



TORPOINT TOWN COUNCIL

Following recent legislation updated as a result of COVID-19, the meeting took place Virtually, using Skype. All members had been encouraged (in advance) to join the virtual meeting together with two members of the public joining to listen to the proceedings. As this is the first Virtual Council meeting, there was no opportunity for direct questions via Open Forum.

Fr. Michael Brown led prayers before the meeting.

The Clerk enabled some papers to be shared on the screen, however this was limited and the meeting was recorded using the Skype facility.

MINUTES of a **VIRTUAL** meeting of Torpoint Town Council held on Thursday 30th April 2020 at 6.30pm via the **Skype** link <https://join.skype.com/coFOjpfCwV6>.

Virtually Present: - Town Mayor (Councillor Mrs. C E Goodman) (Chairman), Deputy Town Mayor (Councillor Miss R A Tanner BEM), Councillors E H Andrews, Miss R C Baker Mrs. K Brownhill, S J Corbidge MBE, G J Davis, T J Gulley OBE, Miss L J Hocking (see minute number 200-19), L E Keise, Mrs. J M Martin, K J Moon, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Town Council Support Officer in attendance. The Library and Community Hub Manager and recently appointed Operations Manager were also in attendance.

	ACTION
<p>198-19 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors Mrs. R A Southworth and M G Spurling (due to technology reasons was unable to be present and therefore vote). It was considered and noted that any members unable to access 'virtual remote meetings' due to the lack of technology would not be penalised by the 6-month non-attendance rule. (Therefore, this Council will need to consider granting an extension to any members' submitting apologies, should this rule apply in the future.)</p>	



199-19 Declarations of Interest relating to items on the Agenda: -

- a) An NRI (Non-Registerable interest) was declared by:
Town Mayor (Councillor Mrs. C E Goodman) (Chairman) (Agenda item 4b. Planning Application PA20/01722 – as her husband is Director at the rugby club).
- b) An NRI (Non-Registerable interest) was declared by:
Deputy Town Mayor (Councillor Miss R A Tanner BEM), (Agenda item 11d. Local Community Markets grant application – as member of the Local Community Markets).
- c) An NRI (Non-Registerable interest) was declared by:
Councillor Miss R C Baker) (Agenda item 4b. Planning Application PA20/01722 – as a VIP member at the rugby club).
- d) An NRI (Non-Registerable interest) was declared by:
Councillor S J Corbidge MBE (Agenda item 4a. Planning Application PA20/02211 – as a local resident living in close proximity to the planning application).
- e) An NRI (Non-Registerable interest) was declared by:
Councillor Mrs. J M Martin, (Agenda item 11d. Local Community Markets grant application – as a member of the Local Community Markets).
- f) An NRI (Non-Registerable interest) was declared by:
Councillor C R Still (Agenda item 4b. Planning Application PA20/01722 – as Chairman of the Torpoint and Rame Active Community Network).

200-19 Remote meetings Protocol and Procedures – Temporary Amendments to Standing Orders and (Agenda Item 5) Proposed inclusion of 'Open Forum' for future Virtual Meetings.

The paper as previously circulated (Remote Meetings Protocol and Procedures Amendments to Standing Orders 30th April 2020) was considered. Councillor G J Davis was of the opinion that as the Council has now set up the ability to meet Virtually, then the Council should try to resume normal business. Highlighting the Annual Meeting can legally be delayed until May 2021, however from a democratic point of view, whether the Annual Meeting should continue to run in May 2020 should now be considered. This prompted a question from Councillor E H Andrews about how the Council would enable a 'secret ballot' to be undertaken (as this is currently how the initial voting is undertaken), with Councillor K J Moon suggesting votes could be emailed to and subsequently collated by the Clerk. Councillor G J Davis proposed an amendment to the Temporary Amendments to Standing Orders, which was seconded by Councillor E H Andrews and it is resolved to request the Chairman calls a Virtual meeting of the Systems and Procedures Working Party group to review how operational activities, Council and Committee meetings, including the Annual meeting can continue to operate Virtually and to endeavour to return to 'business as usual.' It is further resolved to adopt The Temporary Amendments to Standing Orders, which highlight that to include 'Open Forum' in future Virtual Meetings: members of the public wishing to put a question to the Council must do so 24 hours prior to the start of the Virtual meeting in writing / via email to admin@torpointtowncouncil.gov.uk.

(During this agenda item, due to technology issues, Councillor Miss L J Hocking left the meeting and was unable to rejoin.)

Mayor

201-19 Planning Applications: -

(Councillor S J Corbidge MBE left the Virtual meeting for this agenda item.)

a) PA20/02211 – Retrospective Planning permission for the erection of three commercial buildings – Land at Fisgard Way, Trevol Business Park, Torpoint.

The Council strongly objects to the retrospective planning permission for the erection of three commercial buildings on the land at Fisgard Way on Trevol Business Park and wishes to make the following observations: -

- i) Agree the comments from the Community Protection Officer (John Butterwick) Cornwall Council and request a noise assessment is undertaken and specifically request this is NOT undertaken during the current COVID-19 lockdown period.
- ii) Lack of sound proofing of the existing buildings is causing noise pollution/harm to residents in close proximity to the site.
- iii) A contaminated land assessment should be provided, due to the proximity of the site to contaminated land adjacent to the site.
- iv) Water run-off from the work being undertaken at the site requires more in-depth consideration and investigation.
- v) The negative and damaging impact on the residents' living at Lamorna Park who have been completely disregarded by the operational activities of the company.

Agenda item 11a. Was noted at this point (see minutes number 207-19

(a)). (Councillor S J Corbidge MBE returned to the Virtual meeting)

(The Chairman (Councillor Mrs. C E Goodman), Councillors Miss R C Baker and C R Still left the Virtual meeting for this agenda item.)

b) PA20/01772 - New rugby club and multi-sports facility including clubhouse, parking and two pitches for St Columba and Torpoint RFC – Land on The South side of Antony Road, Torpoint PL11 2PD.

The Council unanimously supports this planning application for the new Rugby club and multi sports facility, including clubhouse, parking and two pitches for St. Columba and Torpoint RFC and makes the following observations are made:

- i) Consider whether there is land contamination at the proposed access road;
- ii) Ecological assessment - please retain the developed oak trees where possible and the ecological conservation at the proposed site;
- iii) Concern was made regarding the possible noise pollution to visitors of the adjacent cemetery behind the planned facility - please ensure this is addressed.

(The Chairman (Councillor Mrs. C E Goodman), Councillors Miss R C Baker and C R Still returned to the Virtual meeting.)

PA20/02974 – Change of use to allow Use Classes A1/A2/A3 or any mix and external seating at front of premises – 1 York Road, Torpoint, Cornwall PL11 2LG.

No objections or observations.

202-19 Cornwall Council Report: -

There was no report received from Councillor M J Crago.

G J Davis provided a verbal update on the following:

Cornwall Council infrastructure

Members will have seen a recent email advising that Cormac is now embarking on a programme of works to help maintain essential community infrastructure – such as parks, amenity areas, rights of way and the coast path, these will benefit people’s daily exercise regimes and help their social well-being. Cormac has advised that the teams will maintain social distancing.

Support from Cornwall Council under COVID-19 (corona virus)

Cornwall Council, supported by CALC (Cornwall Association of Local Councils) has provided weekly updates on all the support/volunteering/guidance available.

Tamar Bridge and Torpoint Ferry Joint Committee

Councillor G J Davis explained that since lockdown was announced, tolls on the Tamar Bridge and Torpoint Ferry have been waived, in order to follow social distancing guidelines. This has resulted in a large gap in the finances to provide the current service; conversations and discussions with the Government, local MP’s, along with Committee representatives have been taking place seeking the financial support needed to maintain the existing service. Councillor Davis advised, the longer the lockdown continues, the greater financial risk to the services provided by the Tamar Bridge and Torpoint Ferry operations.

203-19 Minutes of the previous meeting.

The minutes of the previous meeting held on Thursday 19th March 2020 were taken as read, confirmed and will be signed by the Chairman in due course.

204-19 Mayor's Communications

a) Report from Local Community Markets

The Chairman invited the Deputy Mayor (Councillor Miss R A Tanner BEM) to provide a report from the Local Community Markets on the volunteering effort undertaken. (It is noted the Deputy Mayor is a member of Local Community Markets in the capacity of Miss R A Tanner BEM.) The Deputy Mayor explained all the recent hard work undertaken by the group of local volunteers, who have been supporting many residents of the local community in the lead up to and following the Government announcement to Stay at Home. Councillor Tanner explained that at times the pharmacies have had difficulty meeting the delivery demand [for prescriptions].

The Local Community Markets have set up and now taken over the running of a Foodbank Distribution Centre for the PL10 and PL11 postcodes supporting the Liskeard and Looe Foodbank. This has required the Foodbank boxes to be collected from the Liskeard depot and then promptly delivered to those in need. Donations to the local distribution centre are being encouraged and it is envisaged that the current church volunteers will continue to be involved, when possible.

The Local Community Markets has looked at the possibility of setting up a 'Community Kitchen' and Councillor S J Corbidge MBE has agreed to support this. Councillor Corbidge continued that unfortunately the qualified chefs, originally available to prepare and cook the meals, are now no longer available. There are a number of volunteers available for this project and it is likely that demand for this could increase as the crisis continues. Councillor Corbidge explained Café Abundance currently provides the same support and having spoken to them, there is spare capacity for them to increase meal production, based upon the current meals being cooked and delivered.

The Deputy Mayor highlighted the information leaflet which had been compiled and will be issued to all households in the town, financed by the Council, in advance thanking the volunteers/staff who will be undertaking with the timely distribution of the leaflet. Following a question posited, the Deputy Mayor explained the possible use of the Council Chambers kitchen has been considered at the forefront of the Community Kitchen project, thanking the Clerk for working with the Council insurers to permit use under the Council's insurance. Councillor Corbidge explained the complexity of the project regarding food handling, safety and delivery of food.

The Chairman minuted thanks to the Local Community Markets group, Councillor S J Corbidge MBE for his work towards the Community Kitchen, also to all those who had been involved with the leaflet production and forthcoming delivery, particularly highlighting the efforts of the Deputy Mayor and Councillor Mrs. J M Martin (as a member of the Local Community Markets) who have made such a difference to the community.

205-19 Register of 'Delegated Decisions' as at 23rd April 2020

The Register of Delegated Decisions as at 23rd April 2020 (as circulated) was considered and it was **resolved** to approve the document.

a) To consider instructing Complete Weed Control (South West) to commence first weed spray. Using Cormac's recent decision to commence infrastructure works in the county and having received the appropriate COVID-19 risk assessment it is **resolved** to proceed with the instruction to commence the first pavement weed spray in the town.

Clerk

206-19 Accounts for payment

Total Gas & Power	Final Gas Bill Library from 2019	209947611/20	294.50	14.02	280.48
Spot on Supplies	Towel Dispensers	21492216	77.26	12.88	64.38
Everflow	Water Rates	504720	280.12	17.61	262.51
Fintec	Qtr payment Ricoh Printer Rental	12589 – DD	189.42	31.57	157.85
SSE	Cambridge Field Electricity Invoice	561785554 0004 – DD	39	1.85	37.15
Corona	Gas Council Chambers	15135312 – DD	1297.37	216.23	1081.14
SSE Southern Electric	Gas Library	91812424 – DD	324.72	54.12	270.6
SSE Southern Electric	Electricity Benodet Pub Con	51785521 - DD	126.19	6.00	120.19
Adobe	Reader and converter software March	IEE2020001159 974 – CC	12.64	0.00	12.64
Amazon	Fire Extinguisher Tray	321681615- 2020-5251 – CC	33.50	5.58	27.92
Baker Ross	Mother's Day cards colouring in cards Library	GB1002187541 – CC	12.35	2.06	10.29
Amazon	USB connector for headphones	205-76744477- 8909144 – CC	12.48	2.08	10.40
Amazon	Headphones and mic	205-8172597- 6118755 – CC	60.90	10.15	50.75
XERO	Financial Software April Subscription	INV -5856059 - CC	28.80	3.80	24.00

207-19 Correspondence

a) EN19/01776 - Alleged erection of a large garage being used for spraying and sand blasting SBS Ltd., Fisgard Way, Trevol Business Park, Torpoint, Cornwall – Cornwall Council: -

Noted (see minute number 201-19 (a)).

b) 2019/20 AGAR instructions re external audit – PKF Littlejohn LLP: -

Noted.

c) Section 137 Grant Application – Cornwall Air Ambulance: -

Following due consideration of the documentation/grant application (as circulated) it is **resolved** to grant £300.00 of S137 grant funding to Cornwall Air Ambulance, subject to agreement of the standard terms and conditions of S137 grant funding.

(The Deputy Mayor (Councillor Miss R A Tanner BEM and Councillor Mrs. J M Martin left the Virtual meeting for this agenda item.)

Clerk

Clerk

<p>d) Section 137 Grant Application – Local Community Markets: - Following due consideration of the documentation/grant application (as circulated) it is resolved to grant £1,900.00 of S137 grant funding (from allocated reserves 2019/2020 financial year) to the Local Community Markets for the Community Kitchen, subject to agreement of the standard terms and conditions of S137 grant funding. (The Deputy Mayor (Councillor Miss R A Tanner BEM and Councillor Mrs. J M Martin returned to the Virtual meeting.)</p>	Clerk
<p>208-19 Suspension of Standing Orders At 7.55pm, Standing Orders were suspended to allow all present to 'Clap for the NHS and Key Workers' (after Agenda Item 11c. S137 Grant Application – Cornwall Air Ambulance) with Standing Orders resumed at 8.10pm.</p>	
<p>209-19 Reports a) Neighbourhood Plan: - The Chairman explained a Virtual Skype meeting has been arranged to work alongside the contractor LRM Planning to review the existing document, with tracked changes. A hard copy of the current document can be printed and delivered to those Councillors joining the Virtual meeting. b) Torpoint and Rame Youth Project: - The Chairman invited Councillor S J Corbidge MBE to give a brief update on the activities of Torpoint and Rame Youth Project since COVID-19 who explained the young people from the group have been keeping in contact with each other, also activity packs have been distributed to members and their families and regular contact will continue during the COVID-19 lockdown.</p>	Clerk
<p>210-19 Date of next meeting: - To be advised.</p> <p>The Chairman thanked everyone for their Virtual attendance and their understanding with the various 'technology' issues that were experienced during the meeting.</p>	
<p>Virtual Meeting closed at 8.30pm... ..Town Mayor</p>	