



## 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 Councillor could hear and 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 21<sup>st</sup> January 2021 at 7.00pm via the **Zoom** link

<https://us02web.zoom.us/j/88323047544?pwd=SFJJV2MzZjF3QlE1UTRhWDc5aEsvQT09>

Meeting ID: **883 2304 7544**

Passcode: **097351**

**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, T J Gulley OBE, Miss L J Hocking, Mrs. J M Martin, Mrs. R A Southworth, C R Sawyer, M G Spurling, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Town Council Support Officer in attendance.

	ACTION
<p><b>149-20 Apologies for absence:</b> - Apologies for absence were submitted on behalf of Councillor L E Keise and K J Moon.</p>	
<p><b>150-20 Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. K Brownhill – (Agenda Item 14.d. Request to purchase memorial bench for Harvey Hill, Torpoint as being a close friend of the applicant).</p>	
<p><b>151-20 Planning Applications:</b> - a) PA20/10974 - Partial change of use from office and storage usage into 3 new residential flats. With a 3 storey rear extension. 7-8 Fore Street, Torpoint PL11 2AA. In principal there are no objections to the planning application. Two areas of observation are noted: - i.) Consider whether the proposed application would constitute overdevelopment at the site and ii.) Concerns were highlighted about how the proposed building works would be undertaken and the impact of the works to the steep, narrow road adjacent to the site, also Macey Street at the rear of the site, plus the residential properties near to the location. b) PA20/09026 - Drop the kerb at the front of the hours to create off-road parking – 59 Carbeile Road, Torpoint PL11 2HP. Correspondence from Cornwall Council Development Officer (Planning) had previously</p>	

<p>been circulated which highlighted a response from the Highways Officer which did not support the application. Further discussions with the Highways Officer had taken place and the Cornwall Council Officer was now minded to recommend refusal of the scheme. Members considered the correspondence and agreed with the recommendation to refuse the scheme.</p>	<p>Clerk</p>
<p><b>152-20 Cornwall Council Report: -</b> Councillor G J Davis reported: - <i>Dropped kerbs</i> Recalling a request from a resident in June 2020 to install dropped kerbs to improve the wheelchair accessibility on Buller Road and Sconner Road, this work has now been undertaken by Cormac.</p> <p><i>Ref: SBS site at Trevol Business Park, Torpoint</i> Cornwall Council's planning department are still in liaison with the applicants over the noise assessment and it is their understanding that Cornwall Council's enforcement team are taking a pragmatic approach to the site in light of the planning application which is currently in the system.</p> <p>Councillor Crago requested whether operations at the site could be suspended until the full planning application and associated information is received, however it appears that the only measures that would be available to the Council would be a stop notice. Generally the Council would only seek to use these in extreme circumstances were the harm caused by the ongoing unauthorised development is very severe or causing irreversible harm and it appears that this site has not yet reached a point where the impacts are severe or are causing irreversible harm. Cornwall Council planning will chase the applicants to request a progress update to attempt to move the planning application along.</p> <p>Cornwall Council's Environmental Protection Officer has nothing more to add since the last update, with the planning application still under consideration.</p> <p><i>Torpoint Town Council – Community Chest funding application</i> Councillor Crago would fully approve a Community Chest funding application from Torpoint Town Council to print and distribute a leaflet about COVID-19 to all households in the town.</p>	
<p><b>153-20 Police Activity Report: -</b> The Police activity report is noted.</p>	
<p><b>154-20 Minutes of the previous meeting: -</b> The minutes of the previous virtual meeting held on Thursday 17<sup>th</sup> December 2020 were taken as read, confirmed and will be signed by the Mayor in due course.</p>	
<p><b>155-20 Matters arising from the minutes: -</b> a) Trevol Business Park - development at Fisgard Way and noise emanating from the site: Pursuant to minute 134-20 (a) the Mayor referred to minute number 152-20, report on behalf of Councillor M J Crago. b) Verge cutting: - Pursuant to minute 137-20 (b) the Clerk is following up the planned meeting with Cornwall Council about verge cutting. c) Devolution of parks and tennis courts from Cornwall Council: - Pursuant to minute 141-20 an update on the devolution of the four Play Parks and tennis courts was given: -</p>	<p>Clerk</p>

- i.) The legal handover was completed on Monday 11<sup>th</sup> January 2021.
- ii.) The vehicle provider has requested the Clerk's personal information for the vehicle lease agreement; it is **resolved** to refer the vehicle lease agreement for review to the Finance and Personnel Committee, following which a proposal is expected to be made to the February Town Council meeting. The Clerk sought guidance on who the Council will be permitting to drive the vehicle, i.e., employees and / or Members. It is **resolved** for employees and Members, who have presented their driving licence details to the Clerk and approved by the Council's insurance provider, to be permitted to drive the Council vehicle, for Council business purposes only.
- iii.) Electric charging point. Quotations for an electric charging point to be installed at Bénodet Park, as previously circulated, were considered, with the Town Council Support Officer, providing further information as requested: -

Clerk

Supplier	Net Cost	OLEV Grant inc	Location	Notes	Install Lead Time
POD Point	£ 2,490	£ 350	Free Standing Mount next to railings	Includes full data and smart monitoring at £180 every 3 years to OLEV	
EVC South West Ltd. (Quote No 85)	£ 1,005	£ 350	Bénodet Tea Hut external	Plus Full data feed at £50 every 3 years to OLEV	3 - 4 weeks
EVC South West Ltd. (Quote No 86)	£ 910	NIL	Bénodet Tea Hut external	No data feed to OLEV	3 - 4 weeks

**Notes to table of quotations**

OLEV - (Office for Low Emission Vehicles) - Government Organisation offering help with low emission improvements

EVC South West Ltd. has confirmed in order to qualify for the OLEV grant, additional software is required to record and transmit data to OLEV. There is an increased cost in the models that provide this facility and an additional charge every 3 years of £50. The overall net increase in cost is £95 which would provide an application to monitor usage. Whether this is required for 1 x vehicle will need to be decided.

EVC South West Ltd. recommend attaching the charging point directly to the building rather than the railing in front of the tea hut, which should protect the unit from accidental damage. The increased cost for POD Point version includes £180 for full Smart software and data transfer together with a free standing mount for the charging unit.

After consideration of the quotations, it is **resolved** to instruct EVC South West Ltd. (Quotation number 86) to install project EV 7.2kw, 32amp untethered charging point on the wall at Bénodet Park at a cost of £910.00 plus VAT.

Clerk

- iv.) Funding Agreement with Cornwall Council. It is **resolved** to delegate to the Clerk to sign the Funding Agreement with Cornwall Council for the completion of the transfer of the play parks and tennis courts, for the one off funding amount of £38,000.

Clerk

<p>d) Town Vitality fund application update and Terms or Reference: - Pursuant to minute 141-20 Councillor G J Davis explained the Town Vitality funding application had been submitted by the January 2021 deadline and in order to progress the application an initial meeting of the Town Team Advisory Group (TTAG) had been held. Councillor Davis continued the initial members of the TTAG had been invited to the first meeting, with the opportunity to amend the membership in the future. Following a question posed it was highlighted the TTAG has no delegated authority and the TTAG will report to the Development and Localism Committee. It was highlighted the TTAG should be inclusive with the opportunity to join the group publicised, should the Vitality Funding bid be successful. It was highlighted by Councillor Davis that a public invitation to join a similar group, elsewhere in Cornwall, prompted interest from 30 applicants, which would be difficult to manage, should similar interest be expressed here.</p>	<p>Clerk</p>
<p><b>156-20 COVID-19 Update</b>  The Covid-19 update, as circulated, is noted, with further discussions on the following: -</p> <p>i.) Befriending - Library and Community Hub Manager and Clerk attended a meeting with other stakeholders, including (Councillor) Mrs. J Martin (Local Community Markets) regarding setting up a local befriending service. It is anticipated this would be a constituted group, with volunteers being sought for this service. The Deputy Mayor explained CHAT (Community Health around Torpoint) are currently providing this service on an informal basis. Councillor Mrs. K Brownhill spoke in support of this initiative, adding that appropriate safeguarding checks would need to be in place.</p> <p>ii.) Covid-19 Leaflet – it is <b>resolved</b> to apply for Community Chest funding to finance the production and delivery of a leaflet, to all households and for the leaflet to highlight the 'Stay at Home' message, whilst signposting to organisations for help as well as promoting the current business/successes of the Town Council.</p> <p>iii.) Vaccination Centres – see minute number 161-20.</p> <p>iv.) Car Park – it is <b>resolved to</b> contact Cornwall Council car parking, to highlight the provision of the first hour of car parking free until 31<sup>st</sup> March 2021 at Tamar Street car park will not now apply and to consider either a reimbursement or an extension to the existing arrangements.</p> <p>v.) Licensee update – it is delegated to the Clerk, with support from the Finance and Personnel Committee to consider the request for a licensee payment holiday from 1<sup>st</sup> February 2021.</p> <p>vi.) Councillor T J Gulley OBE sought clarification that contact with HMS RALEIGH is continuing, the Mayor responded in the affirmative.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk/F &amp; P Committee</p>
<p><b>157-20 Mayor's Communications</b>  The Mayor advised having undertaken: -</p> <p>Friday 18<sup>th</sup> December - doorstep visits to personally present the Civic Awards 2020. Citizen of the Year Award to Mrs. Vivienne Morris and Person of Courage Award to Mr Paul Goodall.</p> <p>Sunday 20<sup>th</sup> December - Council Chambers - The Community Group Award presented to the Local Community Markets Group.</p> <p>Friday 25<sup>th</sup> December - From Noon - Mayoral Festive Doorstep visits, organised by Torpoint Churches Together, to four residents known to be home alone at Christmas, accompanied by the Clerk. Also, a visit to Torcare Nursing Home to thank all the staff working on Christmas Day.</p> <p>Congratulations to Mr Kevin Sheer on his Long Service Medal in recognition of 30 years' service with Her Majesty's Coastguard Service.</p>	

A card has been sent to the family involved in the house fire at Trelawney Rise, thanks are minuted to Councillor Mrs. K Brownhill for assisting with the co-ordination and receipt of items donated by the community for the family.

Several Christmas cards from local Town Mayors have been received.

Thank you to Plymouth City Bus for bringing festive cheer to the town and surrounding areas with the Santa Bus tour.

a) Report from Local Community Markets: -

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 that unfortunately the number of vulnerable people in the community requiring assistance continues to increase. A number of local elderly residents require volunteers to drive them to the Pensilva vaccination centre, thanks are minuted to all those kindly assisting with this. It is anticipated for an additional vaccination centre to be set up in Saltash in the near future. Councillor Mrs. J M Martin reported that the Foodbank Distribution Centre continues to be very busy and expects this to continue. The Mayor minuted sincere thanks to all those involved with the volunteering effort.

**158-20 Torpoint Ferry**

a) There are currently no Torpoint Ferry availability statistics due to the recent departure of the Torpoint Ferry Manager.

**159-20 Financial Information**

a) It was **resolved** that the December 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.

**160-20 Accounts for Payment**

Contact Name	Invoice Number	Total	VAT	NET	Description
Curtis Whiteford Crocker Solicitors	Inv No 27241 30153/005	5,618.0 0	900.00	4,718.0 0	Play Parks Legals
Drgrounds	Inv No 89	154.42	25.74	128.68	Grass cutting Jan 2021
The Play Inspection Company	Inv No 45160	1,200.0 0	200.00	1,000.0 0	Licence Fee Play Inspection App 11.01.21 - 31.03.21
Torpoint Town Council Staff	Mileage Claim Dec 2020	25.20	0.93	24.27	Mileage claim Dec
BT Bar Phone	bill Ref M108 DT	35.04	5.84	29.20	Bar Area monthly bill January 2021
LRM Planning Ltd	Inv No 2730	900.00	150.00	750.00	NDP works
Don Benson	Inv 10	60.00	0.00	60.00	Clockwinding December
Biffa	Inv no 522C96727	7.38	1.23	6.15	Council Chambers recycling 15.12.20
Biffa	Inv No 522C96726	22.20	3.70	18.50	library waste collection 04.12.20
Biffa	Inv no 522C96725	7.38	1.23	6.15	Library waste collection recycling

Biffa	522C96728	22.60	3.77	18.83	Council chambers general waste collection 07.12.20
Cornwall Council - Neighbourhoods & Public Protection	Inv No 8100080672	25.07	4.18	20.89	Dog Waste Bags pack of 30 packs x 50 bags
Cornwall Council - Waste Management	Inv No 8100080535	150.00	0.00	150.00	Seagull Proof Sacks
Greg Conner - Operations Manager TTC	Mileage December 2020	46.35	1.72	44.63	November mileage
Just Rods	Inv No 7343	80.00	0.00	80.00	Un block drain at Council Chambers
Torpoint Town Council Staff	Sparrow Park Planters	45.48	7.58	37.90	4 x boards
Cornwall ALC Limited	Inv no 2021-359	36.00	6.00	30.00	Virtual Training sessions Finance Councillor
ITEC	inv no 353127	63.41	10.57	52.84	Print copies 17.11.20 - 17.12.20
Complete Business Solutions Group Ltd	Inv SINV02544811	59.32	9.89	49.43	copier paper A 4 box of 5 reams
Defence Infrastructure Organisation	inv No 1141659	50.00	0.00	50.00	Seat at Yonderberry point Rent for 01.01.21 - 31.12.21
AED Locator (E.U.) Ltd	Tax Invoice 04157	756.00	126.00	630.00	Defib annual fee
Clear Sight Window Cleaners	Inv 16.12.20	70.00	0.00	70.00	Window Cleaning chambers
Liftman UK Ltd	INV005839	96.00	16.00	80.00	Service on Wispa Ultra Lift
Spot On Supplies	Inv no 21508728	157.45	26.23	131.22	Cleaning stock
Western Web Limited	Inv no 22149, PO- 0081	894.00	149.00	745.00	Ops Man Lap top and software
Armada Electrical	Inv 5020-5320	509.88	0.00	509.88	Benodet Toilets lights repair
Cornwall Council - Bus Rate Chambers	802311466	652.00	0.00	652.00	Business Rates January 2021
Torpoint Christian Fellowship	Refund	263	43.83	219.17	Refund of Hire charges overpayment
Amazon	CC Order No 206- 8048556-5221141	36.08	6.01	30.07	Tablet Cover x 2
Amazon	CC Order 206- 3154528-1765937	21.98	3.66	18.32	Smart phone holder x 2
Net World Sports Ltd	CC Order No 200403750	775.91	129.32	646.59	Tennis Nets & Posts x 2 sets

SLCC	CC SLCC-20210115-45670-11720	344.00	0.00	344.00	Principal Membership Subscription for 2021-22 Town Clerk
Zoom Video Communications Inc.	CC INV 62511351	14.39	2.40	11.99	Standard Pro Monthly Subscription Jan - Feb 2021
Amazon	CC 206-2300844-4893968	16.48	2.75	13.73	USB multi splitter port
Amazon	CC 206-5067768-3528319	12.99	2.16	10.83	6 x 500ml plastic pump action bottles
Indeed Ireland Operations Ltd	CC Invoice no 38984756	29.19	0.00	29.19	Staff vacancy ad boost
Amazon	CC Order No 205-3684540-8798705	41.47	6.91	34.56	Litter pickers x 3
Adobe Systems Software Ireland Ltd	CC IEE2021000061876	12.64	0.00	12.64	Adobe Reader Software January 2021
XERO	CC 7643879	28.80	4.80	24.00	Accounting Software Monthly subscription January 2021
SSE SWALEC -Library- Elec	DD Inv No 51789712 0028	279.93	46.65	233.28	Electricity Library 02.12.20 -01.01.21
SSE Southern Electric - Benodet- Elec	DD 51785521 0007	148.30	7.07	141.23	Electricity Benodet 02.10.20 - 30.11.20
Corona Energy - Chambers- Gas	DD Inv No 15804145	1360.32	226.72	1133.60	Gas Usage Council Chambers Dec - Jan 2021
SSE Southern Electric -Library Gas	DD Inv no 91812424 0014	460.30	76.72	383.58	Gas Library Usage
SSE - Cambridge Field - Elec	DD 561785554/0017	31.93	1.51	30.42	Electricity standing charges
FINTEC Asset Finance	DD inv 14459	249.42	41.57	207.85	Ricoh Printer Rental Agreement 01.01.21 - 01.04.21
Everflow Water	DD Inv No 820282	148.04	9.50	138.54	Water rates all sites

### **161-20 Correspondence**

- a) Community Led Local Development (CCLD) Annual Review 2020: - Noted.
- b) Covid Vaccinations – copy of correspondence to Sheryll Murray MP – Mr D Allan: - The copied correspondence, as previously circulated, had prompted the Mayor to send a letter to Sheryll Murray MP about the same. The reply from Sheryll Murray MP was shared with Members on the screen and it was noted it was addressed to the 'Deputy Town Clerk'. Several members recorded that, having attended Pensilva vaccination centre, with either relatives or in a volunteering capacity, the Pensilva vaccination centre was very well organised. The Deputy Mayor highlighted the decision taken to run the vaccination centre at Pensilva had been taken by Public Health England.
- c) Localism Strategy Launch on 25<sup>th</sup> January 2021 – Cornwall Council: - The virtual Localism Strategy Launch is planned for 25<sup>th</sup> January 2021 and those expressing an interest to attend have been registered by the Clerk.
- d) Request to purchase memorial bench for Harvey Hill, Torpoint – Mrs. S G Pearce: - The Clerk explained the correspondence had been received in advance of this meeting, via

<p>Councillor J Tivnan BEM, who is liaising with the correspondent. Councillor Tivnan explained Mrs. Pearce request for a war memorial has already been granted by Cornwall Council (Cormac). It is <b>resolved</b> to: -</p> <ul style="list-style-type: none"> <li>i) To purchase a memorial bench and plaque on behalf of the correspondent;</li> <li>ii) Arrange the delivery of the memorial bench and invoice the correspondent for the same;</li> <li>iii) On receipt of the memorial bench, add it to the Council's fixed asset register and</li> <li>iv) Maintain the bench on behalf of the correspondent.</li> </ul> <p>(It is noted Councillor Tivnan is liaising with the applicant to arrange installation.)</p>	Clerk
<p><b>162-20 Reports</b></p> <p>a) Neighbourhood Plan: - Grant for development of the Neighbourhood Plan – Cornwall Council (CONFIDENTIAL). It is <b>resolved</b> to delegate to the Clerk to sign the Grant Agreement with Cornwall Council for the purpose of supporting the development of the Neighbourhood Plan, for the amount of £10,000.</p> <p>b) Torpoint Town Partnership (TTP): - The Mayor reported that at the meeting held last night thanks were given to all those involved with the Christmas Lights. It was agreed that the installation and removal of the lights had been a slick operation. The 'switch on' was also very well coordinated, it was noted there is a problem with the middle section of lights which needs attention and this will be looked into. The Mayor continued, thanks were also given to those members of the group, supported by others, involved in the Virtual Christmas and other activities and events run over the Christmas period. It was known to be very much appreciated by our community. At the meeting Richard Pymm gave his thanks, on behalf of the Torpoint and Rame Peninsula Lions, to the Community Hub and Library Manager, as well as all the Library staff, for enabling 'Father Christmas' meets to happen, with additional thanks given to Andy Martin for preparing the Santa's Grotto. The virtual Christmas Market was a success with 65 stalls signed up and due to this success it was thought by the Local Community Markets that it could possibly be carried forward post Covid. The 'Go Fund me Page' raised £541.10 and a further £320 in donations, thanks were given to Councillor Mrs. K Brownhill for setting the page up and Kelly-Jane Brown for all her support. The Black Prince event will not go ahead this year. The Torpoint and Rame Peninsula Lions Summer Fayre will go ahead on 17<sup>th</sup> July and planning is already underway. It was agreed that it would be a positive thing to provisionally pencil in the Torpoint Town Carnival for 24<sup>th</sup> July and there will be a Market held the following day. Provisional bookings have been made for generators and other stage equipment, for the Platinum Jubilee in June 2022; the next virtual TTP meeting is scheduled for Wednesday 17<sup>th</sup> March 2021 at 7.00pm.</p> <p>c) Reports from delegates to outside bodies. None.</p>	Clerk
<p><b>163-20 Date of next Virtual meeting: -</b> Thursday 18<sup>th</sup> February 2021.</p>	
<p>Meeting closed at 8.37pm.....Town Mayor</p>	