



## TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 23<sup>rd</sup> May 2019 at 7.15pm in the Council Committee Room, 4 York Road, Torpoint.

**Present:** - Town Mayor (Councillor Mrs. C E Goodman), Deputy Town Mayor (Councillor Miss R A Tanner BEM), Councillors E H Andrews, Mrs. K Brownhill, G J Davis, L E Keise, Mrs. J M Martin, K J Moon, M J Senese, Mrs. R A Southworth, M G Spurling, C R Still, J Tivnan BEM plus the Town Clerk (Clerk), the Responsible Finance Officer (RFO) with the Administration Assistant (AA) in attendance.

	ACTION
<p><b>6-19 Apologies for absence:</b> - Apologies for absence were submitted on behalf of Councillors Miss R C Baker, S J Corbidge MBE and Miss L J Hocking.</p>	
<p><b>7-19 Declarations of Interest relating to items on the Agenda:</b> - a) An NRI (Non-Registerable interest) was declared by: - Councillor Mrs R A Southworth – (Agenda item 21d. as a member of Torpoint Archives).</p>	
<p><b>8-19 To approve the Annual Return and Accounts for 2018-19:</b> - a) Annual Governance Statement: - The RFO presented the annual governance statement that is part of the Annual Return, to members for consideration. After considering the sections in the Governance Statement it was <b>resolved</b> that the document is approved by Council and the Mayor and Clerk sign the document on behalf of the Council. b) Accounts Statement, Financial Statement and Internal Audit Report: - The RFO précised the internal audit report highlighting there are no recommendations, it is <b>resolved</b> for the few points to be reported to the next meeting of the Finance and Personnel Committee for further consideration. The RFO presented the accounts statement that is part of the Annual return, the Council financial accounts and supporting statement to members for consideration. After considering the documents supplemented by the RFO explaining points and answering questions, it was <b>resolved</b> that the documents are approved and the Mayor and RFO sign the documents on behalf of the council. The RFO presented the Internal Audit section of the AGAR (Annual Governance and Accountability Return) and confirmed the control objectives were achieved by Council for the 2018-19 financial year. The RFO précised the internal audit report to Council following which it was <b>resolved</b> that the report is referred to the Finance and Personnel Committee for further consideration. Councillor Mrs. J M Martin recorded a vote of the thanks to the RFO for his work on the Annual return, the Council financial accounts and supporting statement. (The RFO left the meeting at this point.)</p>	
<p><b>9-19 Planning Applications:</b> - a) PA19/01873 – Rear two storey extension – 58 Macey Street, Torpoint PL11 2AL: - It is <b>resolved</b> to defer a decision on this application to the next meeting of the Finance and Personnel Committee, following a site meeting arranged for 6.30pm prior to the meeting.</p>	Clerk

b) PA19/03643 – Single storey extension to provide a kitchen. Conversion of the garage to a utility and shower room – 23 Borough Park, Torpoint PL11 2PY: -  
No objections or observations.

**10-19 Cornwall Council Report: -**

Councillor M J Crago had submitted his apologies and the Clerk tabled his report:

- Tuesday 21<sup>st</sup> May Annual Council meeting – Councillor Mrs. Hilary Frank elected Chairman; Councillor Mrs. Mary May elected Vice Chairman; Councillor Julian German elected leader, with no change to the administration.
- The Tamar II has returned from refit and should be back in service by this weekend, one week ahead of the schedule.
- Have attended a meeting today with the CORMAC representative
  - i) Hedgerow at Woodland Way is going to be cut back at the bus stop and a deeper cut back this winter.
  - ii) Mill Lane – complaint investigated reference parking, the CORMAC representative will correspond with the complainant to advise that parking is not causing a problem.
  - iii) Footpath along Trevol Road towards RALEIGH and the path towards Horson Cemetery to be cleared in the winter.
  - iv) Tree at 5 Westlake Close – it is the opinion of the tree officer that it is not causing a problem.
  - v) Tree at 3 and 4 Westlake Close – tree officer to be contacted to inspect and the residents’ will be informed of the outcome of the survey.

Councillor G J Davis reported:

- No further update on the scheduled repair of Thanckes Park fence.
- Cornwall Council have appointed a contractor to undertake an Economic Impact Assessment (EIA) on the proposed Torpoint Jetty project on the river links. Councillor Davis, the Mayor, Deputy Mayor and Clerk are meeting the contractor to provide support to gain the evidence needed for the EIA. It is anticipated the contractors report will be completed during July and circulated. Councillor Davis added the contractor plans to meet other stakeholders too.

**11-19 Minutes of the previous meeting**

The minutes of the meeting held on Thursday 18<sup>th</sup> April 2019 were taken as read, confirmed and signed by the Mayor.

**12-19 Matters arising from the minutes**

- a) Complaint No 1 – Grace and Grace [Minutes of the meeting held 21<sup>st</sup> March 2019]: - Pursuant to minute 214-18 (f) the Clerk presented a report (previously circulated) on the results of the investigation, it was **resolved** to note the report.
- b) ‘Kissing gate’ proposal – Horson Sports Field (A374): - Pursuant to minute 223-18 (a) the Clerk explained the order for the kissing gate has been placed with Cornwall Council and delivery and installation are now awaited.
- c) Cornwall Council/Antony Road public conveniences: - Pursuant to minute 223-18 (b) it was **resolved** 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 22-19 below].

<p>d) Lower Fore Street Redevelopment: - Pursuant to minute 223-18 (c) it was <b>resolved</b> that this item is now reviewed at future meetings of the Development and Localism Committee.</p> <p>e) Tamar Bridge and Torpoint Ferry Joint Committee (TB&amp;TF) (public meeting): - Pursuant to minute 223-18 (d) it was <b>resolved</b> that the Mayor will correspond with the Officers from the TB&amp;TF to commend them and the refit team at A &amp; P Falmouth for successfully completing the five year refit work to TAMAR II, ensuring the vessel was returned to service, ahead of schedule. Members advised the timely issue of this correspondence.</p> <p>f) Safeguarding Policy: - Pursuant to minute 223-18 (e) the Clerk presented the Safeguarding Policy (as circulated) explaining due to circulation timescales members may wish to delay consideration of the Policy. Councillor Mrs. J M Martin was of the opinion that having considered the Safeguarding Policy and making reference to her role as Chair of Governors [for Torpoint Nursery and Infant School] accompanied by the experience of the Clerk as Safeguarding Governor [at the same school], it should be accepted and adopted at this meeting. It was <b>resolved</b> to adopt the Safeguarding Policy, with the Clerk to make minor amendments consistently referencing members/Councillors across the document.</p> <p>The Clerk highlighted an offer from the Head Teacher at Torpoint Nursery and Infant School to deliver a Safeguarding training session, free of charge, to Council staff and members; it was <b>resolved</b> to accept this offer and as well as inviting staff and members, offer community volunteers the opportunity to attend the training too.</p> <p>g) Community Governance Review for Cornwall: - Pursuant to minute 227-18 (Minutes of the Development and Localism Committee – Community Governance Review for Cornwall) working party members had prepared a response to the review (as circulated) highlighting a submission of “no change”. It was <b>resolved</b> to submit the response provided by the working party, giving members until 30<sup>th</sup> May to make any further changes.</p>	<p>Mayor</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>13-19 Mayor’s Communications</b> The Mayor detailed the events attended: -</p> <p><b>Thursday 16<sup>th</sup> May 2019</b> 7pm Mayor Making Celebration, The Council Chambers, Torpoint.</p> <p><b>Friday 17<sup>th</sup> May 2019</b> 10am Plymouth Lord Mayor’s Choosing Ceremony, Plymouth Guildhall. 8pm Plymouth Lord Mayor’s Choosing Dinner, HMS Drake Ballroom.</p> <p><b>Saturday 18<sup>th</sup> May 2019</b> 11am Torpoint Town ‘walkabout’. Introduction as Mayor to Torpoint Fore Street Businesses 3pm Torpoint Y.A.F.C Tournament, The Mill, Torpoint. 7.30pm Torpoint Twinning Association Dinner, The Mill, Torpoint. 10.30pm Torpoint &amp; St. Columba R.F.C Dinner, The Council Chambers, Torpoint.</p> <p><b>Sunday 19<sup>th</sup> May 2019</b> 10am Plymouth Civic Service, St Andrews Church, Plymouth 10am Callington Civic Service. (My thanks to Cllr. Eddie Andrews for attending.)</p> <p><b>Tuesday 21<sup>st</sup> May 2019</b> 7pm Police Community Consultation, The Council Chambers, Torpoint.</p> <p><b>Wednesday 22<sup>nd</sup> May 2019</b> 10am Meeting with Father Michael Brown, Millbrook Vicarage. 12.30-2pm Student Council Plastics Free Forum, the Council Chambers, Torpoint.</p>	

7pm	Liskeard Mayor Choosing Ceremony							
<p><b>14-19 Minutes of the Asset Management and Operations Committee</b> It was <b>resolved</b> the minutes of the meeting held on Thursday 25<sup>th</sup> April 2019 (as circulated) are received. There were no recommendations contained in the minutes.</p>								
<p><b>15-19 Minutes of the Finance and Personnel Committee</b> It was <b>resolved</b> the minutes of the meeting held on Monday 29<sup>th</sup> April 2019 (as circulated) are received and the recommendations in the minutes 7-19F&amp;P (a) (Community Health Around Torpoint request for financial assistance / CHAT Magazine) and 7-19F&amp;P (g) (Cornwall Air Ambulance request for financial assistance) are adopted and implemented.</p>		Clerk						
<p><b>16-19 Minutes of the Development and Localism Committee</b> It was <b>resolved</b> the minutes of the meeting held on Thursday 2<sup>nd</sup> May 2019 (as circulated) are received and the recommendations in the minutes 4-19D&amp;L (a) (Devolution of a programme of assets/services viii) Borough Park Play Park), 4-19D&amp;L (b) (War Memorial) [a resolved item] and 8-19D&amp;L (Grounds Maintenance areas and Weed Spraying of Pavements) <i>Option Three</i> only are adopted and implemented. Pursuant to minute 4-19D&amp;L (a) (Devolution of a programme of assets/services) following a question the Clerk clarified the Council's Solicitor is not yet included in the devolution negotiations, which are solely with Cornwall Council. Pursuant to minute 4-19D&amp;L (b) (War Memorial) the Clerk wished to ensure clarity on this delegation of authority for this project and it was again <b>resolved</b> to delegate authority to the Clerk to pursue this project, whilst ensuring the balance of expenditure and income is within the agreed budget. The Clerk presented the up to date budget statement. Pursuant to minute 4-19D&amp;L (e) (Christmas Lights) the Clerk presented the quotation received from the electrical contractor for the essential electric works only.</p>		Clerk  Clerk						
<table border="1"> <thead> <tr> <th data-bbox="110 1188 506 1224">Contractor</th> <th data-bbox="506 1188 906 1224">Supply of</th> <th data-bbox="906 1188 1299 1224">Cost (£)</th> </tr> </thead> <tbody> <tr> <td data-bbox="110 1224 506 1327">Armada Electrical</td> <td data-bbox="506 1224 906 1327">Fore Street electrics for Christmas Lights – middle section</td> <td data-bbox="906 1224 1299 1327">Materials £179.37 Labour £420.00 <b>TOTAL £599.37</b></td> </tr> </tbody> </table>			Contractor	Supply of	Cost (£)	Armada Electrical	Fore Street electrics for Christmas Lights – middle section	Materials £179.37 Labour £420.00 <b>TOTAL £599.37</b>
Contractor	Supply of	Cost (£)						
Armada Electrical	Fore Street electrics for Christmas Lights – middle section	Materials £179.37 Labour £420.00 <b>TOTAL £599.37</b>						
<p>Following consideration and a review of the budget for Christmas Lights (2019/20) (£3,000), it was <b>resolved</b> to instruct Armada Electrical to undertake the electrical repair work to the middle section of Fore Street for the Christmas Lights @ Total cost £599.37.</p>		Clerk						
<p>Pursuant to minute 4-19D&amp;L (f) (Tourism Festival) it was <b>resolved</b> to delegate authority to the Clerk to pursue this project, whilst ensuring the balance of expenditure and income is within the agreed budget. Pursuant to minute 8-19D&amp;L (Grounds Maintenance areas and Weed Spraying of Pavements) for <i>Option Three</i> only Weed Spraying of Pavements - the Clerk to expedite the 'letting' this contract. Pursuant to minute 9-19D&amp;L (a) (Vision Projects) (i) (Proposed Jetty Project) Councillor G J Davis reported the meeting is scheduled for 30<sup>th</sup> May 2019.</p>		Clerk						
<p><b>17-19 To consider and approve the Committee Terms of Reference for the 2019-20 Civic Year</b> a) Asset Management and Operations Committee b) Development and Localism Committee c) Finance and Personnel Committee</p>								

d) Neighbourhood Plan Steering Group

It was **resolved** the Committee Terms of reference (as circulated) for the 2019-20 Civic Year are adopted. It was further **resolved** to include a review of the Terms of Reference at each the next Committee meetings, highlighting that budget monitoring will need to be included in both the Asset Management and Operations Committee and Development and Localism Committee meetings.

Clerk

**17-20 Financial Comparison**

It was **resolved** that the April 2019 Financial Comparison (as circulated) is received and adopted. It was reported the Clerk has reviewed the income and expenditure and confirmed that the cash book reconciled to the bank and financial comparison as being accurate.

**18-19 Accounts for payment**

PAYEE	REASON	Invoice/ Reference No.	GROSS (£)	(VAT) (£)	NETT (£)
Cornwall Council	Bus Rates June 2019 Library	802715760	378.00	0.00	378.00
Cornwall Council	Bus Rates June 2019 Council Premises	802311466	1461.00	0.00	1461.00
Cornwall Council	Bus Rates June 2019 Public Con's	802385084	145.00	0.00	145.00
Cornwall Council	Garage Rent April-May 2019	34190700166	56.48	9.40	47.08
Ms T Morris	Reimburse White Sprit for library	Library	1.65	0.28	1.37
Biffa	Waste collection Apr – May '19	408T99338	124.66	20.78	103.88
Mr D Benson	Clock Winding	Apr 19	48.00	0.00	48.00
Harrisons Builders	Library Works (Internal refurb £29,568) (Shutter & vision panel £1,068) (WC decorated ceiling & baby changing table £642)	SA/0519/6461	37533.60	6255.60	31,278.00
Harrisons Builders	Unvented water Heater & electrical works	SY/0519/6463	835.20	139.20	696.00
Currys PC World	TV Bracket & Card Reader	16480480	101.95	16.99	84.96
Currys PC World	TV and Delivery Library	16482937	468.98	78.16	390.82
Rabart Dec's Merchants	Fence paint & Brushes	PLYT041170	39.79	6.63	33.16
Rabart Dec's Merchants	Stripping Knife and safety specs	PLYT041505	35.98	6.00	29.98
Rabart Dec's Merchants	Wire & paint brushes	PLYT041661	23.11	3.85	19.26
LRM Planning Limited	Neighbourhood Plan (Attendance at meeting/review evidence/advice re finalisation (£500)/amendments to draft (£500) and ongoing advice. Disbursements: Travel (£45.60)	1654	1254.72	209.12	1,045.60
South West Water	Public conveniences Antony	3057522401	20.46		18.70

	Road			1.76	
South West Water	Council Chambers Feb – Apr 19	1263308401	233.27	0.00	233.27
Office Furniture on line	Folding tables Library	SN372540	734.40	122.40	612.00
Office Furniture on line	Tub Chairs set	SN372444	655.20	109.20	546.00
Cornwall Council	Employee Salary Jan- March 2019 & Mayor's Allowance	98272414	35,584.59	52.00	35,532.59
SW Hygiene (BTE Services Ltd)	Sanitary and Nappy rental etc. Annual Fee	209979	766.27	127.71	638.56
Hudson Accounting Ltd	Internal Audit 2018/19	417	450.00	0.00	450.00
BT	Phone in York Road 816358	WW34112427	36.72	6.12	30.60
All About Blinds	2 x Vertical Blinds	2099	334.00	0.00	334.00
Shire Leasing	Phone System	Direct Debit	149.29	24.88	124.41
EE Limited	Phone Bill	Direct Debit	74.53	12.42	62.11
Corona Energy	Gas Supply	Direct Debit	962.86	160.48	802.38
Everflow Limited	Water Supply	Direct Debit	336.82	20.58	316.24
* PWLB	Loan Repayment	Direct Debit	17599.99	0.00	17599.99
* Fintec	Photocopier	Direct Debit	189.42	31.57	157.85
* EE	Phone Bill	Direct Debit	74.53	12.42	62.11
* Corona Energy	Gas Supply	Direct Debit	1128.28	188.05	940.23

\*Omitted from 18<sup>th</sup> April 2019 meeting minutes.

### 19-19 Correspondence

a) Consolidation onto the site at 16 Fore Street, Torpoint of Boots UK Ltd. already at the site and Boots UK Ltd currently at 1 York Road, Torpoint – NHS England: -  
Noted.

b) Public Spaces Protection Orders: Renewal of existing dogs on beach restrictions to come into effect from April / May 2020 – Cornwall Council Public Protection: -  
Noted.

c) Safe 38 Annual General Meeting – Chair Safe38: -  
Noted – request to be kept informed on proceedings as the AGM date clashed.

d) Relocation of The Torpoint Archives to the Library – The Torpoint Archives: -  
Noted. Councillor G J Davis highlighted that as The Torpoint Archives are vacating space at the Council Chambers, the next meeting of the Asset Management and Operations Committee should decide what the room will be used for.

e) Penntorr Health Centre – various issues – (Councillor K J Moon): -  
Having considered the correspondence and the detailed response from Penntorr Health Centre (Dr Barnes) members highlighted their concerns about the lack of available parking and it was **resolved** for the Mayor to arrange a meeting with Dr Barnes to pursue this matter further.

Clerk

Clerk

Mayor

<p><b>20-19 Reports</b></p> <p>a) Library Report: - The Clerk summarised the report, which will be the final one presented directly to the Council, all future reporting will be via Committee meetings. Members were mindful of agreeing additional expenditure for the Library and following discussion it was <b>resolved</b> to approve the proposed daily contract at a charging rate of £250.00 per hour for Curtis Whiteford Crocker Solicitors, to undertake the work to compile the Service Level Agreement between the Council and Drecklys Ltd, who are operating the café. A brief comment about the café unfortunately being closed [for one day] earlier this week was made, whilst acknowledging the opening of the café in the Library and Community Hub is still in its infancy.</p> <p>b) Neighbourhood Plan: - The next meeting of the steering group will be arranged in due course.</p> <p>c) Torpoint Town Partnership (TTP): - The Mayor explained the working party group are continuing to meet to progress the organisation of Torpoint's Field Day Festival. The next meeting of the TTP will be the Annual General Meeting and is scheduled for Tuesday 18<sup>th</sup> June, volunteers for the TTP are always being sought.</p> <p>d) Report from Delegates to Outside Bodies: - None.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>21-19 Date of next meeting: -</b> Thursday 20<sup>th</sup> June 2019.</p>	
<p><b>22-19</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 9.08pm .....Town Mayor</p>	