



### OPEN FORUM

Mr M Howells – Wanted to give a very big thank you to Torpoint Town Council for saving the Library in Torpoint. The redevelopment opportunity at the Police Station was also discussed, it was explained this was being undertaken by Cornwall Council.

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 21<sup>st</sup> March 2019 at 7.15pm 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, S J Corbidge MBE, G J Davis, Miss L J Hocking, Mrs. J M Martin, K J Moon, M J Senese, 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.

	ACTION
<p><b>202-18 Apologies for absence:</b> - Apologies for absence were submitted on behalf of Councillor Mrs. K Brownhill.</p>	
<p><b>203-18 Declarations of Interest relating to items on the Agenda:</b> - Councillor Miss L J Hocking – Agenda item 9 (as member of Torpoint Rowers). Councillor Miss R A Tanner BEM – Agenda item 14(f) (as member of Torpoint Community Cinema). Councillor Miss R C Baker – Agenda item 9 (as member of Torpoint Rowers). Councillor Mrs. R A Southworth – Agenda item 15(a) (as member of Torpoint Archives), Agenda item 9 (as member of Rame Peninsula Transport users Group), Agenda item 14(f) (as member of Torpoint Community Cinema). Councillor Mrs. J M Martin – Agenda item 14(f) (as member of Torpoint Community Cinema). Councillor Mrs. C E Goodman – Agenda Item 9 (as member of Rame Peninsula Transport Users Group).</p>	
<p><b>204-18 Planning Applications:</b> - a) PA19/00909 – Erection of dwelling with associated works – 3 York Road, Torpoint, Cornwall PL11 2LG. It is <b>resolved</b> to request that a review of the planning application is made to include the provision of off-street parking on the site, as there are concerns around the lack of available parking at this location. Otherwise, members considered the application for approval, subject to this consideration.</p>	Clerk
<p><b>205-18 Cornwall Council Report:</b> - Councillor G J Davis reported: -</p>	

- Tamar Bridge and Torpoint Ferry – It was agreed at this month’s Joint Committee meeting for the decision to increase the monthly Tamar tag fee (to keep parity with the toll increase) be deferred until next March. This decision was taken being mindful of two things; one being the request for compensation, following poor availability late last year, and the second, additional discounts to offset the planned toll increase for local users, both of which the Committee were to consider later in the meeting or in following meetings. It was also agreed to defer a decision to March 2020 on the minimum top-ups of tag accounts. This has not changed since the tags were introduced despite toll increases and the introduction of tag monthly fees. The top ups his will be monitored but members are very mindful of how some residents would struggle to cover a minimum top up increase. Tamar II is due to go for refit in early April for a period of 6 weeks, contingencies as previously advised are being put in place. Councillor Davis is intending to be at the Mayor’s Public Meeting next week.
- Clarence Road/ Adela Road Development  
The proposal for the development of a 3-bed assisted living property on the junction of Clarence Road and Adela Road for two local residents has been put on hold due to an unexpected increase in forecast build costs. Other suitable opportunities have become available in the town which are being explored further.
- A Jetty for Torpoint  
The community network priority of waterfront transport along the Tamar, linking the gateway area and Plymouth is progressing, Councillor Davis will be reviewing and agreeing the specification for an economic assessment to take place for a Jetty for Torpoint at a meeting of the CNA working group next Tuesday. This along with previous demand studies and transport studies should complete the case for a public jetty which would increase the likelihood of success in future funding applications.
- Lower Fore Street  
The purchase of the Police Station by Cornwall Council is progressing to plan with surveys due to have been completed yesterday (20<sup>th</sup> March), planned completion of purchase is the end of March. The demand study brief is also on target to be sent to the Town Council prior to the end of the month.
- Thanckes Park Fence  
A contract has been placed by Cornwall Council with Cormac to design and replace the fence. Design is underway, once completed works will be scheduled around priorities.
- In response to a question from Councillor S J Corbidge about the communication of the deferment of the increase to the Tamar Tag fee, Councillor Davis explained the Tamar Bridge and Torpoint Ferry Joint Committee (TB&TFJC) has employed a communication specialist to improve all communications, highlighting that no formal announcements, since the last TB&TJC meeting, had been made. It was suggested this council should support the communications around the deferment via the council website.
- Councillor K J Moon highlighted the news of the possible redevelopment at Clarence Road / Adela Road being put on hold and enquired about how Cornwall Council plan to communicate this message, also questioning the amount spent by Cornwall Council on this project (to date), before changing the solution to this matter.

Clerk



<ul style="list-style-type: none"> <li>➤ Roaming microphone to be made available to enable all be heard;</li> <li>➤ The meeting to be finished by 8.30pm;</li> <li>➤ Members of the panel to be supported at all times;</li> <li>➤ The Clerk to take notes of questions posited and answers provided.</li> </ul>	Clerk
<p><b>208-18 Mayor's Communications</b></p> <p><b>Sunday 10<sup>th</sup> March</b> - Maureen and I attended The Lord Mayor of Plymouth, Councillor Sam Davey, Civic Church Service held at Engage Plymouth. It was a beautiful service attended by many local dignitaries, with participation from the local congregation. We were made to feel most welcome and came away very impressed with the whole service.</p> <p><b>Monday 11<sup>th</sup> March</b> - I had the honour of leading the ceremony for Fly the Flag for the Commonwealth held at Sparrow Park Torpoint. The event was attended by local dignitaries, along with students from Torpoint Nursery and Infant School, Carbeile Junior School and Torpoint Community College. Assisted by a student from each school, we raised the Commonwealth Flag in celebration of the values of the Commonwealth on behalf of the town. Joining thousands of other people of the Commonwealth in similar ceremonies around the world, it was a heartfelt experience. We all then made our way back to the Council Chambers for light refreshments and to look at an exhibition from the Torpoint Archives. My personal thanks to all who helped make the event such a wonderful success, to Deputy Mayor Councillor Chris Goodman who read a Commonwealth citation and Rosemary Pellew, Torpoint Archives for the wonderful displays.</p> <p><b>Thursday 14<sup>th</sup> March</b> - I had the pleasure of hosting TMS Ramehead, Torpoint Sea Cadet Unit here in the Council Chambers. Assisted by Josh my Mayor's Cadet, it gave me the opportunity to explain to the cadets how the council works, its past history and aspirations for the future. The ten cadets and instructors were able to interact with the displays and exhibits, once again provided by Rosemary and the Torpoint Archives. After a tour of the Mayors Parlour, it was time for them to leave, with their own copy of Making of a Cornish Town. The visit also enabled the cadets to gain merits towards awards that will be presented later in the year.</p> <p><b>Sunday 17<sup>th</sup> March</b> – Maureen and I attended the Torpoint Tigers Youth Rugby VIP day. Over 200 were in attendance with teams from as far afield as Bodmin and Launceston. The 80 plus players ranged in age from 5 to 11 had a brilliant time playing in the spring sunshine. Robbie Ryder, Youth Chairman, his team and supporting parents, made us most welcome and ensured we had an enjoyable time. Good luck for the future, and keep up the inspiring work.</p> <p><b>Tuesday 26<sup>th</sup> March</b> - Public Meeting Torpoint Ferry Service at 7.00pm</p> <p><b>Saturday 11<sup>th</sup> May</b> – Mayor's Charity Ball, entertainment Mark Tween, catering Debbie Carter, grand auction and raffle. Tickets £38.00 each.</p> <p><b>Thursday 21<sup>st</sup> March</b> - The Deputy Mayor (Councillor Mrs. C E Goodman) and the Clerk held a meeting with a local resident who questioned the increase in the council tax for 2019/2020. Although the resident was initially confused about the town council percentage increase, following a detailed explanation the resident now better understood the planned aspirations and activities of the Town Council for the next financial year. The Clerk reminded members the council tax information leaflet is available on the Cornwall Council website and it was agreed for this to be shared.</p>	Clerk
<p><b>209-18 Minutes of the Asset Management and Operations Committee</b></p>	

<p>It was <b>resolved</b> the minutes of the meeting held on Thursday 28<sup>th</sup> February 2019 (as circulated) are received and the recommendations contained in the minutes 115-18AMO (c) (Bénodet Park 10<sup>th</sup> Anniversary event), 116-18AMO (Temporary seating at Bénodet Park, adopted and implemented. Pursuant to 116-18AMO (c) (Bénodet Park 10<sup>th</sup> Anniversary) Councillor Mrs. R A Southworth volunteered to contact Mr P McLaren to find out the date the park was opened, to check the 10<sup>th</sup> Anniversary date.</p>	<p>Cllr Southworth</p>
<p><b>210-18 Minutes of the Finance and Personnel Committee</b></p> <p>It was <b>resolved</b> the minutes of the meeting held on Monday 4<sup>th</sup> March 2019 (as circulated) and to consider the recommendations in the minutes 106-18F&amp;P (b) (Council Investment Strategy) with an amendment [see below], 106-18F&amp;P (e) (Cornwall Council Policies), 106-18F&amp;P (f) (Internal Controls Scrutiny Document) with an amendment [see below], 106-18F&amp;P (g) (MHCLG Fair Deal Policy), 107-18F&amp;P (b) (Unreasonable Behaviour Policy), 107-18F&amp;P (c) (Standing Orders), 107-18F&amp;P (d) (Financial Regulations and Best Value Statement), 108-18F&amp;P (d) (Council Insurance contract commencing 1<sup>st</sup> April 2019), 111-18F&amp;P (Torpoint Rowers – grant payment) are adopted and implemented.</p> <p>Pursuant to minute 106-18F&amp;P (b) (Council Investment Strategy) it is <b>resolved</b> to implement points ii), iii) and iv) only at this time. Item i) That the four Council representatives to sign the agreement shall be the four current bank signatories was deferred. A decision on this to be taken at the next meeting of the Finance and Personnel Committee, which will allow sufficient opportunity for more detail to be sought by the bank signatories, from the Responsible Finance Officer (RFO).</p> <p>Pursuant to minute 106-18F&amp;P (c) (Council Staffing Report) Councillor Mrs. R A Southworth highlighted a delicate staffing situation which she had been made aware of. On the advice of the Clerk, it is <b>resolved</b> that this item would be considered with the Public and Press excluded, as it is a staffing matter [see minute 217-18 below].</p> <p>Pursuant to minute 106-18F&amp;P (e) (Cornwall Council Policies) the importance of the delegation to the RFO on this matter was re-iterated.</p> <p>Pursuant to 106-18F&amp;P (f) (Internal Controls Scrutiny Document), following debate, it is <b>resolved</b> to implement points ii) and iii) only at this time. Item i) The use of personal computers or devices to authorise on-line payments was deferred until more information is known. The Clerk gave a detailed explanation of the on-line security required to be able to access the council's on-line payments authorisation, which can only be accessed using an individual's memorable information and must not be divulged to any other party. Councillor G J Davis pointed out the presentation and links to 'cyber security' given at the latest Community Network Panel meeting, which have been shared.</p> <p>Pursuant to minute 107-18F&amp;P (a) (Safeguarding Policy) this item was deferred as the Policy has not been drafted by the Clerk. Councillor S J Corbidge recorded his concern this was not yet in place, especially with the increased responsibility of the Library. The Clerk explained that although it would appear logical to adopt Cornwall Council's Safeguarding Policy, their policy does not align with the Town Council's operations. The Clerk explained the TUPE'd Library staff have been subject to DBS checks by Cornwall Council and the DBS check for the recently appointed Community Hub and Library Manager is currently being processed. The Clerk agreed to prioritise this document as a matter of urgency.</p>	<p>Clerk/ Signatories</p> <p>Clerk</p> <p>Clerk</p>

<p>Following discussion, it is <b>resolved</b> for the Mayor to co-ordinate a meeting to consider suggestions for improvement to member/staff responsibilities.</p> <p>Pursuant to 108-18F&amp;P (d) (Council Insurance contract commencing 1<sup>st</sup> April 2019), the Clerk reported an additional £25.00 administration fee is to be charged.</p> <p>For item 109-18F&amp;P (a) Torpoint and Rame Peninsula Transport Users Group, Councillor Mrs. R A Southworth noted she had declared an interest and left the room for this item and Councillor Mrs. J M Martin had taken the Chair.</p> <p>Pursuant to 111-18F&amp;P (Torpoint Rowers – replacement of cancelled cheque) additional correspondence from Torpoint Rowers on this matter had been circulated. Following debate, highlighting concern about the cheque having been lost, it was <b>resolved</b> to pay the BACS payment of £1,000 to Torpoint Rowers to replace the lost cheque.</p> <p>Pursuant to minute 112-18F&amp;P (Date of next meeting) members were reminded that all are invited to the next meeting on Monday 1<sup>st</sup> April 2019.</p> <p>(For item 111-18F&amp;P (Accounts for Payment – Torpoint Rowers – replacement of cancelled cheque, Councillors Miss L J Hocking and Miss R C Baker left the room.)</p>	<p>Mayor</p> <p>Mayor</p> <p>Clerk</p>
<p><b>211-18 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> March 2019 (as circulated) are received and the recommendations contained in the minutes 112-18D&amp;L (a) (Devolution of programme of assets/services – instruct signature of documentation for Whiteford Crocker Solicitors), 112-18D&amp;L (b) (War Memorial – additional groundworks tender), 112-18D&amp;L (d) (Plastic free – letter to Comic Relief), 112-18D&amp;L (f) (Tourism Festival 2019), 118-18D&amp;L (a) (Tripartite Agreement with Cornwall Council and Plymouth Boat Park) and 118-18D&amp;L (b) (CNA SOS – Volunteering projects in the community) are adopted and implemented. A correction to the second initial for Councillor Mrs. J M Martin is to be made.</p> <p>Pursuant to minute 112-18D&amp;L (b) (War Memorial – additional groundworks tender) it was referred to the Finance and Personnel Committee meeting for a decision on the tender to be awarded.</p> <p>Pursuant to minute 112-18D&amp;L (f) (Tourism Festival 2019) it is <b>resolved</b> that should there be any surplus income this will be shared equally between the organising groups/organisations.</p>	
<p><b>212-18 Financial Comparison</b></p> <p>It was <b>resolved</b> that the February 2019 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.</p>	

**213-18 Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Tartendown Nurseries	Bark Chippings	81.46	13.58	67.88
Waterwise	Flush pipe connector	15.36	2.56	12.80
Curtis Whiteford Crocker	Library Service Agreement	2400.00	400.00	2000.00
Cornwall Council	Garage Rental	54.64	9.12	45.52
Clear Sight	Window Cleaning	70.00	0.00	70.00
Western web	Annual renewal web fee Neighbourhood Plan	80.40	13.40	67.00
Torpoint Builders Merchants	Materials	51.26	8.54	42.72
Rabart Decorators	Paint materials	130.12	21.69	108.43
Rabart Decorators	Paint materials	43.22	7.20	36.02
Don Benson	Clock Winding	48.00	0.00	48.00
DJW Window Cleaning	Bus Shelter cleaning w/c 17.02	18.00	0.00	18.00
DJW Window Cleaning	Bus Shelter Cleaning w/c 03.03	18.00	0.00	18.00
BT	York Road phone line	36.72	6.12	24.60
British Gas	Antony Road electricity	22.63	1.07	21.56
SSE	Council Chambers electricity	818.41	136.40	682.01
Torpoint Players	Refund overpayment rent Rm 8	1.15	0.00	1.15
WPS	Insurance premium 2019/2020	2816.11	0.00	2816.11
Corona Energy	Gas Supply	1145.54	190.92	954.62
EE Mobile	Telephone	72.60	12.10	60.50

(Councillor Mrs. R A Southworth left the room whilst the Accounts for Payment were considered.)

**214-18 Correspondence**

a) Biffa – price adjustment: -

Noted.

b) British Gas – price increases: -

Noted.

c) edf Energy – price increases: -

Noted.

d) British Weights and measures Association – measures of distance: -

Noted.

e) Notice of Policy Districts and Polling Places Review - Cornwall Council: -

Noted.

f) Complaint Number 01 – Grace and Glamour: -

The Clerk explained a complaint is being investigated, which has two elements, a summary of the outcome will be provided once the investigation is complete.

Clerk

**215-18 Reports**

a) Library Working Party Report: -

The Clerk summarised the report, highlighting the recycling activities will be re-instated.

b) Neighbourhood Plan: -

Progress is ongoing.

c) Torpoint Town Partnership: -



<p>The Mayor explained the TTP are supporting the organisation of the forthcoming event in Thanckes Park on Saturday 6<sup>th</sup> July 2019. It is anticipated they will have an operational website very soon.</p> <p>c) Report from Delegates to Outside Bodies: -</p> <p>i) Community Network Panel – Councillor J Tivnan explained the minutes of the last meeting have been circulated, also highlighting the very useful presentation on cyber-security.</p>	
<p><b>216-18 Date of next meeting: -</b> Thursday 18<sup>th</sup> April 2019.</p>	
<p><b>217-18 Exclusion of Public and press: -</b> It was resolved the information to be considered is of a sensitive nature, these items are 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 9.55pm .....Town Mayor</p>	