



TORPOINT TOWN COUNCIL

OPEN FORUM

In the absence of any questions from the public members noted that Mr. John Hallam had received his award for designing the Town Council logo at the February meeting.

MINUTES of a meeting of Torpoint Town Council held on Thursday 15th March 2018 at 7.15pm in the Council Committee Room, 4, York Road, Torpoint.

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

	ACTION
<p>192-17 Apologies for absence:- Apologies for absence were submitted on behalf of the Deputy Town Mayor Councillor Mrs C E Goodman, Councillors Miss R C Baker, Mrs. K Brownhill, Miss L J Hocking and Mrs S C Ryder.</p>	
<p>193-17 Declarations of Interest relating to items on the Agenda:- An RI (Registerable interest or pecuniary interest) was declared by: - Councillor Mrs C A Jackson (Agenda item 11 (a) – as an employee of Cornwall Council). An NRI (Non-registerable interest) was declared by: - Councillor Mrs R A Southworth 16 (e) – as a member of the applicant organisation).</p>	
<p>194-17 Planning Applications: - a) PA18/01214 – 40, Woodland Way, Torpoint – Erection of single garage forward of the principal elevation. No objections or observations.</p>	
<p>195-17 Cornwall Council report:- Councillor M J Crago reported on the recent Pensions Committee also attended by the Town Clerk as the employers representative, and announced that the finances of the fund are still yielding excellent returns. Councillor Crago reported that the Clerk has received the mandatory training on pensions and investment port-folios. Councillor Crago announced that he has pooled his community chest finances with Councillor G J Davis and the recipients are detailed later in the report. Councillor Crago reported that pre-application advice has been given for the relocation of playing fields and club house [PA18/00185]. Councillor Crago in giving the Tamar Bridge and Torpoint Ferry Report, announced that the refit of the Plym ferry will be undertaken at the A&P ship yard, Falmouth between the 20th September and the 30th October 2018. Traffic and toll revenue on the ferries is down over the last 12 months by 0.7% and 1% respectively. A similar pattern has been established on the bridge with a 12 month reduction in traffic of 1.1%. Councillor Crago reported that the incidents of the broken chains on the Lynher Ferry both in December and previously is being investigated by the Chinese manufacturer. Councillor Crago advised the Council that any proposals to increase tolls on the</p>	

<p>crossings had to go for public consultation and then seek the approval from the secretary of state before being implemented. Councillor Crago announced that the development at the Defiance Field could result in a supermarket and 80 homes with the development being undertaken by Cornwall Council. In response to a question from Councillor Mrs. J M Martin on any possible reasons for the reduction in traffic on the ferry, whilst venturing some possible reasons Councillor Crago was unable to give a definitive answer. Councillor G J Davis detailed the successful recipients of the pooled Community Chest funds with Councillor Crago. Successful recipients included Pentorr Youth and Family Day (£321.50), Torpoint and Rame Community Sports Centre (£261.36), Torpoint Community Cinema Club (£500), Torpoint Rowing Club (£175) and Torpoint Community College (£251.14). Both Councillors Crago and Davis were thanked for targeting the Community Chest finances at youth organisations. Councillor Davis expressed disappointment the bollards have yet to be installed at Harvey Street that were still at the Saltash depot and the repairs to Sparrow Park have not been expedited. Councillor J Tivnan expressed concern at the pedestrian "blister" situated at the junction of Antony and Trevol roads was a traffic hazard especially for those turning left out of Trevol Road. Explanations were given as to the reasoning for installing the "blister" that was primarily for visibility when the site was a petrol station. Councillor Davis reported that narrowing the road was helpful for road safety but conceded that if it was now considered a hazard for road safety then he would support the removal. Councillor L Clarkson also reminded members of the problem of parking with parents collecting children from the schools. Members were further reminded that the police and schools have targeted parents on the subject of inconsiderate parking on the roads in the vicinity of the schools. Following further discussion it was resolved that this council would write to Cornwall Highways to request the removal of the pedestrian "blister" at the junction of Trevol and Antony roads. It was suggested that the CNA Link Officer receives a copy of the letter.</p>	<p>DTC</p>
<p>196-17 Minutes of the previous meeting:- The minutes of the meeting held on Thursday 15th February 2018 were taken as read, confirmed and signed by the Mayor subject to including the words "are adopted and implemented" in minute 184-17.</p>	
<p>197-17 Matters arising from the minutes a) Emergency Siren: - Pursuant to minute 181-17 (a) the Deputy Town Clerk (DTC) reported that following the recent meeting with representatives from Cornwall Council, Plymouth City Council and the nuclear response team and the subsequent follow up meeting hosted by Plymouth City Council and attended by the Deputy Town Clerk and the Chairman of the Finance and Personnel Committee, has resulted in a proposal for this Council to engage in an information promulgation and dissemination proposal. The circulated email containing details of the proposal had been circulated and noted. Members were briefed that the proposal if accepted would have financial implications and it was therefore resolved to refer the proposal to the Development and Localism Committee for further consideration. b) CCTV: - Pursuant to minute 181-17 (b) the Town Clerk updated members on the project following receipt of an email from the Cornwall Council Fire and Rescue Team that was noted. It was reported that the Police and Crime Commissioner (PCC) has announced a reduction in funding</p>	<p>D&L Comm.</p>

for the projects and it is likely that the Council might be restricted to around 30-40% of the overall project (£12-15,000). It is understood the funding application would be considered by the PCC on the 26th March. The officer had also reviewed the proposed lease and would discuss this further with the legal team at Cornwall Council. The Clerk advised members that the Council could only accept an operational lease. The information was noted.

c) Neighbourhood Development Plan Paper: -

Pursuant to minute 181-17 (c) it was reported that this item will be considered within Library report and pending the outcome of the negotiations would not be considered as a separate agenda item at future meetings.

d) Occupiers Update:-

Pursuant to minute 181-17 (d) the Deputy Town Clerk reported that the occupier's insurance claim has been settled. The Clerk reminded members that this Council also had an insurance claim pending. The Deputy Town Clerk was optimistic that the matter would be concluded by the end of the month.

e) Fire Alarm Panel/Detection System: -

Pursuant to minute 183-17 it was reported that variables to the original tender had been discovered as contained in an email circulated to members by the Deputy Town Clerk. The email confirmed that if implemented the variables were implemented it would result in additional costs to the project. Members therefore **resolved** to refer this item to the Asset Management and Operations Committee to be considered and to delegate to this Committee to reach a decision to implement or not the suggested variables as contained in the email circulated to all members by the Deputy Town Clerk.

f) Coastal Community Team Advisory Committee:-

Pursuant to minute 186-17 Councillor Davis apologised for the tardiness and protracted formation of the Community Interest Company. Councillor Davis assured members that the matter would be concluded very shortly and it was **resolved** to defer consideration to abolish this Committee until the April meeting of the Council.

DTC

AMO
Comm.

Council

198-17 Mayors Communications

22nd February - Maureen and I had the pleasure of presenting Norman and Elizabeth Nethercott with a bouquet of flowers in celebration of 60 years of marriage. Norman, Elizabeth and their family were immensely proud of the card received from her Majesty the Queen to mark the occasion.

4th March - I would like to thank the Deputy Town Mayor Mrs Christine Goodman on attending the Civic Service of Saltash. My thanks also to her consort Mr Chris Goodman who accompanied her to the service.

12th March - I attended the fly a flag for the Commonwealth ceremony held at 10am in Sparrow Park. It was amazing to think that similar ceremonies would be held in the 52 countries that make up the Commonwealth. I was assisted by pupils from our three schools in raising a flag to celebrate the occasion and my thanks once again to the pupils and teachers involved. A small reception was then held here at the Council Chambers as a thank you to all involved. A static display of photos etc. was on display showing various views of Torpoint through the ages, thank you to Rosemary and the archives for the displays.

The young people found it fascinating and had lots of questions to ask both about the Commonwealth and Torpoint.

14th March - Maureen and I attended the RBL annual presentation evening held at the

<p>Comrades Club. Certificates were presented to individuals and organisations who helped raise over £13,000 on behalf of the RBL during their poppy appeal last year. Well done and congratulations to all involved.</p>	
<p>199-17 Minutes of the Asset Management and Operations Committee: - It was resolved the minutes of the meeting Thursday 22nd February 2018 (as circulated) and the recommendations contained in minutes 112-17AMO (b) (Health and Safety Policy) and 113-17AMO (Operational Report), 115-17 (a) (Flag Flying policy), 117-17AMO (Skateboard Park renovations – all three recommendations) and 118-17AMO (Weed Spraying Contract) are adopted and implemented. Pursuant to minute 112-17AMO (b) (Health and Safety Policy) whilst it was confirmed that the monitoring regime of fire and legionella records would be undertaken by Operational Staff, until the Deputy Town Clerk had undertaken the course and qualification in health and safety, Councillor J Tivnan offered his support to the operational team.</p>	
<p>200-17 Minutes of the Finance and Personnel Committee: - It was resolved the minutes of the meeting held on Monday 26th February 2018 (as circulated) and the recommendations contained in minutes 106-17F&P (a) (Civic Functions), 106-17 (c) (Training Update and Training Policy), 106-17F&P (d) (Council Investment Strategy), 106-17 (f) (Internal Controls Scrutiny Document – both recommendations), 107-17F&P (a) (Standing Orders), 107-17F&P (b) (Financial Regulations and Best Value Statement) and 109-17F&P (a) (Council Staffing Structure) are adopted and implemented. Pursuant to minute 106-17 (c) (Training Update and Training Policy) the Clerk will circulate a copy of the members skills audit in preparation for the next Finance Committee meeting when members are provisionally appointed to the various Committees. Pursuant to 106-17F&P (d) (Council Investment Strategy) the Clerk will contact both the Cornwall Council and the CCLA to request further information, guidance notes etc. for investment port-folios to be considered at the next Finance and Personnel Committee meeting. Pursuant to minute 106-17 (f) (Internal Controls Scrutiny Document) members noted that the review of Council Fidelity Insurance was undertaken (K3) and following consideration it was resolved that the Council would increase the Fidelity Insurance to £1 million to ensure that the guidelines of balances and half the precept are met. Pursuant to minute 107-17F&P (b) (Financial Regulations and Best Value Statement) the Clerk suggested that an amendment might be required to the security process with the PIN number (9.11) but would further evaluate and if a change is required will re-present the Financial Regulations to members for further consideration. Pursuant to minute 109-17F&P (a) (Council Staffing Structure) the Clerk confirmed that together with the Deputy Town Clerk, construct the Person Specification and advertise the post as soon as possible. The proposed policy schedule for 2018-19 will be presented to the next meeting of the Finance and Personnel Committee for further consideration.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk/DTC</p> <p>F&P Comm.</p>
<p>201-17 Development and Localism Committee: - In the absence of a meeting of this Committee, members considered items that were considered urgent and included on the agenda. a) Libraries Update: - Given the confidential nature (as confirmed by Cornwall Council) it was resolved that as document contains information of a sensitive nature this item is considered with the public and press excluded and is contained in the confidential annex to</p>	

<p>these minutes (Public Bodies (Admission to Meetings) Act 1960 1(2)).</p> <p>b) Location of the 3rd proposed bus shelter: - The Deputy Town Clerk reported that following a survey of the area to identify any other possible locations for the proposed bus shelter none were deemed to be suitable. The Deputy Town Clerk advised members that further investigations will be made as to if any cables do exist under the site currently being considered by the Council.</p> <p>On other matters it was reported that the redundant tennis hut in Thanckes Park has been cleared out and the asbestos survey is being undertaken. The Deputy Town Clerk reported that the hut is structurally in a better condition than previously thought although some members were reticent to make any commitment pending the results of the asbestos survey. An update on the progress of devolution proposals was given by the Deputy Town Clerk. Councillor G J Davis spoke on the protracted devolution proposals and suggested that this council might wish to engage in cutting the grass in the play areas on a maintenance agreement as a possible short term solution as the granting of a lease or asset transfer is likely to be protracted. It was understood that a meeting was scheduled at Cornwall Council for the 3rd April 2018 to discuss parks devolution with two of the key items being a possible TUPE transfer and disposal of the waste. More would be known after this meeting.</p>	
<p>202-17 Proposed Market Policy – Town Clerk</p> <p>The Town Clerk addressed members on the proposed Markets Policy (as circulated). The Clerk explained by adopting the policy, the Council were by virtue of its statutory powers in accordance with the provisions of Part III of the Food Act 1984 exercising market rights throughout Torpoint. The Clerk explained the definition of a market within the Act and emphasised the purpose of the Council implementing the Act by means of the policy was to revitalise the town, increase the footfall for local businesses and make the town a focal point for local residents and encourage visitors. It would also regulate and apply consistency to street markets. Whilst it is acknowledged a market would take in all forms of trading including table top sales these would receive a very light touch approach and could benefit with gaps in both timings and types of markets being easily identified. After discussing the matter further and considering the policy and appended proposed licences, apart from some minor grammatical changes it was resolved that the Markets policy and appended licences as presented are adopted by the Council and that delegated authority to pursue and manage this project is delegated to the RFO working with the Markets Working Group (MWG).</p>	RFO/MWG
<p>203-17 St Columba and Torpoint Rugby – Councillor E H Andrews</p> <p>Councillor E H Andrews spoke on the subject and whilst suggesting the Council might wish to support the initiative suggested that the Council defer further consideration until the next meeting of this Council. Councillor G J Davis whilst indicating there could be support for the club, indicated that there might be future occasions where this Council might be required to make a decision on aspects of the project. Councillor Mrs. J M Martin concurred with Councillor Davis and on the proposition of Councillor Mrs. Martin it was resolved the Council would respond by thanking the club for the presentation and will await future updates before considering the matter again.</p>	DTC
<p>204-17 Financial Comparison</p> <p>It was resolved that the February 2018 financial comparison (as circulated) is received and</p>	

adopted. It was reported that the Deputy Town Clerk has reviewed the income and expenditure and confirmed the financial comparison as being accurate.

205-17 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
British Telecom	Phone Bill	35.28	5.88	29.40
Security Bollards Direct	2 R14 removable bollards	768.00	126.00	642.00
DDC CRC Ltd	Probation Team	448.00	74.67	373.33
One Direct	5 Twin Pack radios (c/w 10 ear pieces)	1,199.94	199.99	999.95
C F Southworth	Petrol - Lawnmower	17.02	2.52	14.50
Don Benson	Clock Winding	28.00	0.00	28.00
BIFFA	Waste Disposal	129.90	21.65	108.25
C F Southworth	Rail Fare - R Austin/Petrol Oil Grass Cutt	33.12	2.52	30.60
EE/T Mobile	Telephones	61.49	10.25	51.24
Rabart Decorators	Decorating Materials	11.74	1.96	9.78
Complete Bus Solutions	Stationery	44.44	7.14	37.30
Complete Bus Solutions	Postage Stamps	121.00	0.00	121.00
A Campfield	Council Photograph	28.00	0.00	28.00
Cornwall Council	GDPR Training	60.00	0.00	60.00
Nisbets	Catering Equipment	150.63	25.10	125.53
Cornwall AMS	Boiler Repairs	78.00	13.00	65.00
BUNZL	Cleaning/Sanitary Materials	196.44	32.44	164.00
ITEC	Photocopies	24.17	4.03	20.14
M Acton	Laundry	144.00	0.00	144.00
British Telecom	Phone Bill	417.08	62.84	354.24
British Telecom	Phone Bill	112.59	18.77	93.82
Corona Energy	Gas Supply Town Hall	1,061.48	176.91	884.57

206-17 Correspondence

a) Mrs M M Helley – Trees on Harvey Street Hill.

Noted. Councillor Tivnan responded to the individual points contained in the letter. Councillor Tivnan advised members that some residents had welcomed the reduction of trees (that would regrow) and the removal of shrubs and announced that the area would be planted with daffodils and spring flowers. It was confirmed that this Council does not own the land and Councillor G J Davis stated that this area was part of the regeneration area of the town and the land in question is owned by Cornwall Council. It was therefore **resolved** that a copy of the letter would be forwarded to Cornwall Council with receipt of the letter being appropriately acknowledged to Mrs Helley and informing the author of this Council's actions.

b) 2nd Torpoint Scouts – St Georges Day Parade.
The invitation to members and officers was noted.

c) J Spurrell – House name – Carew Wharf (by email).
Members support the proposed naming of the house.

d) M Watkiss – Speed Restrictions, Marine Drive (Ferry Street end).

DTC

<p>The circulated letters were noted. Members considered both the original letter to Cornwall Highways together with the letter addressed to this Council. Councillor L Clarkson commented that this Council should be considering traffic issues throughout the town and not just issues in isolation with Councillor S J Corbidge suggesting that any issues should be evidence based. Councillor Mrs J M Martin reminded members that traffic on the ferried had decreased. Councillor G J Davis in his capacity as a Cornwall Councillor advised that he has met with Mr Watkiss and noted the problem but funding for projects such as was being suggested would be considered along with all others in the Gateway CNA and would be funded out of the £50,000 available. It was resolved to reply that whilst members were sympathetic to the situation this proposal would be considered along with all other schemes in the Gateway CNA area to access any available funds from the £50,000 allocated.</p> <p>e) Rame Peninsula Public Transport Users Group – Use of Council facilities at no cost. Noted. Members resolved to allow the group to use the facilities detailed in the application. (Councillor Mrs R A Southworth declared an NRI as a member of the group and left the meeting whilst this item was discussed).</p>	Clerk
<p>207-17 Reports</p> <p>a) Torpoint Town Partnership (TTP). The minutes had been circulated on the day of the Council meeting. It was noted that discussion had been principally around the events in the town.</p> <p>b) Reports from Delegates to Outside Bodies:</p> <p>i) Youth Day. It was reported that Youth Day has been scheduled for the 7th April on Carbeile CP school field. It was reported organisations attending included Plymouth Argyle Youth Football Club.</p> <p>ii) Speedwatch. Councillor Tivnan advised the meeting that Trevol Road has now been classified as an unsafe road and would no longer be monitored. At the last Speedwatch monitoring session in Antony Road of the 210 vehicles monitored only 2 were classified as speeding.</p>	
<p>208-17 Date of next meeting: - Thursday 19th April 2018.</p>	
<p>209-17 Exclusion of the Public and Press:- 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 201-17 (a) 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 10.00pm.....Town Mayor</p>	