



## TORPOINT TOWN COUNCIL

### OPEN FORUM

Mr K Moon – Expressed concern following the recent erection of heras fencing on land known as Adela Road, indicating in his opinion it could be a “land grab.” The Town Mayor responded followed by Councillor G J Davis who explained Adela Road is un-adopted; Cornwall Council legal department are looking into the public right of way on Adela Road [known as Footpath 6] to identify where the footpath runs. Councillor Davis explained a claim on un-adopted land can be made after a period of 12 years has elapsed, adding that as soon as further information is known from Cornwall Council’s legal department this will be shared with local residents.

Mr S Lee – Expressed concern about the land known as Adela Road and the signage which has been erected on the heras fencing indicating that the person erecting the fencing may have the title deeds to the land.

Ms A Sawyer – Sought clarification on how any feedback on the erection of the fencing on land known as Adela would be disseminated to local residents, Councillor G J Davis confirmed that having received contact with many local residents on the matter, he would undertake to inform everyone as soon as information becomes available.

Mr Jones – Expressed concern on the same matter, explaining that should a decision be made to close Adela Road to traffic, this would impact upon the availability for local parking as well as the refuse and recycling collection vehicles which use Adela Road.

Mr K Moon – Highlighted a recent accident which occurred on Adela Road, where a lady was injured, adding that the safety of the general public should be a priority. Councillor G J Davis explained the Countryside Officer has been informed about the unfortunate incident. Councillor S J Corbidge questioned whether an officer from Cornwall Council had visited the site of the proposed planning application/development at the same location [on Adela Road/end of Clarence Road], Councillor Davis was unaware whether an officer had visited the site. Mr Moon added he is considering setting up a local residents’ association and will be seeking advice from the Town Council on this matter.

Mrs L Jones – Horson sports field, crossing at the entrance to Torpoint Cemetery and Antony Woods on the A374 [correspondence Agenda item 14. (c)] explained the hazard alongside the A374 at the entrance between Horson sports field and the pavement, suggesting a gate should be re-instated at this location to prevent an accident happening, as dogs have run out onto the road and have been followed by their owners, highlighting the accident along this stretch of the A374 where a lady was sadly killed. Councillor M John Crago agreed to check details of the landowner and if it is Cornwall Council he indicated his support to the suggestion of the installation of a ‘kissing gate’ at the location.

MINUTES of a meeting of Torpoint Town Council held on Thursday 18<sup>th</sup> October 2018 at 7.15 p.m. in the Council Committee Room, 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. R A Southworth, M G Spurling, C R Still, Miss R A Tanner BEM, J Tivnan BEM plus the Town Clerk (Clerk) with the Administration Assistant (AA) in attendance.

	<b>ACTION</b>
<p><b>110-18 Suspension of Standing Orders: -</b> It was <b>resolved</b> that Standing Orders are suspended (at 7.15pm) to allow Open Forum to continue until 7.22pm. The meeting commenced at 7.22pm and Standing Orders were imposed.</p>	
<p><b>111-18 Apologies for absence: -</b> Apologies for absence were submitted on behalf of Councillor Mrs. J M Martin.</p>	
<p><b>112-18 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 (a) – as an employee of Cornwall Council). An NRI (Non-Registerable interest) was declared by:- Councillor C R Still – Torpoint and Rame Active Community Network – as a member of the organisation. An NRI (Non-Registerable interest) was declared by: - Councillor Mrs. R A Southworth – Torpoint Archives – as a member of the organisation. An NRI (Non-Registerable interest) was declared by:- Deputy Mayor (Councillor Mrs. C E Goodman) – Torpoint and Rame Active Community Network – as a member of the organisation.</p>	
<p><b>113-18 Planning Applications: -</b> None.</p>	
<p><b>114-18 Cornwall Council Report: -</b> Councillor M J Crago reported the Plym II ferry is currently out on refit and the Tamar Bridge and Torpoint Ferry Joint Committee are anticipating the return of the ferry will be on schedule, it is due back 30<sup>th</sup> October 2018, however this will be weather dependent. Councillor M J Crago reported on the housing implementation strategy tables/figures for Torpoint for 2017-18 (to date):</p> <ul style="list-style-type: none"> <li>➤ Local Plan Target 350</li> <li>➤ Completions: Small sites &lt;10 - <b>8</b></li> <li>➤ Completions: Large sites 10+ - <b>0</b></li> <li>➤ Permissions: Small sites with planning permission &lt;10 units – <b>13</b></li> <li>➤ Permissions: Large sites with planning permission 10+ units – <b>58</b></li> </ul> <p><b>TOTAL SHORTFALL - -271</b> to be found.</p> <p>Councillor M J Crago reported following the correspondence with Cornwall Council Neighbourhood and Public Protection Team regarding the noise complaints and SBS Blasting Ltd., the logs did not reflect the existence of a Statutory Nuisance and unless there is a significant change in the circumstances, the matter will not be pursued any further. Councillor Crago continued there were actually very few incidents of noise recorded, although there was a "spike" in activity during August – some of which was noted in the diaries between 12th and 29th August, some of the times involved did appear to coincide and there was nothing after the 29th August. Noise between 8am and 6pm in the week and between 8am and 1pm on Saturday's would have to be of some significant duration</p>	

and regularity to prompt an investigation. Additionally, a report from Planning Enforcement highlights the activities on the site owned by SBS Ltd. appear to be legitimate. Councillor S J Corbidge expressed his frustration that some of the local residents' who had recorded the diaries had been on holiday at the time of the monitoring/noise recording and therefore this would account for the discrepancies with the diaries, adding his disappointment that the noise incidents did not prompt further investigation. It was **resolved** to correspond with Cornwall Council to establish:

- i.) has this nuisance incident been considered along with another incident reported in the past;
- ii.) the reason the diaries did not warrant further investigation and whether any further evidence would prompt a follow up to this investigation.

Cornwall Council's stakeholder budget briefing event is being held on Wednesday 7<sup>th</sup> November in Truro. Councillor Crago is arranging a meeting with the local officer to review the overgrown areas along Trevol Road.

Councillor G J Davis explained a report on congestion proposals which had been considered at a recent Tamar Bridge and Torpoint Ferry Joint Committee meeting. The report proposed measures to reduce congestion on the bridge and ferry crossings and suggested improved cycle and bus schemes. Councillor Davis drew attention to the timing and proposals within the report, highlighting that as the ferries are at the mid-point of their lifespan, with the increasing unavailability of a reliable service, other options need to be considered, however, the Tamar Bridge and Torpoint Ferry Manager pointed out that regardless of the age of the vessels the target of 97% availability would not change.

Councillor Davis reported the fence at the car park on Antony Road had been fixed, however was unable to confirm when the fence bordering the grass area alongside the top Cornwall Council field was scheduled to be repaired. Similarly, there is no further update on the tennis court perimeter fence railings or repair to the wall at Sparrow Park.

Councillor Davis reported on planning application *PA18/06798 Land adjacent to 92 Clarence Road, Torpoint – Erection of proposed adaptable need home with carer's accommodation* explaining having attended his first Cornwall Council Planning Committee meeting. The application has been approved with conditions attached and Councillor Davis will work alongside the planning officer to agree satisfactory conditions particularly focused around the car port. The Town Mayor thanked the Councillor M J Crago and G J Davis for their reports adding that workloads appear to be increasing and this is likely to be reason for the delay in repair work being completed on time.

Clerk

**115-18 Correspondence: -**

a) A374 – Torpoint Cemetery/Antony Woods – request for road signage: - Following debate, it was **resolved** to correspond with Cornwall Council to propose a 'kissing gate' is installed at the entrance/exit to Horson Sports Field and the pavement/road alongside the A374.

Clerk

**116-18 Minutes of the previous meeting**

The minutes of the meeting held on Thursday 20<sup>th</sup> September 2018 meeting were taken as read, confirmed and signed by the Mayor.

<p><b>117-18 Matters arising from the minutes</b></p> <p>a) Library update: - Pursuant to minute 100-18 (c) it was <b>resolved</b> that this update would be considered with the Public and Press excluded on the advice of Cornwall Council as it contains sensitive information [see minute 128-18 below].</p> <p>b) Lower End of Fore Street: - Pursuant to minute 100-18 (c) (i) it was <b>resolved</b> that this update would be considered with the Public and Press excluded on the advice of Cornwall Council as it contains sensitive information [see minute 128-18 below].</p> <p>c) Cornwall Council/Antony Road public conveniences: - Pursuant to minute 100-18 (d) it was <b>resolved</b> that this item would be considered with the Public and Press excluded on the advice of Cornwall Council as it contains commercially sensitive information [see minute 128-18 below].</p> <p>d) Torpoint Mosquito Sailing Club [TMSC] Ltd. To provide one set of boat sails: - Pursuant to minute 102-18 the Clerk confirmed receipt of a revised Section 137 grant application form requesting an amount of £1,080.95 for the cost of one set of boat sails for a Feva sailing dinghy. It was <b>resolved</b> to grant the amount requested according to the standard terms and conditions for all funding awarded.</p>	Clerk
<p><b>118-18 Mayor's Communications</b></p> <p>A warm welcome is extended to Co-opted Councillor Chris Still, who I am sure will serve this town well in the future.</p> <p><b>Friday 27<sup>th</sup> September</b> accompanied by my son LJ, we visited the Torpoint Library for a coffee morning, well done to Councillor Mrs. Kate Jackson and all those involved who helped to raise £283.00 for Macmillan Cancer Support.</p> <p><b>Saturday 28<sup>th</sup> September</b> Maureen and I attended the St. Columba and Torpoint Rugby Club Casino evening held here at the Council Chambers, our thanks to all involved in organizing the event, it was a great evening.</p> <p><b>Monday 8<sup>th</sup> October</b> The Town Council members, employees, Maureen and I hosted a small reception for Captain Richard Harris from RALEIGH who has since corresponded with a thank you for our kind hospitality, he is looking forward to becoming part of the community of Torpoint.</p> <p><b>Sunday 14<sup>th</sup> October</b> Maureen and I attended the Civic Service at Looe, in the Parish of St. Martin's Church, it was a lovely event which commemorated the 36 lives lost during WWI.</p> <p>It is with deep regret that I announce the recent death of Mrs. Julie O'Shaughnessy from Millbrook, wife of the Town Crier Mr Clive O'Shaughnessy. The Town Council sends sincere condolences to all her family and friends; Mrs. O'Shaughnessy's funeral is being held on 23<sup>rd</sup> October, 11.30am at Bodmin Crematorium, all are welcome to attend.</p> <p>I have been advised that on Sunday 2<sup>nd</sup> December 2018 Sir Richard Carew-Pole celebrates his 80<sup>th</sup> birthday, this is an opportunity to invite him to a small celebratory event at the Council Chambers. As soon as diaries are checked I will advise a date for this event.</p>	Town Mayor
<p><b>119-18 Notice of motion</b></p> <p>"I propose a motion for the council to receive the confidential report and supporting</p>	

<p>appendices from the Library working party for the Torpoint Library, Information Service and Car Park to enable a decision on this project to be resolved by this Town Council on the 18th October 2018.”</p> <p>Proposed: - Councillor G J Davis Seconded: - Councillor Mrs. R A Southworth</p> <p>It was <b>resolved</b> that this update would be considered with the Public and Press excluded on the advice of Cornwall Council as it contains sensitive information [see minute 128-18 below].</p>	
<p><b>120-18 Minutes of the Asset Management and Operations Committee</b></p> <p>It was <b>resolved</b> the minutes of the meeting held on Thursday 27<sup>th</sup> September 2018 (as circulated) are received and the recommendations contained in the minutes 55-18AMO (a) (Bénodet Park sound hut), 55-18AMO (c) (Perch seating), 55-18AMO (g) (Rendel/Sparrow Parks), 57-18AMO (b) (Emergency Planning), 60-18AMO (a) (Town Clock inspection), 60-18AMO (b) (Wallgate Ltd. – wash hand basins), 60-18AMO (c) (CORMAC – GDPR Compliance), 60-18AMO (e) (Cornwall Council Bus stop improvements), 60-18AMO (f) (South West Hygiene Annual Transfer Note), 66-18AMO (i) (Torpoint and Looe Foodbank), 66-18AMO (ii) (Disabled toilet – Antony Road public conveniences) are adopted and implemented.</p>	
<p><b>121-18 Minutes of the Finance and Personnel Committee</b></p> <p>It was <b>resolved</b> the minutes of the meeting held on Monday 1<sup>st</sup> October 2018 (as circulated) are received and the recommendations contained in minutes 57-18F&amp;P (g) Torpoint and Rame Active Community Network), 58-18F&amp;P (a) (Financial Risk Assessment), 58-18F&amp;P (b) (Business Risk Management Plan) are adopted and implemented. Pursuant to minute 58-18F&amp;P (c) (Volunteer Policy) following debate is was agreed to <b>defer</b> the Volunteering Policy back to the next meeting of the Finance and Personnel Committee. Pursuant to minute 60-18F&amp;P (a) (Coppola School of Performing Arts) the Clerk confirmed receipt of a bank statement from the applicant which indicates a current balance of less than £20.00. Pursuant to minute 60-18F&amp;P (c) (Torpoint and Rame Youth Project) Councillor G J Davis re-affirmed his support for the grant funding application. Following debate it was agreed to <b>defer</b> a decision on the grant application and invite a representative from the Torpoint and Rame Youth Project to attend the next meeting of the Finance and Personnel Committee to provide the answers to the additional information requested [see the minutes]. The Deputy Mayor was of the opinion additional questions for the Torpoint and Rame Youth Project representative should be forwarded in advance. (The Deputy Mayor (Councillor Mrs. C E Goodman) and Councillor C R Still declared an NRI and left the meeting whilst 57-18F&amp;P (g) [Torpoint and Rame Active Community Network] was discussed.)</p>	<p>RFO</p> <p>Clerk/RFO</p>
<p><b>122-18 Minutes of the Development and Localism Committee</b></p> <p>It was <b>resolved</b> the minutes of the meeting held on Thursday 4<sup>th</sup> October 2018 (as circulated) are received and the recommendations contained in minutes 59-18D&amp;L (b) (i) (Tennis Courts / Hut), 59-18D&amp;L (e) (CCTV), 63-18D&amp;L (c) (Coastal Community Team), 64-18D&amp;L (a) (Parking, present and future) and 64-18D&amp;L (Investigate parking bye-laws) are adopted and implemented. Pursuant to 59-18D&amp;L (a) (Devolution of a programme of assets/services) Councillor G J Davis provided a summary of a recent meeting held to</p>	

pursue this matter further, which was attended by Town Council and Cornwall Council representatives along with the Clerk. Councillor Davis explained the meeting had been positive with this Town Council's Vision to improve the play parks now moving forward. Pursuant to 59-18D&L (b) (ii) (Tennis Courts / Hut – repair fencing) this was withdrawn.

### 123-18 Financial Comparison

It was **resolved** that the September 2018 Financial Comparison (as circulated) is received and adopted. It was reported that Clerk has reviewed the income and expenditure and confirmed that the cash book reconciled to the bank and financial comparison as being accurate. The Responsible Finance Officer was thanked for providing the headings on both pages of the documentation.

### 124-18 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates (Council Chambers) November '18	1,311.00	0.00	1,311.00
Cornwall Council	Rates (Public Cons) November '18	136.00	0.00	136.00
Waterwise	Basin taps, Flexi tap, C/H Leak Sealer	63.49	10.58	52.91
Biffa	Trade Waste Removal	109.34	18.22	91.12
Mrs C Southworth (Town Clerk)	Travel Reimburse (CC Library Summit)	28.00	4.67	23.33
Mrs C Southworth (Town Clerk)	Engraving and Gardening Equipment	22.45	1.66	20.79
Don Benson	Clock Winding	48.00	0.00	48.00
Glasdon	Salt Bin (PO 18-51)	225.80	37.63	188.17
Dantek Environmental	Legionella training	198.00	33.00	165.00
British Telecom	Phone and Broadband Bill	499.04	83.17	415.87
Mole Valley	Roundup weed killer	70.32	11.72	58.60
Graham Plumbers Merchants	Legs for Benodet Sink	70.27	11.71	58.56
Complete Weed Control	Weed control 3rd Treatment	1,440.00	240.00	1200.00
British Telecom	Phone Bill	36.72	6.12	30.60
Cornwall Council	Garage 7 Roberts Ave	54.64	9.12	45.52
British Gas	Thanckes Park	166.47	7.92	158.55
British Gas	Antony Road	24.93	1.18	23.75
Fintec	Ricoh photocopy hire	189.42	31.57	157.85
EE T Mobile	Telephone	74.93	12.49	62.44
Corona Energy	Gas Supply	505.91	84.324	421.59

### 125-18 Correspondence

a) Localism Summit (Cornwall Council – invitation to attend): -  
The Clerk is confirmed to attend and invited council members to attend - noted.  
b) Festive period, car parking free for a day (Cornwall Council): -  
Noted. Councillor G J Davis suggested surveying the local traders to ask for a preferred

<p>free parking day, and following discussion it was <b>resolved</b> to delegate to the the Clerk to undertake a traders' survey of their preferred date in December. Following which the most popular date for the Festive period free parking day would be advised to Cornwall Council.</p> <p>c) Endorsement request – Operation Encompass: - Following the recent national publicity by David and Elisabeth Carney-Haworth on Saturday morning BBC Breakfast and following discussion it was <b>resolved</b> for this town council to endorse Operation Encompass [the charity].</p> <p>d) Remembrance Parade 11<sup>th</sup> November 2018 Event organisation and Liability Insurance: - The Clerk explained that following receipt of the correspondence and with the paucity of time prior to the forthcoming Remembrance Parade, investigation into the contents of the correspondence had already been undertaken. The information reiterates local authorities are the official "event organizer", with The Royal British Legion assisting in event delivery and The Legion's role in Remembrance Parades is 'facilitator'. The Clerk advised having had recent correspondence with the Head of Legal Services at The Royal British Legion who confirmed the status as detailed and who also added "it is The Royal British Legion who provide the insurance for all Remembrance Parades." Members were supportive of the host/organiser role effectively changing to the Town Council, although Councillor S J Corbidge expressed concern about the possibility of Torpoint being a terrorism target. Councillor Miss L J Hocking was of the opinion that safety barriers should be installed along the Parade route. Councillor J Tivnan provided in-depth detail about the planning which had already been undertaken for this years' Parade, highlighting a problem last year whereby two cars had remained parked in Elliot Square whilst the service had been held, suggesting that large 'no parking' signs could be installed prior to this Parade and the used again at future events. Councillor Tivnan explained that in future the documentation to apply for the event road closure would be compiled by The Royal British Legion (as event facilitator) and then forwarded to the Council offices to forward to Cornwall Council. Councillor E H Andrews recognised and thanked Councillor Tivnan for his continued efforts to ensure the smooth and safe organisation of the annual Remembrance Parades and it was <b>resolved</b> for this Town Council to act as organiser for future Remembrance Parades, with The Royal British Legion continuing to facilitate, by providing the event insurance and appropriate completed paperwork, working with the Town Council.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/RBL</p>
<p><b>126-18 Reports</b></p> <p>a) Torpoint Town Partnership (TTP): - The Town Mayor explained:</p> <ul style="list-style-type: none"> <li>➤ An additional Torpoint Town Partnership meeting has been arranged for Thursday 8<sup>th</sup> November to agree the final arrangements for the forthcoming Beacon Lighting Ceremony to be held in Rendel Park on Sunday 11<sup>th</sup> November. It is anticipated that St. James Church bell will be rung 100 times to commemorate 100 years since The Battle's Over.</li> <li>➤ Saturday 24<sup>th</sup> November Lantern Making Workshop in preparation for the Christmas Lights switch on event 10.00am to 4.00pm at the Council Chambers.</li> <li>➤ The Christmas Tree will be sourced by the Mayor who plans to be accompanied by three other people.</li> <li>➤ The Christmas Lights will be erected on Sunday 25<sup>th</sup> November, helpers are needed for both of these activities.</li> </ul>	



<p>b) Report from Neighbourhood Plan steering group: - Nothing further to report.</p> <p>c) Report from Delegates to Outside Bodies: -</p> <ul style="list-style-type: none"> <li>i) Councillor J Tivnan and Councillor G J Davis attended the recent Community Network Panel meeting.</li> <li>ii) Rame Peninsula Bus Users Transport Group – The Deputy Mayor and Councillor Mrs. R A Southworth attended the recent meeting of the group.</li> <li>iii) Friends of Thanckes Park (FoTP) – Councillor Miss R A Tanner was pleased to report the first Run in the Park had been a success and it was now hoped it would continue fortnightly in the future.</li> </ul>	
<p><b>127-18      Date of next meeting: -</b> Thursday 15<sup>th</sup> November 2018.</p>	
<p><b>128-18      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)).</p>	
<p>Meeting closed at 9.40pm .....Town Mayor</p>	