



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.

Fr. Michael Brown led prayers before the meeting.

MINUTES of the **VIRTUAL** meeting of Torpoint Town Council held on Thursday 19th November 2020 at 7.00pm via the **Zoom** link

<https://us02web.zoom.us/j/86976427844?pwd=ek11K3JtYzBSejl1OHQyQlZRcUdWUT09>

Meeting ID: **869 7642 7844**

Passcode: **344800**

Virtually Present: - Town Mayor (Councillor Mrs. C E Goodman) (Chairman), Deputy Town Mayor (Councillor Miss R A Evans BEM), Councillors E H Andrews, Miss R C Baker, Mrs. K Brownhill, G J Davis, Miss L J Hocking, T J Gulley OBE, L E Keise, Mrs. J M Martin, K J Moon, Mrs. R A Southworth, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk), Operations Manager and Town Council Support Officer in attendance.

	ACTION
<p>110-20 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor M G Spurling.</p>	
<p>111-20 Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. R A Southworth – (Agenda Item 8.a. as a member of the Local Community Markets). b) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda Item 3. b Planning Application PA20/09208 [due to a related issue] and Agenda Item 10. Minutes of the Finance and Personnel Committee – as Treasurer of the Royal British Legion).</p>	
<p>112-20 Planning Applications: - a) PA20/09129 – Extension to workshop – Western National Ltd., Trevol Road, Torpoint: - In order to be consistent, the following observations are made: - i) Due to the close proximity of the site to residential properties and the proposed use of the workshop, it is suggested that a noise impact assessment is sought. ii) Due to the close proximity of the site to residential properties and the proposed use of the workshop, it is suggested that an odour assessment is sought. b) PA20/09208 – Demolition of existing dilapidated garage and replacement with new garage with variation of condition 2 in respect of decision PA19/11033- 30 Wellington Street, Torpoint PL11 2DF: - The following observations are made: - i) There are concerns about possible over development of the site. ii) The requirements of Condition 3 from the previous planning application, i.e. that the</p>	

<p>garage is used only for vehicles and storage and no other purposes, remain in place.</p> <p>iii) Should planning consent be approved, conditions placed on the approval are subsequently monitored and checked by the appropriate personnel. (Councillor J Tivnan BEM was put in the Zoom waiting room, i.e. left the meeting for this agenda item and was re-admitted to the meeting once the agenda item was concluded.)</p> <p>c) PA20/09321 – Change of use of ground floor to Hot Food Takeaway (Sui Generis) – 69 Fore Street, Torpoint PL11 2AA. No observations or objections.</p>	
<p>113-20 Cornwall Council Report: - Councillor G J Davis reported: - <i>Jetty for Torpoint</i> The draft report has been received and it is being internally reviewed by Cornwall Council for the engineering options for the proposed landing stage. Councillor Davis is looking forward to the document being issued to the working party members to enable an understanding of the proposal before information and details are circulated to the community.</p> <p><i>Tamar Bridge and Ferry Tolls</i> Over recent months Councillor Davis, along with Councillor J Tivnan BEM, had been lobbying the local MP Mrs. Sheryll Murray and working with the Government to provide funding for much of the losses due to the coronavirus. Councillor Davis added that he was very pleased to hear Mrs. Murray MP ask the minister in parliament on Monday 16th November whether the Government could support the crossings. Earlier this evening, Councillor Davis was delighted to hear from Mrs. Murray MP after she had spoken with the minister, that funding support had been agreed. There will be a long term reduction of traffic and income at the crossings, which will need to be calculated into the financial forecast and an understanding of the impact to tolls in the medium to long term. However, Councillor Davis is hopeful there is now no immediate need to reduce the locals tag discount, as proposed by the Liberal Democrat and Labour members of the Tamar Bridge and Torpoint Joint Committee.</p> <p>The Clerk explained Councillor M J Crago had attempted to join prior to the start of the meeting.</p>	
<p>114-20 Process to fill the casual vacancy in the East Ward (due to the resignation of former Councillor S J Corbidge MBE). The Clerk explained the process to fill the vacancy has commenced and that following the publication of the public notice by the Council on 27th October, Cornwall Council has confirmed that no requests were received asking that an election be held. Accordingly, it will therefore be necessary to fill the vacancy as soon as practicable by co-option, (Rule 8 of the Local Elections (Parishes and Communities) Rules 1986). However, from 6th November 2020 because it is within six months of the elections in May 2021, there is no <i>obligation</i> to fill the vacancy. The Clerk added that several enquiries from local residents had already been received about the vacancy. Members agreed to publish and advertise the vacancy with immediate effect. In order for the vacancy to be filled in advance of the December Council meeting, the Clerk suggested an Extraordinary Meeting could be called by the Mayor. However, it was agreed, to publish the vacancy, with a deadline in advance of the December Council meeting, with written voting taking place. The Clerk will explain the voting process at the meeting and gave a brief summary of how this will work, using the chat facility on Zoom.</p> <p>a) To receive the confidential report from the Systems and Procedures working party. It was resolved that due to the confidentiality of the report from the Systems and Procedures working party this item would be considered with Public and Press excluded [see minute 129-20 below].</p>	<p>Clerk</p>

<p>115-20 Police Activity Report: - The Police activity report is noted. a) Shaping Policing in Devon, Cornwall and Isles of Scilly survey – Office of the Police and Crime Commissioner: - The survey is noted.</p>	
<p>116-20 Minutes of the previous meeting: - The minutes of the previous virtual meeting held on Thursday 15th October 2020 were taken as read, confirmed and will be signed by the Mayor in due course.</p>	
<p>117-20 Matters arising from the minutes: - a) Industrial noise emanating from Trevol Business Park: - Pursuant to minute 96-20 (a) the Chairman explained that it is anticipated Councillor M J Crago will resume giving support to the residents who have been affected by the industrial noise at Trevol Business Park. b) Verge cutting: - Pursuant to minute 96-20 (b) details of the planned meeting with Cornwall Council about verge cutting is awaited. c) Revised Standing Orders: - Pursuant to minute 99-20 the revised Standing Orders have been circulated and added to the website, the Clerk highlighted that hard copies are available on request. d) Work being undertaken on 'contaminated land': - Pursuant to minute 106-20 (c) further correspondence from Cornwall Council had been received, circulated and noted on the matter.</p>	Cllr Crago
<p>118-20 Mayor's Communications The Mayor advised having undertaken: -</p> <p>Saturday 14th/Sunday 15th November - Following liaison with Cornwall Council's Director of Public Health a social media post was shared with the local community, to address any concerns about the increase in Covid-19 cases. On Monday 16th November the Captain of RALEIGH asked for a statement to the community, about Covid-19, to be shared on social media and the Council website.</p> <p>A thank you card has been received from The Rame Group Practice, thanking everyone for their support during their first ever flu clinics held at the Council Chambers, which were a great success.</p> <p>Sent a letter to Mr Jeremy Lock on his BAFTA Award for Best Sound made for Sky Arts, Battle of the Brass bands. (Two4 Plymouth Production Team)</p> <p>Sent a letter to L.C. Matthew Ashdown congratulating him on his investiture as the Lord Lieutenant's Cadet for Cornwall.</p> <p>Sunday 8th November 2020 - Remembrance Service at St James Church, Torpoint – thank you to everyone who enabled the service to proceed, including members of the Royal British Legion, Councillor T Tivnan BEM, Fr. Michael Brown as well as those who facilitated the live streaming of the service.</p> <p>Wednesday 11th November 2020 -11am Laying of a wreath at Sparrow Park for Armistice Day.</p> <p>Friday 13th November 2020 - ITV West Country News interview at Sparrow Park, supported by Kelly Brown.</p>	

<p>Thursday 19th November 2020 - 10am Cornwall Mayors Zoom meeting</p> <p>a) Report from Local Community Markets: -</p> <p>The Mayor invited the Deputy Mayor (Councillor Miss R A Evans BEM) to provide a report from the Local Community Markets. The Deputy Mayor explained a virtual market is being launched on social media on the last Sunday of the month, adding that there has been a high number of traders interested to join. The Deputy Mayor continued that unfortunately the Foodbank Distribution Centre has been very busy; Councillor Mrs. J M Martin is attending a meeting regarding 'befriending support' and will be following this up with Torpoint Library and Community Hub support. The Mayor minuted thanks to the Local Community Markets for their continued support.</p>	
<p>119-20 Minutes of the Asset Management and Operations Committee</p> <p>It was resolved the minutes of the virtual meeting held on Thursday 22nd October 2020 (as circulated) are received and the recommendations contained in the minutes 56-20AMOC (a) (Ellis Monument), 56-20AMOC (b) (Sparrow Park sign), 59-20AMOC (a) (To review the 3 year plan) and 63-20 (d) (Request for memorial for Mr M Walmsley) are adopted and implemented.</p> <p>Pursuant to the minute 56-20AMOC (b) (Sparrow Park sign) it is agreed that the criteria for the Sparrow Park sign will be circulated to members of the Asset Management and Operations Committee for final approval.</p> <p>Pursuant to minute 63-20 (d) (Request for a memorial for Mr M Walmsley) Councillor J Tivnan BEM explained the Clerk is seeking arborist advice from Cornwall Council on a suitable location for a tree to be planted at Sparrow Park, as well as advice on suitable tree options.</p> <p>(Councillor Miss R C Baker left the meeting at this point.)</p>	Clerk
<p>120-20 Minutes of the Finance and Personnel Committee</p> <p>(Councillor Mrs. R A Southworth noted her Declaration of Interest made – for the Local Community Markets had been omitted from the minutes.)</p> <p>It was resolved the minutes of the virtual meeting held on Monday 2nd November 2020 (as circulated) are received and the recommendations in the minutes 63-20F&P (a) (Torpoint Athletic Juniors FC – Section 137 Grant Application) and 63-20F&P (c) (Royal British Legion Torpoint Branch – Section 137 Grant Application) are adopted and implemented.</p> <p>Pursuant to minute 63-20F&P (b) (2nd Torpoint Scout Group – Section 137 Grant Application) the Clerk had researched the Council's Section 137 guidance notes and project reimbursements are permitted. It was resolved to award £300.00 to 2nd Torpoint Scout Group to replace the lightbulbs in the scout hut with energy efficient LED bulbs. Councillor G J Davis was of the opinion that in the future retrospective/reimbursement amounts should not be permitted under Section 137 grant funding applications, unless under exceptional circumstances. It is agreed to consider this when next reviewing the application and guidance notes.</p> <p>(For minute number 63-20F&P (c) (Royal British Legion Torpoint Branch – Section 137 Grant Application) Councillor J Tivnan BEM was put in the Zoom waiting room, i.e. left the meeting for this agenda item and was re-admitted to the meeting once the agenda item was concluded.)</p> <p>(For minute number 63-20F&P (c) (Royal British Legion Torpoint Branch – Section 137 Grant Application) Councillor E H Andrews declared a NRI (Non-Pecuniary Interest) and was put in the Zoom waiting room, i.e. left the meeting for this agenda item and was re-admitted to</p>	Clerk Clerk Clerk Clerk

<p>the meeting once the agenda item was concluded.)</p> <p>Councillor Mrs. J M Martin reminded all Members to attend the next meeting of the Finance and Personnel Committee, which will be the budget/precept meeting on Monday 30th November 2020.</p>	
<p>121-20 Minutes of the Development and Localism Committee</p> <p>It was resolved the minutes of the virtual meeting held on Thursday 5th November 2020 (as circulated) are received and the recommendations contained in the minutes 70-20D&L (a) (Devolution of a programme of assets/services) are adopted and implemented. Pursuant to 70-20D&L (a) the significance of the costings for the planned works following the handover of the devolution of the four play parks and tennis courts from Cornwall Council was identified. It was explained it is expected that the significant planned expenditure on Cambridge Field from the 2021/22 budget will be taken from reserves.</p> <p>Pursuant to minute 70-20D&L (c) (The re-opening of Fore Street) the Clerk had already highlighted that information had been expected from Cornwall Council on Town Centre Revitalisation Funding, in the period between the Committee and Council meetings. Councillor G J Davis continued that the information had now been received from Cornwall Council, now renamed Town Vitality Funding and had been circulated to all members. Councillor Davis explained that a funding bid for Town Vitality Fund could be used to work with Cornwall Council on procuring the resources to work on the Lower Fore Street Development project. Councillor Davis continued that this funding may negate the need for a Charrette event, which although scheduled for earlier this year, had subsequently been postponed twice due to the coronavirus. Councillor G J Davis proposed the recommendation, the Deputy Mayor (Councillor Miss R A Evans BEM) seconded the proposal and it was resolved to delegate to the Clerk, supported by the Chairman of the Development and Localism Committee and (Cornwall) Councillor G J Davis to work with Cornwall Council to submit an application for Town Vitality Funding.</p>	Clerk
<p>122-20 Policy Review Update</p> <p>The updated Policy Review document is noted.</p>	
<p>123-20 Torpoint Ferry</p> <p>a) The Torpoint Ferry availability statistics report, as previously circulated is noted.</p>	
<p>124-20 Financial Information</p> <p>a) It was resolved that the October 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. Following discussion it is agreed to be explain the amount shown in unallocated reserves from 2019/20. Following a question posited the IT, Computers cost centre will be combined with Computer Expenditure cost centre and renamed.</p> <p>b) To consider the report following the completion of the Assurance Review undertaken by the External Auditor for the year ended 31st March 2020 (Town Clerk and RFO): - The Clerk was pleased to confirm the External Auditor had completed the review of the Annual Governance and Accountability Return (AGAR) for the Council for the year ended 31st March 2020 with no matters giving cause for concern and that relevant legislation and regulatory requirements have been met. It is noted that an adequate explanation for non-compliance addressing weaknesses had been identified; also the AGAR was not accurately completed before submission for review and had been sent back for amendment. The Notice of conclusion of audit had been published.</p>	Clerk Clerk

125-20 Accounts for Payment

Contact Name	Invoice Number	Total	VAT	NET	Description
Spot On Supplies	Inv 21506428	124.34	20.73	103.61	Cleaning materials & Sanitiser
Greg Conner - Operations Manager TTC	October Mileage 2020	54.45	2.02	52.43	October mileage Claim vatable element
Paul Stinchcombe	October mileage	31.50	1.17	30.33	Mileage claim September VATable element Paul Stinchcombe
PKF Littlejohn LLP	Inv no SB202023 87	1200.00	200.00	1000.00	External Audit
Atlas Graphics (South West) Ltd	Inv 16266	237.60	39.60	198.00	Stainless steel Lasered plaques 100 x 50mm with 4 holes
Cornwall council - Bus Rate Library	802715760	384.00	0.00	384.00	Bus Rates December 2020
Cornwall Council - Bus Rate Pub Con	802385084	147.00	0.00	147.00	Business Rates December 2020
Cornwall Council - Bus Rate Chambers	802311466	652.00	0.00	652.00	Business Rates December 2020
Western Web Limited	Inv 22081	18.00	3.00	15.00	Check wi fi at library
Don Benson	Oct 2020 no 8	48.00	0.00	48.00	Clock winding St James Church
Westcare Limited	Inv No SINV0017 6093	58.80	9.80	49.00	Office Furniture
Cornwall Council - Garage	34190700166	58.04	9.67	48.37	Garage Rental
BT	WW 3411 2427	70.08	11.68	58.40	Bar Phone Oct & Nov 2020
Zoom Video Communications Inc.	CC INV51592640	14.39	2.40	14.39	Monthly Subscription
Epson (UK) Ltd	CC Order No 5971362	284.78	47.47	284.78	Epson Black XL Ink
Amazon	CC Order No 205-1162179-4422721	3.87	0.64	3.87	Accident Record Book
Amazon	CC order No 203-8309439-8342716	24.47	4.08	24.47	50 x 2 Evanness Degradable Bin liners

Adobe Systems Software Ireland Ltd	CC IEE202000718517 2	12.64	0.00	12.64	Adobe Reader Software November 2020
XERO	CC INV 7222786	28.80	4.80	28.80	Accounting Software Monthly subscription
SSE SWALEC -	DD 51789712 0026	254.19	42.37	254.19	Electricity Library
SSE Southern Electric -	DD 11788490 0006	67.00	3.19	67.00	Electricity at Antony Road
SSE Southern Electric -	DD 91812424 0012	89.50	4.26	89.50	Library Gas
Everflow Water	DD Inv No 748265	103.06	6.01	0.00	Water Rates All
EE	DD V01812995037	74.44	12.41	74.44	Mobile Phones staff
Corona Energy -	DD 15637214	1077.82	179.64	1077.82	Gas Council Chambers

126-20 Correspondence

a) Winter maintenance fact sheet – CORMAC: - Noted.

b) Census 2021 – Office for National Statistics - North East Cornwall: - Noted, this Council is happy to assist with promotion.

c) Community Governance Reviews – Cornwall Council: - Noted.

d) Budget consultation Cornwall Council's spending priorities and budget for 2021/22 – Cornwall Council: -

The budget consultation is being held at the same time as this meeting and a recording will be available on the Cornwall Council website.

e) Request for free Cornwall Council car parking – Liskeard Town Forum: - Members considered the correspondence, as previously circulated, highlighting that although it is clear this has been a difficult year, all local traders need any support that is available to encourage more people to shop locally. Re-iterating that this Council has used Community Chest Funding to fund 1 hour free of charge car parking at Tamar Street car park until the end of March 2021. Although the Council very much welcomes the one day free of charge parking in the lead up to Christmas and helps to publicise this on social media sites, it does not support a unilateral request to Cornwall Council to provide free car parking across all car parks. There is a strong belief that all towns/villages are unique and therefore may need the income generated to help finance other activities.

f) Defibrillator annual fee – Torpoint Defibrillator Team: - Councillor Mrs. J M Martin explained the correspondence had been received following a discussion at a recent Torpoint Town Partnership meeting. Members considered that any lifesaving device in the town should be considered and included as an asset of the Council and the annual maintenance fee paid by the Council. It was explained that CHAT (Community Health Around Torpoint) have volunteered to fund the 2021/22 maintenance fee for this defibrillator (current charge £192.00 per annum inclusive of VAT). It is **resolved** therefore to delegate to the Clerk to liaise with the defibrillator fundraising group, to work towards adding this defibrillator and any future ones to the Council fixed asset register and

Clerk

Mayor/Clerk

Clerk

<p>funding the annual maintenance fee costs, as long as prior notification of purchase is given.</p> <p>g) East Cornwall residents urged to stick to COVID-19 rules amid rise in cases – Cornwall Council: - Noted.</p> <p>h) Parish and Town Council Precepts for the 2021/22 Financial Year – Cornwall Council (as circulated): - Following the December meeting of the Council and after it has agreed the budget/precept for the 2021/22 Financial Year, the Clerk will complete the annual return to Cornwall Council, accompanied by the breakdown of budgeted expenditure and income.</p>	Clerk
<p>127-20 Reports</p> <p>a) Neighbourhood Plan: - The Clerk explained the consultants are in the process of reviewing the remainder of the policies within the document, there are 15 policies in total. These are expected to be forwarded to the Steering Group by Wednesday 2nd December, when the steering group will be able to meet to undertake the next review.</p> <p>b) Torpoint Town Partnership: - The Mayor explained the planning being undertaken for the Christmas Lights Virtual Switch-On on Saturday 28th November. Additionally, the Torpoint Town Partnership are setting up a Go Fund me page to support Cornerstone Church, St. James Church and the Torpoint & Rame Peninsula Lions Group. Local Community Markets will be running a virtual market and have kindly donated the funds for the Christmas tree lights and the NHS sign at the top of the Christmas tree. Additionally the Churches Home Alone group are planning door step visits on Christmas Day to anyone who would like one. The Mayor detailed the Royal British Legion had enquired about holding a county rally on Saturday 17th July 2021. Councillor J Tivnan BEM explained the date clashed with the Torpoint and Rame Peninsula Lions Fayre and therefore it has been decided not to consider this event for Torpoint. Funding information from Western Power Distribution has been shared to organisations in the town and Kelly Brown is liaising with Torpoint & Rame Peninsula Lions about Father Christmas. The next meeting is scheduled for Wednesday 25th November.</p> <p>c) Reports from delegates to outside bodies.</p> <p>i) Rame Peninsula Public Transport User Group information has been circulated.</p>	
<p>128-20 Date of next Virtual meeting: - Thursday 17th December 2020.</p>	
<p>129-20 It was resolved the information to be considered is of a commercially 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 10.00pm.....Town Mayor</p>	