

TORPOINT TOWN COUNCIL

MINUTES of the adjourned annual meeting of Torpoint Town Council held on Thursday 25th May 2017 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

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

	ACTION
<p>21-17 Apologies for absence:- None. Both Councillors G J Davis and P R Edwards signed their Declaration of Acceptance of Office forms as deferred at the annual meeting.</p>	
<p>22-17 Declarations of Interest relating to items on the Agenda:- Non-Registerable Interests (NRI) were declared by the following: Councillor Mrs R A Southworth – (as a Committee member of the Comrades Club).</p>	
<p>23-17 To approve the co-option process:- It was resolved that the all Council members would be invited and participate in the co-option process to fill the four vacancies as a result of the uncontested election at the Development and Localism Committee meeting to be held on Thursday 1st June 2017. Interested candidates for co-option will be invited to meet with members and officers prior to the meeting commencing at 6.30 pm. The co-option would be undertaken by paper ballot of members under the supervision of the Town Mayor and Town Clerk.</p>	D&L/ All members
<p>24-17 Cornwall Council report:- Councillor G J Davis the Cornwall Council member for the Torpoint East Division addressed members. Councillor Davis thanked those that had participated in the recent election. Councillor Davis spoke on accountability and stressed the need for separation between his role as a Town Councillor and Cornwall Councillor and the difference highlighted this with the different email addresses. Councillor Davis reported that Cornwall Council would be governed by a coalition of the Independent and Liberal Democrat groupings and that the Committees have not yet been appointed (that also included the Tamar Bridge and Torpoint Ferry Joint Committee). Councillor Davis spoke of some of the on-going issues in the town that included parking in Kingsley Avenue and Safety camera sites. Councillor Davis spoke at length on proposed parking charges in the town and acknowledged that this council had opposed any proposed additional charges. It was also noted that the supermarket would not refund charges after 4 pm. Councillor Davis informed the meeting that the car parking proposals would be reviewed again this summer. Councillor Davis concluded by encouraging the reporting of issues and incidents to be done on-line. Councillor E H Andrews thanked Cornwall Council for repairing the damaged safety fence at the Carbeile Inn and Councillor Mrs. R A Southworth also expressed thanks for clearing the blocked drains in York Road.</p>	
<p>25-17 Standing Orders:- Members proposed that the following amendments to Standing Orders are made:- a) Standing Order 1 (a) Meetings shall commence at 7.15 p.m. (To facilitate Open Form that will commence at 7. 00 pm).</p>	

<p>b) Standing Order 10 (a) Planning Applications c) Standing Order 10 (b) Cornwall Council Report d) The remaining order of business should follow the revised 10 (a) and 10 (b). It was resolved that the proposed amendments stand adjourned until the June meeting of this Council.</p>	Council
<p>26-17 Minutes of the previous meeting:- The minutes of the previous meeting held on Thursday 20th April 2017 were taken as read, confirmed and signed by the Mayor.</p>	
<p>27-17 Matters arising from the minutes a) Minutes of the Coastal Community Team Advisory Committee:- Pursuant to minute 04-17 (a) Councillor G J Davis reported that the documents to form the Community Interest Company and submitted to Companies House have been returned because of an issue with them. Councillor Davis also reported that one of the Councillors has now resigned. Given the possible impact on the continuance of the Coastal Communities Team Advisory Committee it was resolved that updates and further discussion would be considered at Council.</p> <p>b) Cornwall Council – Queens Park Estate: - Pursuant to minute 04-17 (c) Councillor G J Davis confirmed that he will explore this issue further with the relevant officers at Cornwall Council.</p> <p>c) Bus Shelters:- Pursuant to minute 04-17 (e) the Clerk reported that the proposed Deed of Transfer had been signed by both himself and the Deputy Town Clerk on behalf of the Town Council. When the relevant copies of the deed are returned by Cornwall Council the shelters would simultaneously be removed from the Asset Register and Insurance Schedule.</p> <p>d) Sargeant Crow leaving:- Pursuant to minute 04-17 (g) it was noted that the leaving celebration was attended by the Deputy Town Mayor of Saltash but not by the Mayor of this Council even though the event was held in Torpoint. Various suggestions were forthcoming as to this apparent oversight. It was also reported that the replacement for Sargeant Crow was Sargeant Jo Williams currently the officer covering Liskeard and Looe and would therefore take on the additional stations of Torpoint and Saltash. It was noted that the information had been sent to the previous Mayor’s home address and that the Clerk should contact the author and remind them of protocol in that correspondence should be sent to the Mayor’s secretary currently the Deputy Town Clerk.</p>	<p style="text-align: center;">GJD</p> <p style="text-align: center;">GJD</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
<p>28-17 Mayor’s Communications The Mayor presented his report:- 18th May - Mayor Making Ceremony Torpoint, what a wonderful experience for Maureen and myself, and a big thank you to all who attended to make the experience so memorable. 19th May - Mayor Making Ceremony and Civic Reception of Lord Mayor of Plymouth – Wendy Foster held at the Guildhall Plymouth. 19th May - Evening- the St John presentation Evening held at the St John Ambulance Hall where the cadets were awarded their certificates and awards for achievements achieved over the past year. A fantastic group of young people, making themselves and the town proud. 23rd May - Evening – prayer vigil organised by The Christian Fellowship held at Cornerstone Church for the victims of the Manchester bombing. Forthcoming event:- 10th September Civic Parade</p>	

<p>The Mayor announced that his Charity for the 2017-18 civic year would be Cancer Research UK.</p>	
<p>29-17 Planning Applications a) Extensions and alterations to Garage PA17/02720 – Review of comments made by the Town Council (email from Planning Officer refers (as circulated). Members considered the email from the Planning Officer (as circulated). Members opposed the suggestion from the Planning Officer that the application should be approved and suggested that the application should be considered by a Committee by enlisting the support of the newly elected divisional member for Cornwall East Councillor G J Davis. Councillor Davis informed members that he was undergoing planning training on Friday. The Clerk would also speak to the Planning Officer on the systems of engagement and seek extensions where possible to the 5 day protocols.</p>	<p>GJD Clerk</p>
<p>30-17 Minutes of the Asset Management and Operations Committee It was resolved that the minutes of the meeting held on Thursday 27th April 2017 (as circulated) are received and the recommendations in minutes 4-17AMO (a) (Disability Access, Sparrow Park), 14-17AMO (Keys to the Council Hall) and 14-17AMO (Incident at the Lawn) are adopted and implemented. Pursuant to minute 4-17AMO (a) (Disability Access, Sparrow Park) Councillor Mrs J M Martin objected to the proposal to install the support equipment for disability access pointing to the ramp that was already in place specifically for disabled use. Councillor Mrs Martin observed that the steps were an aesthetic inclusion during the redevelopment of the park and not designed for disabled access. Pursuant to minute 4-17AMO (c) Councillor Mrs R A Southworth sought to understand the process to seek recompense for any damage to the gazebo. Councillor J Tivnan explained the procedures for those using the equipment being responsible for checking the gazebo in and out. Councillor Tivnan also explained the process for repairing the equipment. Pursuant to minute 7-17AMO the Clerk reminded members that the Asset condition has still not been completed and drew attention to the requirement for the assets of this Council to be maintained (Governance and Accountability 2016 sec 5). Councillor Mrs R A Southworth observed that the floor in the Council hall has been improved following the purchase of the floor buffer.</p>	<p>AMO Comm.</p>
<p>31-17 Minutes of the Finance and Personnel Committee It was resolved that the meeting held on Tuesday 2nd May 2017 (as circulated) are received and the recommendations in minutes 8-17F&P (a) (Torpoint and Rame Lions – Request to use Council facilities at no cost), 8-17F&P (b) (Torpoint Community Arts and Performance Society – Request to use Council facilities at no cost (6 x monthly meetings), 8-17F&P (c) (Hayley Hoskins – Use of Benodet Park and access to electricity), 8-17F&P (d) (Torpoint Bowling Club – Access Road (adjacent to the Bowling Club), 8-17 (e) (CALC – Membership), 8-17F&P (f) (Women’s Rape and Sexual Abuse Centre (Cornwall) (Safe Space for Survivors Project) – Request for financial assistance, 8-17 (g) (Torpoint Town Partnership – Request for additional funding) and 12-17F&P (CCTV Cameras – Benodet Park) are adopted and implemented.</p>	
<p>32-17 Minutes of the Development and Localism Committee It was resolved that the minutes of the meeting held on Thursday 4th May 2017 are received and the recommendation in minute 4-16D&L (a) (Devolution of a programme of assets and services) is adopted and implemented. Pursuant to minute 4-16D&L (a) (Devolution of a programme of assets and services) Councillor J Tivnan warned that the Council should not consider having the redundant and vandalised tennis court hut devolved to this Council if it becomes established that asbestos is present in the building. It is understood that Cornwall</p>	

<p>Council have now commissioned an asbestos survey for the hut. Councillor E H Andrews also considered that the devolution of Enterprise Court should also be put back on the devolution agenda and reminded members of the history of the project and the integral role of Torpoint Town Council. Councillor Mrs C A Jackson also invited members to visit the library to familiarise themselves with the operation. Pursuant to minute 04-17 (b) (Adela Road) it was reported by the Deputy Town Clerk that the questionnaires are ready for distribution. Councillor J Tivnan and the Deputy Town Clerk spoke on the signage that had been prepared following suggested wording from the CORMAC officer. Councillor Tivnan and the Deputy Town Clerk drew attention to the locations and fixing the signs.</p>	
<p>33-17 To consider and approve the Committee Terms of Reference for the 2017-18 Civic Year</p> <p>The Council considered the terms of reference for the following Committees and Working Parties (2016-17 were circulated) following which it was resolved that the terms of reference would be confirmed for</p> <ul style="list-style-type: none"> a) Asset Management and Operations Committee b) Development and Localism Committee c) Finance and Personnel Committee d) Coastal Community Team Advisory Committee e) Neighbourhood Plan Steering Group <p>The Clerk would circulate the final terms of reference to members.</p>	Clerk
<p>34-17 To approve the Annual return for 2016-17</p> <ul style="list-style-type: none"> a) Annual Governance Statement: - The Clerk presented the annual governance statement that is part of the Annual Return, to members for consideration. After detailing the various sections and the Clerk confirming points in the Governance Statement it was resolved that the document is approved and the Mayor and Clerk sign the document on behalf of the Council. b) Accounts Statement and Financial Accounts: - The Clerk presented the accounts statement that is part of the Annual return, financial accounts and supporting statement to members for consideration. After considering the documents it was resolved that the documents are approved and the Mayor and Clerk/RFO sign the documents on behalf of the council. c) Consider the Internal Auditor report: - The Clerk presented the Internal Audit report to members for consideration. The Clerk précised the report following which it was resolved the report is referred to the Finance and Personnel Committee for further consideration. 	
<p>35-17 Financial Comparison</p> <p>It was resolved that the April 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.</p>	
<p>36-17 Accounts for payment</p>	

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates (Council Chambers) June	1,083.00	0.00	1,083.00
Cornwall Council	Rates (Public Cons) June	123.00	0.00	123.00
Time and Motion	Alterations Mayoral Chain/Collarette	693.60	115.60	578.00
DDC CRC Ltd	Rehabilitation Team (April)	448.00	74.67	373.33
SW Hygiene	Sanitary Disposal Service (Annual)	736.54	122.76	613.78
SW Water	Water (Pub Cons - Antony Rd)	49.88	3.85	46.03
British Telecom	Telephone Invoice	41.08	6.85	34.23
White Tornado (M Acton)	Laundry	44.00	0.00	44.00
Humphries Electrical Serv	Electrical Work (Annex)	30.00	0.00	30.00
Don Benson	Clock Winding	28.00	0.00	28.00
EDF Energy	Haldo Pillar	17.20	0.82	16.38
Clegg and Shortman	Roof Repairs Buller Road	1,042.39	173.33	869.06
Viking Direct	Stationery/Stamps	357.67	35.78	321.89
EE T Mobile (Direct Debit)	Telephones	61.49	10.25	51.24
Corona Energy (Direct Debit)	Gas Supply (April)	930.79	155.13	775.66
Corona Energy (Direct Debit)	Gas Supply (May)	874.79	145.80	728.99

37-17 Correspondence

a) A Bond – Boundary Fence (via email).

Noted. After considering the request to erect the boundary fence it was **resolved** to delegate the negotiations to the Clerk provided that the fence is erected at no cost to the Council and any permissions and legal entitlements are the responsibility of the author to obtain.

b) RTPI Awards – Vision (via email).

The Deputy Town Clerk reported that the submission made on behalf of the Council had received a highly commended in the special planning category. The awards ceremony would take place on the 6th June and the Mayor or Deputy Mayor were invited to attend.

c) Cornish Christmas – Man Engine Project.

Noted. It was resolved that the Council would not express an interest this year primarily as a result of the short notice.

Clerk

38-17 Reports

a) Neighbourhood Plan Steering Group.

In the absence of a meeting there was not report to present.

b) Torpoint Town Partnership (TTP): -

Councillor J Tivnan gave an update on progress of the event.

39-17 Date of next meeting

Thursday 15th June 2017.

Meeting Closed at 8.40pm.....Town Mayor