



TORPOINT TOWN COUNCIL

OPEN FORUM

Mrs Clarke – As a Woodland Way resident with property backing Trevol Road, Mrs Clarke highlighted significantly overgrown vegetation and brambles along Trevol Road, besides the post box and pavement approaching Carbeile School. Mrs Clarke explained the triangular area in front of the footpath, alongside the pavement, has not been cut for a very long time, adding this is a health and safety issue particularly as many children and parents walk to and from school along this route. Mrs Clarke has reported the overgrown vegetation to Cornwall Council and is seeking support from this town council to expedite the work. Councillor J Tivnan explained reporting this to Cornwall Council also and will advise on progress. Councillor G J Davis confirmed the job has been logged on the Cornwall Council report it system and will also monitor progress on the work.

MINUTES of a meeting of Torpoint Town Council held on Thursday 19th July 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. J M Martin, Mrs. R A Southworth, M G Spurling, J Tivnan BEM plus the Town Clerk (Clerk) with the Administration Assistant (AA) in attendance.

	ACTION
<p>62-18 Apologies for absence: - Apologies for absence were submitted on behalf of Mrs. C A Jackson and Miss R A Tanner BEM.</p> <p>The Town Mayor advised Mr L Clarkson has submitted his resignation from the Council, the Town Clerk advised the replacement process is now in progress, a thank you letter will be forwarded to Mr Clarkson.</p>	Clerk
<p>63-18 Declarations of Interest relating to items on the Agenda:- An NRI (Non-registerable interest) was declared by: - Councillor Mrs. R A Southworth (Agenda item 10 [Torpoint Community Cinema] and Agenda item 11 [Torpoint Archives]).</p>	
<p>64-18 Planning Applications: - a) PA18/04773 – Elliot Square, Torpoint, PL11 2BH – Listed building consent for renewal / upgrading of existing World War I memorial to include World War II and subsequent conflicts as required. No comment – as applicant is the Town Council.</p>	

b) PA18/05243 86 Clarence Road, Torpoint, PL11 2LT – Erection of first floor extension ground floor kitchen extension to provide an additional bedroom and ensuite bathroom. (Resubmission of lapsed application reference E2/03/00899/FUL, 3rd July 2003.)
No objections or observations.
(Councillor M G Spurling declared an NRI and left the meeting whilst this item was discussed.)

65-18 Cornwall Council Report

a) Councillor G J Davis is liaising with Cornwall Council’s Environment team about the poor state of the hedge at Cambridge Field and will continue to pursue this matter. Councillor Davis confirmed the repair to the damaged wall at Sparrow Park is now included on a work schedule and the work will be undertaken as soon as the scheduled permits. Councillor Davis has made contact with the local area steward about the wooden fence alongside the A374, near to Thanckes Park, which is currently lying on the floor and being climbed over. A positive outcome to repair the fence from Cornwall Council is hoped for, however, unfortunately, there is no further progress on the damaged perimeter fence surrounding the tennis courts. Councillor Davis reported the capital project to repair Adela Road is still being considered, however the funding has not yet been secured and he was unable to provide a timescale for any further update on this matter. The sea front promenade is due to be weeded soon, which it is hoped will see an improvement at this site. Councillor Davis attended the recent consultation event, hosted at the council buildings, undertaken by The Oil and Pipeline Agency on the planned upgrade works at the Oil Fuel Depot at Thanckes, Torpoint. Commenting on the event, Councillor Davis explained their timeline for the planned jetty works, adding the organisation anticipate other projects to replace some of the tanks at the site will commence thereafter. Councillor Davis highlighted his concern over the increased volume of construction traffic at this location, highlighting the future plans to build additional housing and a supermarket near the site. The Tamar Crossings pricing structure consultation deadline is 8th August 2018, Councillor Davis identified this will be a future agenda item for discussion by council at a future committee meeting. Councillor Davis has taken delivery of the wood to repair the two damaged benches at Sennen Park, adding the work will be completed soon. Questions and comments for Councillor Davis highlighted:

- Councillor J Tivnan concurred with Councillor Davis’ comments about the overgrown hedge at Cambridge Field, adding it is a health and safety issue which needs to be resolved.
- Councillor Miss L J Hocking highlighted concerns about the blast zone at the Thanckes site, Councillor S J Corbidge explained as there are certain dangerous substances at the site it is covered by the Control of Major Accident Hazards (COMAH) Regulations 2015.
- Councillor S J Corbidge highlighted concern about the Tamar Crossings pricing structure consultation on proposed toll increases as he was unaware this consultation was taking place; other members concurred with Councillor Corbidge’s comments. Councillor Davis explained the consultation exercise involved travellers using the crossings on two representative days: 7th July and 10th July 2018; additionally other key stakeholders are also being invited to give feedback, for example Highways England. Councillor Davis explained consultants have been appointed to undertake this consultation. Councillor Corbidge was of the opinion

the consultation should be more widely publicised on the town noticeboards; a proposal to hand deliver consultation questionnaires to properties in the town was suggested.

- Dates for the planned refits for the ferries is being publicised, with the Plym II ferry due to take place from 20th September to 30th October 2018, and the Tamar II and Lynher II ferries in 2019.

The Chairman presented a report on behalf of Councillor M J Crago, who has made contact with a Cornwall Council Officer reference the overgrown vegetation next to the pavements along Trevol Road/backing Woodland Way and vegetation along Trevol Road. A request for the speed monitoring equipment to be temporarily located along Trevol Road has been made to Cornwall Council. The Torpoint and District Twinning Association has requested assistance from the developer (when it is known) or Cornwall Council, as the group may be asked to leave the Defiance Field boules piste in the future. It is anticipated the group may request relocation of the piste to Bénodet Park.

66-18 Minutes of the previous meeting

The minutes of the Annual meeting held on Thursday 21st June meeting were taken as read, confirmed and signed by the Mayor.

67-18 Matters arising from the minutes

a) Cornwall Council Report (Sparrow Park): -

Pursuant to minute 50-18 (a) Councillor G J Davis updated members under report from Cornwall Council (see minute number 65-18).

b) 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 77-18 below].

c) Tennis Court Perimeter Fence: -

Pursuant to minute 55-18 Councillor G J Davis updated members under report from Cornwall Council (see minute number 65-18).

68-18 Mayor's Communications

Sunday 24th June The Mayor made a surprise visit to Hooe Lake where the annual Torpoint cubs and dads camp is held. It was a glorious morning, with the cubs making the most of the location whilst the dads dismantled camp after a wonderful weekend under canvas. It was then onto Fore Street for the street market, and what a surprise! Not being available for the previous market it was difficult to imagine what to expect. He was not disappointed, the atmosphere was fantastic with stalls of every description selling every imaginable product under the sun. Visitors from far and wide only added to the feel-good factor and England winning 6-1 against Panama made the carnival atmosphere complete. The stall holders were just as enthusiastic, with all who spoke to the Mayor promised to return in August and were overjoyed with the whole experience.

Wednesday 28th June The Mayor and Mayoress attended the wonderful celebration held in HMS Drake, St Nicholas Church in honour of MKC Heroes. The group were presented with awards from the Plymouth Ambassadors. Music was provided by the Military Kids Choir and the Plymouth Youth Concert Band. It was heart-warming to see standards from all three Torpoint schools taking part and congratulations to Councillor Mrs R Southworth and Mike Pearn MBE who both received awards for services to MKC Plymouth.

Saturday 30th June The Mayor and Mayoress attended the RAF and Allied Air Forces

Monument Service of Thanksgiving and Remembrance held on Plymouth Hoe. It also coincided with the 100 year anniversary of the RAF, he had the honour of laying a wreath on behalf of the town at the Monument dedicated to those who have served with honour and distinction. Our standard bearers did a splendid job with young Harry Sprague yet again leading the way. TMS Ramehead our Sea Cadet Unit were able to participate for the first time in the arena march past, well done to those involved. The same evening they attended a concert held by Torpoint Lady Singers and Saltash Ladies Choir to a packed Cornerstone Church in aid of raising funds and awareness for Cancer Research UK. Over £325.00 was raised and they are looking forward to a repeat performance.

Tuesday 3rd July was tidy up at Rendel Park. The initiative organised by the Deputy Mayor Councillor Mrs. Chris Goodman was a great success. Joined by Councillors E H Andrews, G J Davis, Ms R Tanner, the Town Clerk, Torpoint Explorer Scouts and their leader Tim Johnston. Over three hours were spent cutting back overgrown shrubs and clearing and reshaping flower beds, several dumpy bags were collected, the scouts also gained points towards their Help in the Community Badges. Looking forward to the next operation Councillor Tidy Up.

Sunday 8th July The Mayor and Mayoress were overwhelmed by the fantastic turn out for the Civic Service. More than 200 people paraded through the town led for the first time by a horse, Bobtail Bobbie the Royal Navy and Royal Marines mascot horse and members of the Plymouth Pipe Band. Thanks once again to Cathie Gillespie, Chief Executive Officer and Bobtail's handler for adding that extra touch. The Mayor had the pleasure of awarding former Mayor Councillor M J Crago the first Honorary Burgess for his service and dedication to the town. The Person of Courage was awarded to Steve Martin, Citizen of the Year Elizabeth (Aunty Betty) Begbie and the Organisation of the Year was presented to the Torpoint Sequence Dancers. A cheque for £2,044.00 was presented to Joyce Smith on behalf of the Torpoint Branch of Cancer Research UK. The fantastic weather only added to what was truly a glorious day.

Wednesday 18th July The Mayor had the pleasure of attending a Cocktail Party hosted by Colonel Craig Hampton-Stone, Commanding Officer of 165 Port and Maritime Regiment, The Royal Logistic Corps, at Bodmin Army Reserve Centre. It was a fascinating evening where reservists spoke of their roles and experiences in the regiment. Entertainment was provided by the Military Wives Choir and food prepared by the catering division. Colonel Hampton-Stone resides in Torpoint and is keen to help the town in whatever way possible, an invitation to meet and greet members of the council and other agents within the town will be arranged in the future.

The Mayor read correspondence from the Commanding Officer of HMS RALEIGH Captain Ellie Ablett as her time is coming to an end. Since 2016 she has had the privilege of watching thousands of young women and men walk through the gates to start their careers in the Royal Navy, culminated in a host of Passing Out Parades, marking and celebrating the triumphs of each individual who has completed Initial Naval Training, adding this has been delivered with the most amazing local support. Captain Ablett's next job is a 'step change' and explains she will continue to look back fondly on her time at RALEIGH in what she considers to be the best job in the Service. Her successor will be Captain Richard Harris Royal Navy who is scheduled to join in the second week of September 2018. The Mayor will organise a formal welcome with members of the Town Council once Captain Richard Harris has arrived at RALEIGH.

All

<p>The Civic Service next year is confirmed for Sunday 14th July 2019 at St. James Church.</p>	
<p>69-18 Minutes of the Asset Management and Operations Committee It was resolved the minutes of the meeting held on Thursday 28th June 2018 (as circulated) are received and the recommendations contained in minutes 21-18AMO (c) (Replacement Bus Shelter) [1 and 2], 21-18AMO (e) (Torpoint Community Cinema), 22-18AMO (a) (Christmas Lights), 25-18AMO (b) (Recycling opportunities), 27-18AMO (a) (Millennium Beacon) are adopted and implemented. Pursuant to minute 21-18AMO (e) Torpoint Community Cinema Councillor Mrs. J M Martin reported the permanent cinema screen has not yet been purchased. Pursuant to minute 27-18AMO (a) (Millennium Beacon) Councillor Mrs. J M Martin volunteered to liaise with Mr R Skelly about the appropriate gas safety checks and paperwork required. (Pursuant to minute 21-18AMO (e) (Torpoint Community Cinema) – Councillor Mrs. R A Southworth declared an NRI and left the meeting whilst this item was discussed).</p>	
<p>70-18 Minutes of the Finance and Personnel Committee It was resolved the minutes of the meeting held on Monday 2nd July 2018 (as circulated) are received and the recommendations contained in minutes 30-18F&P (b) (Council Investment Strategy), 30-18F&P (d) (Capital Projects), 31-18F&P (a) (Budget Monitoring Policy), 31-18F&P (b) (Review the use of Council facilities at no cost), 32-18F&P (a) (Overtime/Casual Hours), 33-18F&P (a) (Volunteering Policy), 34-18F&P (b) (Cornwall Air Ambulance Trust Request for Financial Assistance) are adopted and implemented. Pursuant to minute 30-18F&P (d) (Capital Projects) Councillor Mrs. R A Southworth highlighted the document is being implemented to assist with the risk management of the council. It was resolved to implement the Project Statement and a Project Initiation Document (PID) document with a "flexible approach" and the document will be reviewed on an annual basis in line with other council policies. Pursuant to minute 31-18F&P (b) (Review the use of Council facilities at no cost) members agreed the statistics would be initially reviewed at the October 2018 meeting and quarterly thereafter. Pursuant to minute 32-18F&P (a) (Overtime/Casual Hours) members debated the implementation of a timesheet, highlighting the document is to enable a detailed analysis of overtime hours to be undertaken by the Town Clerk, to assist the Finance and Personnel Committee to review contracted hours.</p>	<p>Clerk/AA</p>
<p>71-18 Minutes of the Development and Localism Committee It was resolved the minutes of the meeting held on Thursday 5th July (as circulated) are received and the recommendations contained in minutes 32-18D&L (e) (CCTV), 41-18D&L (i) (Letter of support from the Coastal Community Team to support the rebuild of the Old Ship Inn at Cawsand), 41-18D&L (iii) (Support letter for the Friends of Thanckes Park group to relocate a dog poo bin at Thanckes Park) are adopted and implemented. Pursuant to minute 32-18D&L (a) (Devolution of programme of assets/services) Councillor G J Davis explained Cornwall Council have updated the proposal to transfer the play areas and tennis courts on a long lease, additionally the only identifiable cost to transfer is the waste costs. It was agreed to refer this for consideration at the August council meeting.</p>	<p>Clerk</p>
<p>72-18 Financial Comparison It was resolved that the June 2018 financial comparison (as circulated) is received and adopted. It was reported that Town Clerk has reviewed the income and expenditure and confirmed that the cash book reconciled to the bank and financial comparison as being accurate. The Town Clerk explained the Responsible Finance Officer (RFO) will provide a briefing session on the updated version of the financial comparison prior to the forthcoming</p>	

Asset Management and Operations Committee meeting, members agreed this would be welcomed.

RFO

73-18 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates (Council Chambers) August '18	1,311.00	0.00	1,311.00
Cornwall Council	Rates (Public Cons) August '18	136.00	0.00	136.00
Rame Refuse (J Smale)	Remove & dispose green waste (Rendel Pk)	90.00	15.00	75.00
Bunzl	Cleaning supplies	10.79	1.80	8.99
Bunzl	Parks improvement	67.20	11.20	56.00
Mrs M Acton	Laundry tablecloths Civic service	129.00	0.00	129.00
Rame Framing	Hon Burgess Framed Certificates - Civic	120.00	0.00	120.00
Mr L Keise	Refund - flowers Civic Service	105.00	0.00	105.00
Mrs C F Southworth	Refund - engraving Civic Service/Postage	19.45	0.00	19.45
Viking	Office supplies - Civic Service	70.75	11.79	58.96
Mr D Benson	Clock winding	48.00	0.00	48.00
Mr D Benson	Refurbishment (3) Noticeboards	313.14	0.00	313.14
Biffa	Waste disposal + annual waste note	160.94	26.82	134.12
DDC CRC Ltd	Probation June 2018	448.00	74.67	373.33
Torpoint Builders Supplies	Building supplies (bus shelter install)	63.79	10.63	53.16
Waterwise	Water pipe	7.42	1.24	6.18
British Telecom	Phone bill	183.82	30.55	153.27
British Telecom	Phone bill	35.28	5.88	29.40
We Print Gifts Ltd	Lanyards (Town Council)	64.50	10.75	53.75
British Gas	Electricity – Benodet Park (3 months)	138.24	6.58	131.66
South West Water	Sewerage/Water - Public Cons (Estimated)	79.62	0.00	79.62
South West Water	Sewerage/Water - Town Hall	204.82	0.00	204.82
Fintec Group	Photocopier	189.42	31.57	157.85
EE T Mobile	Telephone	63.98	10.66	53.32
Corona Energy	Gas Supply	317.83	52.97	264.86

(The Chairman Councillor L E Keise declared an NRI and left the meeting whilst this item was discussed. The Deputy Mayor Councillor Mrs C E Goodman took the Chair in the Chairman's absence.)

74-18 Correspondence

a) Torpoint Armed Forces Day 2019: -

Members debated hosting Cornwall Armed Forces Day in the town in 2019 and considered correspondence from the Armed Forces Bikers who had organised and held an event at Flambards earlier this year. The Armed Forces Bikers have a desire to host it again next year, members **resolved** to correspond with the Lord Lieutenant of Cornwall Colonel E Bolitho to advise the Town Council has decided not to progress further with hosting an event in 2019. Members wished to include an aspiration to be considered to host the event within the next five years.

Clerk

<p>b) Torpoint Community Cinema – Use of Council facilities at no cost [update]: - Noted.</p> <p>c) Torpoint Nursery and Infant School – Use of Council facilities at no cost [thank you]: - Noted.</p> <p>d) Mrs Rosemary Pellew (St. James Church) Parish changes:- Members debated the circulated correspondence and were disappointed to hear of the proposed changes to the Parish [church] boundaries and the likely impact to the town. It was resolved to correspond with Venerable Audrey Elkington about the proposed pastoral re-organisation to establish more details on the proposed changes to enable this council to consider the proposals; thank you correspondence to Mrs R Pellew to be forwarded.</p> <p>e) Friends of Thanckes Park – Application to use Council facilities at no cost: - Noted. After discussion members were supportive of the use of the tea hut at Bénodet Park to serve refreshments on dates in August and it was resolved to grant the organisation permission to use the facility at no cost.</p> <p>f) Merlin MS Centre – Grant acknowledgement and thank you: - Noted.</p> <p>g) Cornwall Council – Antony Road public conveniences: - After discussion members resolved to delegate to Officers to progress with Antony Road public conveniences on behalf of the Town Council ensuring the matter is expedited in a timely manner.</p>	<p>Clerk</p> <p>Clerk/RFO</p>
<p>75-18 Reports</p> <p>a) Torpoint Town Partnership (TTP): - The Annual General Meeting was held on Tuesday 26th June, the Mayor was elected Chairman for the forthcoming year, Councillor Mrs. K Brownhill volunteered to continue in the Treasurer position.</p> <p>b) Market Working Group: - Councillor Mrs. K Brownhill questioned who had paid for the road closure applications for the two markets held, the Clerk agreed to respond; Councillor Mrs. K Brownhill questioned the amount being charged for future market licences, the Clerk referred to minute number 59-18 (b) where a fee of 15% of the charges to the stallholders was agreed.</p> <p>c) Report from Neighbourhood Plan steering group: - Councillor G J Davis explained the group are continuing to review the consultant work needed to continue the work on the Neighbourhood Development Plan.</p> <p>d) Report from Delegates to Outside Bodies: - Rame Peninsula Public Transport Users Group – The Deputy Mayor Councillor Mrs C E Goodman reported from the recent committee meeting:</p> <ul style="list-style-type: none"> ➤ Mrs R Southworth is a valued member of the group and it is hoped she will continue to participate and attend future meetings. ➤ Real time information – Plymouth Citybus are considering a programme of local locations, each will need a power supply nearby. ➤ Train and bus timetables for St. Germans and the local area are changing ➤ Plymouth – Looe service, Sunday service being considered. ➤ Approximately 50 students will be travelling from Seaton/Downderry to Torpoint Community College this September. ➤ 17th September - there will be new timetables. ➤ Temporary road closure in Cawsand/Kingsand from 17th September, amended bus 	<p>Clerk</p>



<p>routes and services are in place.</p> <ul style="list-style-type: none"> ➤ Poor state of several road humps in the town, which it is understood have now been repaired. 	
<p>76-18 Date of next meeting: - Thursday 16th August 2018 (Councillor Mrs. R A Southworth tendered apologies for absence).</p>	
<p>77-18 Exclusion of 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)).</p>	
<p>Meeting closed at 9.50pmTown Mayor</p>	