



TORPOINT TOWN COUNCIL

The meeting took place Virtually, using Zoom. All members had been encouraged (in advance) to join the virtual meeting as well as being given the opportunity to join the meeting via telephone 'dial in'. Members of the public had been given the opportunity to email any questions in advance for Open Forum, there were none received.

The Chairman welcomed everyone to the meeting and affirmed that each individual Councillor could hear and could respond (unmute/mute microphones) prior to the start. The Chairman explained the virtual voting procedure, whereby a show of hands (from Councillors visually on Zoom) and anyone dialling in would be asked to give their vote verbally – all understood the proceedings.

Fr. Michael Brown led prayers before the meeting.

MINUTES of the **VIRTUAL** meeting of Torpoint Town Council held on Thursday 18th June 2020 at 6.30pm via the **Zoom** link

<https://us02web.zoom.us/j/81628425615?pwd=UDFsN3crS3ZYU3N3aEE0bm1EeDNLdz09>

Meeting ID: **816 2842 5615**

Password: **432152**

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, L E Keise, Mrs. J M Martin, K J Moon, M G Spurling, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk), Town Council Support Officer and Operations Manager in attendance.

	ACTION
<p>20-20 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor Mrs. R A Southworth.</p>	
<p>21-20 Other Member not present: - Councillor Miss L J Hocking.</p>	
<p>22-20 Declarations of Interest relating to items on the Agenda: - a) An NRI (Non-Registerable interest) was declared by: - Councillor K J Moon – (Agenda item 9. Minutes of the Finance and Personnel Committee meeting).</p>	
<p>23-20 Planning Application: - a) PA20/01486 - Change of use from 1 three bedroom flat to 1 one bedroom and 1 two bed roomed flat. Location: 46 Fore Street, Torpoint, PL11 2AG. No observations or objections.</p>	
<p>24-20 Cornwall Council Report: - Councillor G J Davis reported: - <i>Jetty for Torpoint</i> Arcadis have commenced the works around jetty design and the potential connections, the output is expected by September. The CIOs LEP [The Cornwall and Isles of Scilly Local</p>	

Enterprise Partnership (LEP)] has received a letter from a minister looking for an almost immediate response for projects to stimulate Covid-19 economic recovery should funding become available. These need to be 'shovel ready' projects deliverable in 18 months. The Torpoint Jetty project is expected to be included in this. There was also consideration for Lower Fore Street re-development, but this is too immature - being shortlisted is a great achievement, only a few years ago Torpoint was overlooked as having nothing available. The Vision for Torpoint keeps being highlighted as the stimulus.

New Cabinet Member - Portfolio Holder for Culture, Economy and Planning

The Gateway Network members are virtually meeting with Councillor Tim Dwelly next week, Councillor Davis will provide an introduction on the Vision for Torpoint and the Economic Plan including Lower Fore Street and the Jetty. Councillor Davis continued that he is looking to make sure that Torpoint and South East Cornwall is at the front of Councillor Dwelly's mind for investment and development as well as demonstrating that the community can work together with Cornwall Council and have a strategy for the future.

Partnership Working and Fore Street

Partnership working has again been demonstrated this week with the work of the council on the COVID-19 measures for the re-opening of Fore Street. This was discussed only two weeks ago for the first time at the Development and Localism Committee meeting and have already met with the traders and Cornwall Council to submit a costed plan for ERDF (European Regional Development Fund) funding. Councillor Davis minuted thanks to everyone that has been involved with this, highlighting the Town Clerk and team of her staff for completing the application for consideration yesterday, reporting that it has already passed the initial review and all being well it is awaiting approval in the next few days.

Tamar Bridge and Torpoint Ferry

The Government have now responded with a view of how they may be able to help overcome the revenue shortfall as a result of COVID-19 reduction of traffic. Councillor Davis explained that whilst the offer to discuss RPI (Retail price index) linked toll increases rather than large increases every few years is a development, it is not going to make a lot of difference with the current COVID-19 traffic reduction and there is the strong likelihood this will continue for some time. Two urgent member workshops are being planned in the next month to discuss and plan a way ahead.

Councillor S J Corbidge MBE highlighted the current situation with the verge cutting in the town, explaining that the decision to allow some verges to be left to grow wildflowers can be a controversial choice between the area looking 'very over grown' and allowing nature/wildflowers to blossom. Councillor Corbidge questioned how the decision are made on this and whether Cornwall Council had been consulted in this decision making. Councillor Davis explained the decision had been made by the Cabinet and highlighted that he had not been consulted about the changes, highlighting his displeasure about the decision. A debate on the verge cutting ensued with Councillors J Tivnan BEM, Mrs. K Brownhill, Mrs. J M Martin and the Mayor all reporting verge areas which, in their opinion, were very unsightly in the town and were causing residents to complain. Councillor Mrs. Martin continued that communication is key to ensuring residents are kept informed about the changes to the verge cutting regime, as well as highlighting the verges are the responsibility of Cornwall Council and not the town council. Councillors M G Spurling added that sadly due to the recent dry spell it was unlikely the wildflowers, which had been

<p>planted prior to COVID-19, would survive. Councillors K J Moon and C R Still also contributed to the debate, highlighting additional overgrown verge areas. It is resolved to correspond with the appropriate Portfolio Holder at Cornwall Council, highlighting photographs showing the areas of concern. Members agreed to forward photographs to the Clerk to be included in the correspondence.</p>	<p>Members / Clerk</p>
<p>There was no report from Councillor M J Crago. It was resolved to correspond [again] with Councillor Crago to request either attendance at council meetings or for a report to be submitted.</p>	<p>Mayor/Clerk</p>
<p>25-20 Police Activity Report: - The Police activity report is noted.</p>	
<p>26-20 Minutes of the previous meeting The minutes of the previous virtual Annual meeting held on Thursday 21st May 2020 were taken as read, confirmed and will be signed by the Mayor in due course.</p>	
<p>27-20 Matters arising from the minutes a) Letter to MP for South East Cornwall supporting funding bids (Tamar Bridge and Torpoint Ferry): - Pursuant to minute 08-20 the Clerk explained and had previously circulated a letter in response from Sheryll Murray MP. Following discussion on the contents of the response it was resolved to acknowledge and thank Sheryll Murray MP for the response. b) Cornwall Council/Antony Road public conveniences: - Pursuant to minute 11-20 (a) the Clerk explained the project to develop the site at Antony Road conveniences is currently on hold, until further notice. On a separate matter Councillor S J Corbridge MBE asked to record thanks to the council staff for recently re-opening of the public conveniences in the town, highlighting the noticeable cleanliness of the same. The Clerk acknowledged Councillor Corbridge's thanks, explaining Torpoint was one of the first town and parish councils in Cornwall to fully re-open the public conveniences which had been closed as a result of COVID-19. c) Request for leave of absence from Councillor Mrs. R A Southworth: - Pursuant to minute 12-20 (b) it was highlighted by Councillor Mrs. J M Martin that a permitted 'leave of absence' had been granted by this council, suggesting it would be useful to seek a definition for what exactly constitutes a permitted 'leave of absence', recommending CALC are contacted (The Cornwall Association of Local Councils). After reference was made to a similar decision made four years ago by this council for Councillor Mrs. K Brownhill, it was agreed the Clerk should contact CALC on this matter.</p>	<p>Clerk</p>
<p>28-20 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 the Local Community Markets in the capacity of Miss R A Tanner BEM.) The Deputy Mayor explained the volunteering effort continues with shielding members of the community still needing shopping, prescriptions collected and general errands to be undertaken. There has also been an increase in the residents' needing support. The Deputy Mayor explained Torcare will shortly be stopping providing the 'meals on wheels' service to Torpoint and the Rame Peninsula, however, the Scholars Restaurant, St. Germans are undertaking to offer a similar food delivery service at a slightly less expensive price. The Deputy Mayor was very sad to advise a member of the</p>	

<p>community had very recently passed away; explaining the person was awaiting the repair of the stairlift in the property which she was living and had apparently fallen down the stairs and had subsequently died, highlighting a severe lack of support and help for those in need.</p> <p>The Deputy Mayor explained the Local Community Markets are considering organising a street market for the last Sunday in July.</p> <p>The Mayor minuted thanks to the Deputy Mayor and all the volunteers who are continuing to support residents' in the community.</p> <p>The Chairman invited Councillor Mrs. J M Martin to provide an update on the satellite Foodbank Distribution Centre. (It is noted Councillor Mrs. J M Martin is a member of the Local Community Markets in the capacity of Mrs J M Martin.) Councillor Mrs. J M Martin explained there is a continuing need to support and deliver Foodbank parcels in the local area and minuted thanks to the Library and Community Hub Manager and team of staff for continuing to working alongside them on this project. The Mayor concurred with the vote of thanks.</p> <p>b) Letter of resignation from Mrs. E Carney-Haworth OBE – Torpoint Nursery and Infant School previous Headteacher: - The Mayor detailed receipt of correspondence from Mrs. E Carney-Haworth OBE – Torpoint Nursery and Infant School previous Headteacher, highlighting "Whilst being a Headteacher at Torpoint and Infant School I have worked alongside many inspirational people from the community of Torpoint and from Torpoint Town Council and these people have had the most wonderfully positive influence and impact upon the lives of our children and they have also, perhaps unknowingly, emulated ours schools mission statement: 'Where each child is special and every child matters.' Please remember David and I remain huge supporters of the community of Torpoint and Torpoint Town Council." Councillor Mrs. J M Martin explained [in her capacity as Chair of Governors] that the Board of Governors at Torpoint Nursery and Infant School had appointed Mrs. D Kellond as Acting Headteacher, who has taken up the post for a most likely 12-month period. The Mayor to send a card to Mrs. E Carney-Haworth OBE on behalf of the Town Council, giving thanks for her dedication to the children, families and community of Torpoint.</p> <p>Activities undertaken by the Mayor Saturday 6th June 2020 Presentation of flowers to Mr and Mrs Killen on their Golden Wedding Anniversary. Tuesday 2nd June 2020 4pm Virtual Zoom meeting with the Mayors of Cornwall. Wednesday 3rd June 2020 2.30pm – 4pm CALC virtual meeting relating to the re-opening of the High Street. Wednesday 17th June 2020 2.30pm – 3.30pm Follow up CALC meeting relating to the re-opening of the High Street.</p>	<p>Mayor/Clerk</p>
<p>29-20 Minutes of the Finance and Personnel Committee It was resolved the minutes of the virtual meeting held on Monday 1st June 2020 (as circulated) are received and the recommendation contained in the minutes 6-20F&P (Committee Terms of Reference) is adopted and implemented. Councillor Mrs. J M Martin</p>	

<p>proposed a recommendation contained in the minutes 8-20F&P Council Staffing Report: Membership of NALC/CALC, detailing the benefits of subscribing to the service for 2020/21 at a charge of £2,208.46, which includes a NALC subscription of £488.40. The recommendation prompted much debate and reflected historical advice and guidance which had been given to the council. Also a member reflected several years' suggesting to this council to join CALC – whilst adding this council should not directly pay the Clerk's membership fee to SLCC (Society of Local Council Clerks) - and highlighting the invaluable advice and guidance CALC has provided to all councils during COVID-19. Subsequently, it was resolved to invest/join CALC/NALC at a subscription charge of £2,208.46, commit to this expenditure for 2020/21 and subsequently review the benefits of joining CALC at the future budget setting meeting for 2021/22.</p> <p>Pursuant to minute 09-20F&P (c) (Council Staffing Report) it was resolved that this item would be considered with the Public and Press excluded as it contains sensitive staffing information [see minute 37-20 below].</p> <p>Pursuant to minute 10-20F&P (Policies Reviewed by this Committee) Councillor Mrs. J M Martin thanked members who had already volunteered to assist with the Policy review, explaining the aim is to upload the reviewed documentation to the website.</p> <p>It was resolved the recommendation contained in the minute 17-20F&P (Councillor K J Moon to become a member of the Finance and Personnel Committee) is adopted and implemented (Councillor K J Moon abstained from the vote).</p> <p>Councillor Mrs. J M Martin asked the Mayor to invite all to observe a minute silence following the sad loss of the Deputy Mayor's Consort Mr Robert (Bob) Evans.</p>	<p>Clerk</p> <p>Clerk</p>
<p>30-20 Minutes of the Development and Localism Committee</p> <p>It was resolved the minutes of the virtual meeting held on Thursday 4th June 2020 (as circulated) are received and the recommendations contained in the minutes 06-20D&L (Committee Terms of Reference), 09-20D&L (b) (War Memorial) and 09-20D&L (g) (Waste Management – Removal of recycling banks) are adopted and implemented.</p> <p>Pursuant to minute 09-20D&L (e) (Enterprise Court) it was resolved that this item would be considered with the Public and Press excluded as it contains commercially sensitive information [see minute 37-20 below].</p> <p>Pursuant to minute 09-20 (f) (VE Day 75/the re-opening of Fore Street) the Clerk detailed the work undertaken by the working party following a virtual meeting held the day after the Development and Localism Committee meeting. This included arranging a virtual meeting with several Fore Street traders, liaison with Cornwall Council Community Link Officer, quotations sought and the urgent/prompt completion and submission of a funding application for ERDF monies to Cornwall Council to support the re-opening of Fore Street. The Clerk explained that having asked Cornwall Council car parking to waive the first hour parking charge at Tamar Street car park in July and August. Regrettably Cornwall Council has advised they are not in a position to provide towns with free parking and each request has had the same response in order to remain consistent. Cornwall Council explained that parking charges were re-introduced on 1st June 2020 following a period of free parking in the lockdown period, charges have remained at the 2019 prices and the proposed tariff increase was not implemented as planned. The Clerk therefore sought the cost for one-hour free parking, per car, per day from 1st July to 31st August 2020 in Tamar Street car park and has been advised the charge is £600 to include the machine changes and signage. Councillor G J Davis explained that although frustrated Cornwall Council are unable to waive the parking charges and added the Fore Street traders would certainly benefit from additional local free parking. Councillor Mrs. J M Martin supported Councillor Davis'</p>	<p>Clerk Clerk</p>

<p>comments, along with Councillor S J Corbidge MBE who acknowledged that both customers and traders would appreciate the gesture and it is resolved to fund the cost for one-hour free parking, per car, per day from 1st July to 31st August 2020 in Tamar Street car park for £600.</p> <p>Pursuant to minute 09-20D&L (g) (Waste Management – Removal of recycling banks) all agreed effective communication on this matter is of paramount importance.</p>	<p>Clerk Clerk</p>
<p>31-20 Torpoint Ferry Statistics: -</p> <p>The Torpoint Ferry statistics report is noted. Councillor T J Gulley OBE explained his disappointment with the LYNHER gantry issues which have severely impacted on the planned return to service sometime in July, adding the repeated failures with the two-ferry service result in a poor service to ferry users. Councillor C R Still concurred with Councillor Gulley’s comments, highlighting the routine maintenance appears to be problematic.</p>	
<p>32-20 Financial Comparison</p> <p>The Clerk explained the up-to-date position with the completion of the Annual Year-end Accounts adding that information is being forwarded to the Internal Auditor for annual review and it is anticipated the Annual Governance Statement should be considered at the July council meeting.</p> <p>The Town Council Support Officer explained that all data is now transferred into the Xero Accounting System and the Financial Comparison presented at monthly Council meetings would be quite different in its appearance. Xero allows for daily reconciliation of the bank accounts matching this with the Council income and expenditure, providing a more up-to-date overview of the Council’s spending. An overall budget report has been created showing income, expenditure and any variances in the allocated budgets, with funds further subdivided into additional categories. For example, rather than ‘non-domestic rates’ these are now apportioned to individual council facilities and ‘Library operational’ now records, non-domestic rates, water rates, lighting and heating, consumables etc. on an individual basis, allowing for more precise analysis. It is envisaged this will allow more information to be gained from the data and improved budget planning and assessment. The subdivision and recording of allocated reserves within Xero is currently being tested and a full report is to follow once a working model has been created. The Mayor minuted thanks to the Town Council Support Officer for the progress on this matter.</p> <p>It was resolved that the April 2020 Financial Comparison (as circulated) is received and adopted. It was resolved that the May 2020 Budget Variance Income and Expenditure (as circulated) is received and adopted. It was reported that the Clerk has reviewed the income and expenditure and confirmed that the cash book reconciled to the bank and documentation as being accurate.</p>	

33-20 Accounts for payment

PAYEE	Invoice/Reference	Total	Tax Total	Net Amt	Description
Greg Conner - Operations Manager	Expenses May 2020	48.99	6.29	42.70	Mileage claim for May 2020 40 miles total
					Cloth sanding Belt refurb Sainsburys Memorial bench
					Rustins Quick Dry Outdoor wood stain dark Oak 1 ltr Sainsburys Memorial bench
					Business Insurance addition to vehicle insurance
James Property Services	Inv 1187	286.00	0.00	286.00	Prepare site and install concrete plinth for Howe Memorial Bench Chapeldown Road
James Property Services	Inv 1186	50.00	0.00	50.00	Fit Donated Lions Bench to concrete plinth Marine Drive
James Property Services	Inv 1185	336.00	0.00	336.00	Prepare site and install concrete plinth for memorial bench + fit memorial Bench Halliday
Cornwall council - Bus Rate Library	802715760	384.00	0.00	384.00	Non Domestic Rates July 2020
Cornwall Council - Bus Rate Pub Con	802385084	147.00	0.00	147.00	Non Domestic Rates Pub Con 01.07.20
Cornwall Council - Bus Rate Chambers	802311466	652.00	0.00	652.00	Non domestic rates July 2020
BT Bar Phone	WW 3411 2427	35.04	5.84	29.20	Bar Area monthly bill June 2020
Spot On Supplies	21494508	210.67	35.09	175.58	Cleaning Materials
ASG Security	34005	313.21	52.2	261.01	Annual maintenance fee re fire alarm and CCTV at the library
ASG Security	34004	134.17	22.36	111.81	Asg Security - Emergency Lighting repairs as per annual maintenance
LRM Planning Ltd	2354	1140.00	190.00	950.00	Account to 31st May 2020 Ongoing review of draft plan, liaison with client and attendance at Skype meeting PO 18-78
					Account to 31st May 2020 Liaison with Clifton Emery Design and preparation of site assessment PO 0019
B E White	030/20, PO-0023	400.00	0.00	400.00	Financial Consultancy assistance for Financial Year end 31st March 2020
South West Hygiene	228831	781.59	130.26	651.33	Sanitary Disposal & Nappy UNIT 13 serv 25.06.20 - 24.06.21
SSE Southern Electric -	11788490 DD	58.65	9.77	48.88	Public Con- Elec
SSE SWALEC	51789712 0010 DD	373.28	62.21	311.07	Library- Elec Apr - May
Corona Energy -	DD	754.51	125.75	628.76	Council Chambers- Gas
EE	DD	74.44	12.41	62.03	Mobile Phones
SSE Southern Electric -	91812424 0005 DD	35.20	5.87	29.33	Library Gas
SSE SWALEC	51789712 0011 DD	319.10	53.18	265.92	Library- Elec May - Jun
Everflow	DD	157.08	147.03	10.05	Water Rates
XERO	CC	28.80	4.80	24.00	Accounting Software
Adobe Systems Software Ireland Ltd	CC	12.64	0.00	12.64	Adobe Software
Amazon	CC	48.61	8.10	40.51	Hazard Tape and Temperature Probe
Clifford Motors	CC	5.40	0.90	4.50	Fuel for strimmers
Torpoint Hardware	CC	15.70	2.60	13.08	Weed Killer
Plastock	CC	172.88	28.80	144.07	PPE Screen Library
Amazon	CC	119.90	20.00	99.92	Makita Cordless sander
Amazon	CC	87.79	14.60	73.18	Sander discs, Cordless Phone,

					Insulation Tape	
Zoom Video Communications Inc.	INV2549341 6 CC	14.39		2.40	11.99	Monthly fee June 2020
Amazon	CC	10.41		1.70	8.67	Light Tube Public Conveniences
Amazon	CC	8.04		1.30	6.70	Cable Ties
Amazon	CC	31.97		5.30	26.64	Web Cam office
Mole Valley Farmers	CC	16.64		0	16.64	2 x Nitril Gloves box
Trago Mills	CC	35.96		6.00	29.97	Table cloths library
Trago Mills	CC	33.17		5.5	27.64	Chain and Padlocks
Trago Mills	CC	43.33		7.20	36.11	Padlocks
34-20 Correspondence						
a) Councillor Advocate Scheme – Office of the Police and Crime Commissioner: - The previously circulated information was noted, Councillor C R Still will continue to circulate the information to all members from the Office of the Police and Crime Commissioner; Councillor J Tivnan BEM added that much more information is being forwarded now, compared to last year.						
35-20 Reports						
a) Neighbourhood Plan: - A virtual Neighbourhood Development Plan steering group meeting is scheduled for Tuesday 23 rd June 2020, 4.00pm, Clerk to circulate meeting agenda and documentation received from LRM Planning for review.						
b) Report from Delegates to Outside Bodies: - A brief reminder from the Local Community Markets that a return to regular Fore Street markets is being considered to start at the end of July.						
36-20 Date of next VIRTUAL meeting: - Thursday 16 th July 2020.						
37-20 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)).						
Meeting closed at 8.36pmTown Mayor						