carbeile Road, Torpoint – Proposed single storey front bedroom extension. No objections or observations.</p> <p>d) PA16/11954 – Rear of 12, Fore Street, Torpoint – Conversion and extension of building to form a 1 bedroomed dwelling. No objections or observations.</p> <p>e) PA17/00075 – 48.Maker Road, Torpoint – Single Storey rear and side extension. No objections or observations.</p>	<p>GJD</p>
<p>145-16 Minutes of the Coastal Community Team</p> <p>It was resolved that the minutes of the meeting held on Wednesday 11th January 2017 (as circulated) are received. As a result of the late receipt of the minutes it was further resolved that consideration of the minutes are deferred until the next meeting of the Council.</p>	
<p>146-16 Report from the Systems and Procedures Working Party</p> <ul style="list-style-type: none"> ➤ It was resolved that the report of the meeting held on Monday 9th January (as circulated) is received and the recommendations relating to the future intentions of this Council toward the Neighbourhood Development Plan Steering Group and the Coastal Community Team Advisory Committee are adopted and implemented. After further consideration of the report the Council resolved to adopt and implement the following suggestions:- ➤ That the Committee structure status quo remains with the three Standing Committees (detailed above) continuing. ➤ That the Asset Management and Operation Committee is moved to the Thursday following the Council meeting (the current meeting date for the Development and Localism Committee meeting) and that the Development and Localism Committee meets on the date vacated by the Asset Management and Operations Committee. ➤ That the quorum for Committees is reduced from the current level of half the membership to that of four or 1/3 whichever is larger. Whilst the Working Party recognise that the number of members serving on each Committee should not be restricted, it is suggested that Committee membership should not exceed 12. It is also suggested that the Council discontinue the practice of allowing substitutes given the probable reduction in the Council quorum. <p>[The amendments above will now be included in Standing Orders to become operative</p>	

<p>following the February meeting of this Council].</p> <ul style="list-style-type: none"> ➤ That the terms of reference for each Committee is reviewed prior to April to enable the terms to be concluded at the Annual meeting of the Council in May. ➤ That cost centre budgets are allocated to individual committees (the Budget Monitoring Policy refers) and therefore Committees become accountable and responsible for spend against budget. This matter was referred the Finance and Personnel Committee for further consideration. ➤ That the August Council meeting is re-instated. ➤ That the Council as the employer (via the Finance and Personnel Committee) review application of the appraisal system within the Pay and Conditions and other relevant policies for consistency and to ensure staff have equal and fair treatment and opportunities. 	<p>Council</p> <p>F&P Comm.</p> <p>F&P Comm.</p>
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147-16 Financial Comparison

It was **resolved** that the December 2016 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. It was further **resolved** that Councillors G J Davis and J Tivnan would become authorised bank signatories and the Deputy Town Clerk would make the necessary arrangements to implement this arrangement.

DTC

148-16 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Salary/Mayors Allowance Oct-Dec 2016	28,974.53	36.00	28,938.53
Waterwise	Toilet Seat and Hinge Pack	42.67	7.11	35.56
Waterwise	Urinal Electronic Timer and Valve	135.00	22.50	112.50
Mrs C M Southworth	Practioners Conf (Travel/Accomod)	480.30	0.00	480.30
British Telecom	Telephone	34.08	5.68	28.40
SSE	Electricity Supply	837.73	139.62	698.11
Rabart Decorators	Brush Set	20.58	3.43	17.15
Don Benson	Clock Winding	28.00	0.00	28.00
Clear Sight	Window Cleaner	60.00	0.00	60.00
BIFFA	Wheelie Bin	101.66	16.94	84.72
SW Water	Public Conveniences (Antony Rd)	145.50	10.37	135.13
EE/T Mobile	Telephone (Direct Debit)	60.00	10.00	50.00
DDC CRC	Probation Team (December)	448.00	74.67	373.33
ITEC	Photocopies	19.50	3.25	16.25
British Telecom	Telephone Invoices	652.64	108.77	543.87
ITEC	Photocopier Lease (Direct Debit)	189.42	31.57	157.85
M Acton	Laundry	61.00	0.00	61.00

149-16 Correspondence

a) SCOPE – House to House Collections.
Noted.

b) Vanity Rooms – Occupancy Information (as circulated by emails).
Noted. It was further **resolved** that this matter is taken with the public and press omitted from the meeting as a result of the confidential nature of the business to be discussed (Public Bodies (Admission to Meetings Act) 1960 part 1 para 2).

c) Cornwall Council – Community Infrastructure Levy (CIL) Consultation. Noted.

d) C Evans – Footpath 1 – Request for a gate. Noted. The Clerk briefed members on the request and confirmed that this was an infrastructure matter and therefore Cornwall Council’s responsibility. The Clerk has responded to the resident acknowledging the letter, detailing the process and also copied in Cornwall Councillor M N Pearn the ward member for the area. Councillor Pearn commented that he has been in contact with both Cornwall Council and the local landowner who has replied favourably in not objecting to a gate subject to conditions. Cornwall Council has not yet replied. Members were also reminded that dogs should be kept on leads especially approaching the busy A374.

MNP

150-16 Reports

a) Neighbourhood Plan Steering Group.

It was **resolved** that the minutes of the meeting held on Monday 16th January 2017 are received but as a result of late receipt would not be considered until the next meeting of this Council. It was further resolved that the late receipt of the December minutes of the Steering Group would also be referred to the February meeting of the Council. However because of the pressing need to consult on the draft Neighbourhood Development Plan, it was resolved to delegate to the Development and Localism Committee consideration of the draft plan and to offer it for consultation.

b) Cornwall Council:-

Councillor B Hobbs reported that he has received assurances from Cornwall Council that the drains in the town would be cleared within the next 4 -6 weeks. Councillor G J Davis drew attention to the deteriorating condition of the signage on the “Queens Park Estate” in the town. The estate had been built as local authority housing during the tenure of the Torpoint Urban District Council and very little had been done to the signage since the estate had been erected and completed. Councillor Davis suggested that the signage should be refurbish to not only improve aesthetics but also to protect the heritage of the area. Attention was also drawn to trees that had been felled on the estate. Councillor Hobbs confirmed that he would contact the relevant department in Cornwall Council to request the signs are refurbished and that the felled trees are replaced.

Councillor M N Pearn advised the Council that interest had been expressed by an outside body on the tennis courts and hut in Thanckes park and as a result any future negotiations are likely to be delayed as a result. Councillor Pearn also reminded those that intended to become candidates at the next Town and Cornwall Council elections in May 2017 that the “Period of Purdah” commences on March 20th 2017. Councillor Pearn then addressed the problems of the breakdown on the Lynher Ferry as a result of a broken chain. Councillor Pearn informed the meeting that the cause was an issue of a “hairline” fracture of with one of the links. Councillor Pearn then presented the ferry report:-

BH

WEEK COMM	DAY AND DATE	FERRY	IMPACT ON SERVICE	SCHEDULED SERVICE	REASON	OVERALL EFFICIENCY %
12/12/2016	Saturday 17 th December	Lynher	26	1292	Broken Chain	98.0
19/12/2016	Monday 19 th December	Lynher	30	1292	Broken Chain	92.0
	Tuesday 20 th December	Lynher	30			
	Wednesday 21 st December	Lynher	30			
	Thursday 22 nd December	Plym	2		Vacon Drive Belt	

26/12/2012	Friday 30 th December	Plym	10	1292	Vacon Drive Belt	99.2	
02/01/2017	Thursday 5 th January	Tamar	7	1292	Loose Segment Bolts	99.5	
09/01/2017	Thursday 12 th January	Lynher	2	1292	Bad Weather	98.3	
		Plym	16		Vacon Defect		
	Friday 13 th January	Lynher	2		Bad Weather		
	Saturday 14 th January	Tamar	2		Drive Cabinet Leak		
<p>Overall availability 98.8% Target 99%</p> <p>c) Torpoint Town Partnership (TTP):-</p> <p>Whilst the minutes of the meeting had been circulated it was noted that there was too little time to consider these in depth. Following discussions it was resolved:-</p> <p>i) Proposals from the TTP for this Council to purchase a Gazebo: - It was noted that this matter had not been considered by the Council and that the proposal should be presented at the Asset Management Committee for consideration and a recommendation presented to Council.</p> <p>ii) It was noted that this Council had allocated £5,000 in the 2017-18 budget to support an annual event in the town (LGA 1972 section 144 – power to contribute to encourage Tourism), plus any surplus from this year’s event would be held as an “allocated” reserve toward support of the 2017-18 event. It was noted that the event would be organised by the TTP. Prior to release of any finances by this Council it was resolved the matter was delegated to the Finance and Personnel Committee to implement controls on behalf of the Council to include</p> <ul style="list-style-type: none"> ➤ A budget for expenditure has been submitted by the TTP for the event and is presented and approved by the Committee prior to any other consideration ➤ Any procedure for procuring or securing services and goods is to the same standards of those within the Financial Regulations and Best Value statement of this Council. ➤ That with the above conditions being in place, operational delegation is given to the Deputy Town Clerk (in conjunction with the RFO where appropriate) to effect the procurement and securement of the goods and services in compliance with this Council’s financial controls. ➤ That an expenditure audit trail for the event against the budget is produced by the Deputy Town Clerk for presentation to each meeting of the Council. <p>Attention was also drawn to the possibility of the “Tour of Britain” cycle event being held in Cornwall and that Torpoint should have facilities in place should the bid progress. It was resolved that the Council would write to Antony Estates to enquire if car parking facilities could be made available given the paucity of space to accommodate and provide sufficient parking in the town.</p> <p>d) Reports from Delegates to outside bodies:- None.</p>							
<p>151-16 Date of next meeting Thursday 16th February 2017.</p>							
<p>152-16 Exclusion of the Public and Press It was resolved that the meeting stand adjourned and the press and public are excluded from the meeting as the items to be discussed related to commercially sensitive matter (Public Bodies (Admission to Meetings Act) 1960 part 1 para 2). The confidential minute is appended to these minutes. (Minute 149-16 (b) above also refers).</p>							

AMO
Comm

F&P
Comm

Clerk

Meeting Closed at 9.20pm.....Mayor	
None. OPEN FORUM	