

**OPEN FORUM**

M Howells – Adela Road – It was confirmed that this issue is being pursued by the public rights of way department at Cornwall Council and any updates are awaited from this authority. Cornwall Council has further confirmed, via recent correspondence, the reparation for the Right of Way still resides on their Capital funding list. Additional detail on footpaths and the maintenance of footpaths was explained, along with clarification of the town council’s footpath responsibilities.

MINUTES of a meeting of Torpoint Town Council held on Thursday 21<sup>st</sup> June 2018 at 7.15 p.m. in the Council Committee Road, 4 York Road, Torpoint.

**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, 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, J Tivnan BEM plus the Town Clerk with the Deputy Town Clerk in attendance.

	<b>ACTION</b>								
<p><b>46-18 Apologies for absence:</b> - Apologies for absence were submitted on behalf of Councillor L Clarkson.</p>									
<p><b>47-18 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 7 (c) – as an employee of Cornwall Council).</p>									
<p><b>48-18 Consideration of the applications for the Co-option of one vacancy on the Town Council: -</b> The Town Mayor detailed the four applications received for the Co-option of one vacancy on the town council. Members balloted for the Co-option by means of a paper ballot and the results are as follows:</p> <table border="1" data-bbox="256 1486 1047 1648"> <tbody> <tr> <td>Mr Kieran Moon</td> <td>3</td> </tr> <tr> <td>Mr Marlon Spurling</td> <td>7</td> </tr> <tr> <td>Mr Martin Thomson-Neall</td> <td>0</td> </tr> <tr> <td>Mr Jamie Watts</td> <td>3</td> </tr> </tbody> </table> <p>Members <b>resolved</b> that Mr Marlon Spurling (East Ward) is co-opted as Councillor to the town council. The Town Mayor thanked all the applicants for their interest in becoming a councillor and congratulated the successful applicant.</p>	Mr Kieran Moon	3	Mr Marlon Spurling	7	Mr Martin Thomson-Neall	0	Mr Jamie Watts	3	
Mr Kieran Moon	3								
Mr Marlon Spurling	7								
Mr Martin Thomson-Neall	0								
Mr Jamie Watts	3								
<p><b>49-18 Planning Applications:</b> - None.</p>									

**50-18 Cornwall Council Report**

a) Councillor M J Crago congratulated Mr Spurling on his Co-option to the Council, whilst recording thanks to Councillor G J Davis for recently assisting with Torpoint West Division responsibilities, on his behalf. A public consultation on the proposed revision crossing toll increases will commence in July, Councillor Crago encourages all residents to make their feelings known, highlighting the results of the consultation will be forwarded to the Joint operating Authorities before submission to the Secretary for State for Transport. Councillor Crago was of the opinion that ferry and bridge tolls will need to increase in the future for the existing crossings to continue to be financially viable. Councillor Crago sympathised with members and residents on the poor quality and lack of grass cutting around the town; additionally there are humps/cushions which are in a very poor condition and require repair. Councillor Crago has reported these issues and will continue to pursue with Cornwall Council. Councillor Crago detailed a cemetery in the county where the grass had not been cut for two years, citing budget cuts which impact on staffing levels which have resulted in a reduced grass cutting service around the county. Councillor Crago reported his laptop is now repaired, therefore communication is now restored. The Chairman enquired about the refit cycle for the ferries, Councillor Crago replied the Plym II is the next ferry due to be taken out of service for refit. Councillor G J Davis expanded upon a review which had considered swapping the ferries around, however this would cause too much disruption to the service. Responding to Councillor Crago comments on the grass cutting, Councillor S J Corbidge questioned whether Cornwall Council had prior indication of the reduction in service level indicating in his opinion this should be better communicated via the town council. Councillor Crago was not aware of a reduction in the service levels adding other towns have devolved the grass cutting from Cornwall Council in an effort to improve the service.

Councillor G J Davis was pleased to see the grass had been cut in most areas of the town. The Friends of Thanckes Park group has been granted permission to supply a small boat filled with flower, at the entrance to Thanckes Park. Additionally, Cornwall Council has provided the materials to the Friends of Thanckes Park to re-paint benches in the park. Councillor G J Davis reported on the A38 Case for Action, due to be published tomorrow. Cornwall Council has joined other councils, Local Enterprise Partnerships and MPs in Cornwall and Devon to call for government investment in the A38 to boost the local economy, improve safety, cut congestion and improve air quality. Following last month's request from the Chairman Councillor Davis contacted the resident at Albion Court, who is content in understanding that the delay in repairing the lift is down to the lead time for a replacement as after a number of breakdowns the decision has been made to replace it instead. Councillor J Tivnan congratulated Councillor Davis for the installation of bollards in front of the flats located on Harvey Street. Councillor Tivnan sought the support of Councillor Davis for Cornwall Council to arrange the swift repair of the damaged wall at Sparrow Park. Councillor Davis reported having attended a site meeting with the Highways Officer, who had explained that a discolouration meant it is not just a replacement job, the plan is to repair one whole edge with new coping stones and use the old stones to repair missing stones elsewhere around the perimeter, Councillor Davis agreed to pursue this matter.

GJD

**51-18 Minutes of the previous meeting**

The minutes of the Annual meeting held on Thursday 17<sup>th</sup> May and the Adjourned Annual meeting held on Thursday 24<sup>th</sup> May were taken as read, confirmed and signed by the Mayor subject to the removal of the Deputy Mayor and the addition of Councillor Mrs R Southworth for the interview panel under minute number 34-18 (b).

**52-18 Matters arising from the minutes**

a) Cornwall Council Report: -

Pursuant to minute 29-18 (a) the Cornwall G J Davis has updated members under the report from Cornwall Council (see minute number 50-18).

b) Dog Fouling in Torpoint: -

Pursuant to minute 31-18 (c) the Deputy Town Clerk detailed the purchase order for one body camera is being placed, with the existing CCTV supplier, and will be in use following receipt of goods. Councillor Mrs. J M Martin asked Councillor S J Corbidge for an update on the dog fouling poster competition, who responded liaison is ongoing with the Friends of Thanckes Park to reproduce and distribute posters.

c) Library update: -

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 61-18 below].

**53-18 Mayor's Communications**

**1<sup>st</sup> June** – Maureen and I attended the Torpoint Athletic Football Club Presentation Evening and dinner, it was a great evening – save the date of 10<sup>th</sup> July as the club are hosting Plymouth Argyle for a friendly match with proceeds of the game going to the Glynis Kitchen memorial stand.

**4<sup>th</sup> June** – FOST Summer Reception – the Admiral and Jacqueline's last Summer Reception before their departure on 12 June.

**9<sup>th</sup> June** – Maureen and I attended the Coppola School of Performing Arts dance school presented Dance Around the World at the Council Chambers. We watched over 80 children and young people perform, congratulation to Kelly Brown and all your students for an amazing show. Additionally, thank you Kelly for the donation of £175.00 from the proceeds of a show to the Mayor Charity Fund.

**10<sup>th</sup> June** – I attended the Liskeard Town Council Civic Service.

**15<sup>th</sup> June** – I attended the St John Ambulance awards evening at the St John Ambulance hut, the cadets receiving their awards are a credit to the town.

**16<sup>th</sup> June** – Maureen and I attended the launch event here at the Council Chambers for Grace and Glamour.

**21<sup>st</sup> June** – Earlier today, Maureen, myself and our grandson Remi attending the Thank you Tea Party organised by Torpoint Nursery and Infant School. The afternoon was in honour of 100 years since the end of the WWI with current and previous serving personnel invited, along with the High Sheriff of Cornwall, the previous High Sheriff of Cornwall, Captain from RALEIGH and other local dignitaries. I would like to thank Mrs Carney-Haworth, all her staff and especially the children, who are aged 6 and 7, for a most wonderful afternoon.

**54-18 Minutes of the Finance and Personnel Committee**

a) It was **resolved** the minutes of the meeting held on Monday 4<sup>th</sup> June 2018 (as circulated) are received and the recommendations contained in minutes 18-18F&P (c)

<p>(Internal Controls Scrutiny Document), 18-18F&amp;P (d) (Enforcement Officer SLA), 21-18F&amp;P (a) (Internal Auditor Report), 18F&amp;P (b) (Volunteering Work), 22-18F&amp;P (j) (Merlin MS Request for Financial Assistance) are adopted and implemented. Pursuant to minute 18-18F&amp;P (c) (Internal Controls Scrutiny Document) it was <b>resolved</b> to delegate to the RFO to create an equipment hire document which will include a deposit charge. Pursuant to minute 18-18F&amp;P (d) (Financial Controls/Capital Projects) Councillor G J Davis gave support for the introduction of a Project Statement and a Project Initiation Document (PID), to establish a robust procedure for capital projects, highlighting that not all members had seen sight of the proposed documents. Councillor Davis agreed to work with the RFO to produce suitable templates, which will be referred to the Finance and Personnel Committee for consideration, with Councillor Davis' input and members referred the decision until the July council meeting. Pursuant to minute 21-18 (a) (Internal Auditor Report) the RFO explained the adoption of a reserves policy and expansion of the current fixed asset register will bring together the suggestions in the JPAG. Pursuant to 18F&amp;P (b) (Volunteering Work) members <b>resolved</b> to remove the reason for declining the request as the Council has no volunteering policy and subsequently implement a volunteering policy.</p>	<p>RFO</p> <p>RFO/GJD Clerk</p> <p>RFO</p>
<p><b>55-18 Minutes of the Development and Localism Committee</b></p> <p>It was <b>resolved</b> the minutes of the meeting held on Thursday 7<sup>th</sup> June (as circulated) are received and the recommendations contained in minutes 19-18DL (d) (War memorial), 19-18DL (e) (CCTV), 19-18DL (f) (Email Accounts/Information Technology Policy), 19-18DL (g) (Youth Services), 20-18DL 9 (a) (Community Networks Highways Scheme Briefing Note) are adopted and implemented. Pursuant to minute 19-18 (b) (Tennis Courts / Hut) the Deputy Town Clerk advised Cornwall Council has agreed for this council to unlock and lock the entrance to the tennis courts, for the summer period, on condition the courts are inspected for defects and this council are satisfied the area is fit for use for an informal knock around only. Councillor L J Hocking highlighted the poor state of the perimeter fencing around the tennis courts, Councillor G J Davis agreed to investigate the possible repair. Pursuant to minute 19-18D&amp;L (e) (CCTV) Councillor J Tivnan highlighted the Police has previously been involved in the proposed locations of the CCTV cameras; it was explained current Police representatives have reviewed the proposed sites and are identifying the existing CCTV cameras sited in Fore Street. Members were mindful not to rely on traders' cameras as they could be out of working order. Councillor G J Davis reminded members of the quotation received to install six cameras and associated hardware, at a cost of £75,000, plus an annual maintenance charge of £10,000 and explained a comprehensive fact finding exercise for this project is being undertaken. Pursuant to minute 19-18DL (g) (Youth Services) members considered other Parish contributions to local youth groups, highlighting should the funding be used to employ a Youth Worker then this council may wish to consider employing this person direct. As the application will be a Section 137 grant application, the documentation will be considered at the next meeting of the Finance and Personnel Committee. Councillor J Tivnan was disappointed to report that although various marketing methods were used the recent Penntorr Youth Activity Day was poorly attended. Councillor Mrs J M Martin, highlighted in her opinion there appears to be a misconception in the town that there is a shortage of groups/activities for young people, highlighting the annual civic service whereby a high number of youth groups and their young members are represented in the town.</p>	<p>RFO</p> <p>DTC</p> <p>GJD</p>

### 56-18 Financial Comparison

It was **resolved** that the May 2018 financial comparison (as circulated) is received and adopted. 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.

### 57-18 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates (Council Chambers) July	1,311.00	0.00	1,311.00
Cornwall Council	Rates (Public Cons) July	136.00	0.00	136.00
Crabstitch	Embroidery Mayors Cadet sash	6.00	0.00	6.00
Don Benson	Clock Winding	60.00	0.00	60.00
Security Dynamics	Service, Maintenance contract CCTV	575.00	0.00	575.00
WesternWeb Ltd	Domain name renewal for 2 years	54.00	9.00	45.00
Firewatch	Service Fire extinguishers	343.12	57.19	285.93
British Telecom	Phonebill	35.28	5.88	29.40
British Gas	Electricity Antony Rd pub conv's	21.00	1.00	20.00
Cornwall Council	Garage Rent	54.64	9.12	45.52
Clear Sight	Window Cleaners	70.00	0.00	70.00
Mrs M Acton	Laundry tablecloths / napkins	98.00	0.00	98.00
Nomix Enviro Ltd	Chemicals weed spraying	363.54	60.59	302.95
Graham the Plumbers'	Public conv's refurb	350.15	58.36	291.79
Streetmaster*	Stainless steel plaque (Rodda)	130.80	21.80	109.00
Viking	Office stationery and stamps	195.17	21.36	173.81
EE T Mobile	Telephone	63.98	10.66	53.32
Corona Energy	Gas Supply	532.20	88.70	443.50

\*invoice to be charged to Mrs Rodda

### Omitted from the Minutes of the Adjourned May Council Meeting

Cornwall Council	Rates (Council Chambers) June	1,311.00	0.00	1,311.00
Cornwall Council	Rates (Public Cons) June	136.00	0.00	136.00

### 58-18 Correspondence

- a) Cornwall Council Standards Committee – Annual report: -  
Members noted the report.
- b) Local Government Boundary Commission for England (LGBCE) draft recommendations: -  
Councillor G J Davis referred members to a meeting held 18<sup>th</sup> June, where members considered and reviewed the proposals from the LGBC. At this meeting the council reviewed the draft recommendations in some depth and highlighted that all of the options considered were not suitable for the town as the current arrangement. Whilst acknowledging the proposed reduction in Cornwall Councillors from 2021 the town council cannot see how this could be achieved without amending the proposed divisional boundaries in the town. Councillor Davis explained via a Powerpoint presentation the council's amendments to the proposed LGBCE boundaries. Councillors E H Andrews spoke on the matter, adding that in his opinion the proposed boundary changes would split the town. Councillor S J Corbidge explained the LGBCE is currently reviewing the electoral arrangements of Cornwall Council to reduce the number of Cornwall Councillors to 87 from



<p>the May 2021 Council elections, the proposed new wards have been considered in great detail and the proposals are based upon electoral numbers. After a summary of the proposals it was <b>resolved</b> to respond with the proposals as <i>Appendix 1</i>.</p>	<p>Clerk</p>
<p><b>59-18 Reports</b>  a) Torpoint Town Partnership (TTP): -  The Annual General Meeting of the TTP is on Tuesday 26<sup>th</sup> 2018.  b) Market Working Group: -  Highlighting the two market licences recently issued at no cost, Councillor Mrs K Brownhill was of the opinion the licences had cost the town council and questioned where the costs were to be recouped. The Clerk reminded members the council agreed an initial strategy to run two markets to gauge success, adding the whole purpose of running street markets in Fore Street is to increase footfall and regenerate the town whilst supporting the local retailers. The Clerk has negotiated with the market operator and agreed a fee of 15% of the charges to the stallholders. The Clerk highlighted legislation, explaining that in liaison with NABMA (The National Association of British Market Authorities) business rates levies are being investigated. Following discussion it was <b>resolved</b>:  i) To confirm the market working party report  ii) To publicise the opportunity for alternative organisations to run a street market  iii) To issue market licences free of charge for [outdoor] charitable events and organisations.  c) Report from Neighbourhood Plan steering group: -  Councillor G J Davis explained a meeting with an external planning consultant had recently taken place, an outline of proposals and pricing to continue the work on the Neighbourhood Development Plan is expected. The next meeting of the steering group is scheduled for Monday 9<sup>th</sup> July.  d) Report from Delegates to Outside Bodies: -  None.</p>	
<p><b>60-18 Date of next meeting: -</b>  Thursday 19<sup>th</sup> July 2018.</p>	
<p><b>61-18 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 9.30pm .....Town Mayor</p>	