



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. Two members of the public joined the meeting.

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 and remembered Mr Joe Plant who sadly passed away recently, sending sincere condolences to all his family.

MINUTES of the **VIRTUAL** meeting of Torpoint Town Council held on Thursday 18th February 2021 at 7.00pm via the **Zoom** link

<https://us02web.zoom.us/j/85637353802?pwd=OGR2NzVLK0F3OGREWjFRY2Q1SS9Qdz09>

Meeting ID: **856 3735 3802**

Passcode: **750779**

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, Mrs. J M Martin, K J Moon, Mrs. R A Southworth, C R Sawyer, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk) in attendance.

	ACTION
<p>164-20 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor Miss L J Hocking and M G Spurling.</p>	
<p>165-20 Declarations of Interest relating to items on the Agenda None.</p>	
<p>166-20 Planning Applications: - None.</p>	
<p>167-20 Cornwall Council Report: - Councillor G J Davis explained that as he is approaching the end of his term of office, he had nothing to report, however, invited questions of which there were none.</p> <p>The Clerk presented a verbal report on behalf of Councillor M J Crago: <i>Ref: PA20/02211 Retrospective planning permission for the erection of three commercial buildings (at Trevol Business Park, Torpoint).</i> Cornwall Council's planning department are now in receipt of the Noise Impact Assessment for the retrospective planning application and this is now published on the planning portal. Once the report has been considered, Cornwall Council's planning department will contact the Council with recommendations.</p>	

<p>168-20 Police Activity Report: - The Police activity report is noted. Councillor Mrs. J M Martin, having acknowledged receipt of the report, requested the local Neighbourhood Police Officer is invited to attend the virtual meeting of the Council; Councillor G J Davis explained, if more information is required, the Police provide a detailed report to the quarterly Community Network Area meetings</p>	Mayor/Clerk
<p>169-20 Minutes of the previous meeting: - The minutes of the previous virtual meeting held on Thursday 21st January 2021 were taken as read, confirmed and will be signed by the Mayor in due course.</p>	
<p>170-20 Matters arising from the minutes: - a) Trevol Business Park - development at Fisgard Way and noise emanating from the site: Pursuant to minute 155-20 (a) the Mayor referred to minute number 167-20, report on behalf of Councillor M J Crago. b) Verge cutting: - Pursuant to minute 155-20 (c) the Clerk is continuing to follow up to arrange a meeting with Cornwall Council about verge cutting.</p>	Clerk
<p>171-20 COVID-19 Update The Covid-19 update, as circulated, is noted, with further discussions on the following: - i.) Return to physical meetings – CALC (The Cornwall Association of Local Council Clerks) The Clerk drew attention to the request from CALC to lobby Government to extend the facility to ensure that the option to meet virtually is retained – this was acknowledged. Councillor C R Sawyer highlighted that should a return to physical meetings be permitted, all Members would need to agree to this decision; Councillor T J Gulley OBE highlighted that in his recent experience the 'hybrid' meeting (with some Members present and some virtually present) has not worked very successfully. The Mayor added, having attended the Mayor's virtual meeting earlier the same day, there are many other Councils who will be unable to meet whilst observing social distancing and clearly a way forward on this is hoped for soon.</p>	
<p>172-20 Mayor's Communications The Mayor advised having undertaken: - Wednesday 3rd February – visited the local Fore Street traders and businesses, which are currently open. Thursday 18th February – Mayor's Zoom meeting – earlier the same day, other Mayors are experiencing similar issues. 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 the volunteering effort in the community is continuing, with volunteers supporting The Rame Group Practice running vaccination clinics at the Council Chambers. The Deputy Mayor minuted thanks to all the volunteers who had helped to run the clinics, currently over 1,000 patients have been vaccinated, which is a significant achievement. With an announcement expected from the Prime Minister in the following week, a decision on when the Local Community Markets will run a market at Fore Street will be made. The Mayor minuted thanks to all the volunteers for their continued support for the community of Torpoint. Councillor Mrs. J M Martin reported that the Foodbank Distribution Centre requests have slightly decreased, explaining that additional support had recently been received from the Sainsbury's store in Torpoint. The store has donated a trolley full of food along with in-store vouchers that can be used to purchase additional non-perishable items, such as toiletries,</p>	

<p>dog food, nappies etc., when needed. The Mayor recorded thanks to the Sainsbury's store for their kind donations. The Deputy Mayor explained that with the 'expansion' of the Foodbank distribution centre, the Local Community Markets had been in contact with Cornwall Council to consider hiring space at Enterprise Court. The Deputy Mayor continued that following research, with an annual hire cost of £2k, this would certainly be cost prohibitive for the non-profit making group and Cornwall Council were unable to offer any assistance with hire fees. The Foodbank distribution centre will therefore continue to operate from within the Library and Community Hub.</p>						
<p>173-20 Minutes of the Asset Management and Operations Committee It was resolved the minutes of the virtual meeting held on Thursday 28th January 2021 (as circulated) are received, there were no recommendations.</p> <p>Councillor C R Sawyer requested to be a member of the Asset Management and Operations Committee and it is resolved to accept Councillor Sawyer as a member of this Committee, commencing at the next meeting of this Committee. This prompted Councillor Mrs. J M Martin to highlight the high number of Members currently sitting on each Committee and suggested Standing Orders could be reviewed with maximum number of Members for each Committee agreed (from the May 2021 new Council). The Clerk explained with the addition of Councillor Sawyer, this Committee membership would now be thirteen.</p>						Clerk F & P Committee
<p>174-20 Minutes of the Finance and Personnel Committee It was resolved the minutes of the virtual meeting held on Monday 1st February 2021 (as circulated) are received and the recommendations in the minutes 84-20F&P (Millbrook Parish Council Service Level Agreement), 85-20F&P (a) (Resolution Policy), 85-20F&P (b) (Lease Agreement Vospers), 88-20F&P (c) (Citizens Advice Cornwall Section 137 Grant application) and 92-20F&P (Extension to gas contract – Corona) are adopted and implemented.</p>						Clerk
<p>175-20 Minutes of the Development and Localism Committee It was resolved the minutes of the virtual meeting held on Thursday 4th February 2021 (as circulated) are received, also the minutes of the PARKS Working Party meeting held on Wednesday 10th February 2021 and to consider the recommendation in these minutes. Pursuant to minute 99-20D&L (a) (Devolution of a programme of assets/services) (iii. To consider the tennis court fencing quotations) the quotations received had been further discussed at the PARKS working party meeting (held 10th February 2021) and are detailed here.</p>						
Tender response	Spec #1	Spec #2	Spec #3	Notes	Net Cost	
Tender Received AMS Fabrications Ltd.	Confirmed	Confirmed	Confirmed	Professional sub-contractor to complete groundworks for installation 'V' Mesh panel fencing sourced from local supplier (Plymouth) height 1.8m - 3.0m powder coated green	£11,750.00	

<p>Tender Received</p> <p>Topan</p>	<p>Confirmed stated disposed of in skip - no cost details</p>	<p>No preparatory groundworks included - additional cost to TTC</p>	<p>Spoil will be spread on site or at TTC cost</p>	<p>V' Mesh panel fencing 2.4m height powder coated green sourced from overseas Additional costs of £20 per hole for post installation if extra plant required Additional Day works at £31.50 per man hour</p>	<p>£7,988.25</p>
<p>Quotation received</p> <p>Sovereign Play Equipment</p>	<p>Quoted for fencing all sides of both tennis courts at a cost of £39,373.16. Additional costs to remove spoils - £200 Security fencing for site - £2,890.55 Overnight storage of materials on site - £844.55 Water supplies £728.15 Total with prompt payment discount £44,036.41 Additional cost of independent post installation inspection - £480</p>		<p>Gates are both disabled accessible 'V' Mesh panel fencing 2m height Some confusion over tender requirements. Company will be reissuing a revised tender in the next 3-5 days</p>	<p>£44,036.41</p>	

Notes to accompany quotation comparison

Tender for Tennis Court Fencing Responses

- Spec 1 Removal of all existing tennis court fencing at 1, 3 & 4
- Spec 2 Supply and installation of all fencing at 1, 2, 3, 4 and Gates at A & B
- Spec 3 Disposal of all waste from site

The Deputy Mayor (Councillor Miss R A Evans BEM) proposed to award the tender for the installation of the tennis court fencing and gates, as per the specification to AMS Fabrications Ltd., this proposal was seconded by Councillor Mrs. J M Martin and it is **resolved** to award the contract to AMS Fabrications Ltd. for the full and fixed price of £11,740.00 plus VAT.

(The Clerk asked to minute a personal Declaration of Interest with AMS Fabrications Ltd., as a family member is employed by AMS Fabrications Ltd.)

Pursuant to minute 103-20D&L (b) (Neighbourhood Plan) the Deputy Mayor (Councillor Miss R A Evans BEM) explained the Neighbourhood Plan had been discussed at length at the Committee meeting - the minutes are copied here for information. *[Councillor G J Davis drew Members' attention to the volume of work which has been undertaken by the consultants LRM Planning Ltd. Councillor Davis explained that having attended a meeting with the consultants and the Clerk, the original fee proposal, prepared in 2018, underestimated the amount of work actually needed to review all the documentation, reports and comments and compile into one report. The consultant highlighted [at the meeting] that in his opinion the amount of work needed beyond the existing scope of works amounted to approximately £7k of additional work. The consultant detailed that approximately 34 hours of work already undertaken would not be charged for, at a consultancy rate this amounts to £3,196.00 (excluding VAT). Councillor Davis continued that going forward it is estimated that a further*

Clerk

<p><i>four days of work is required to finish the current stage of the project. The consultants proposed fee will cover approximately 3 days of work and that on the basis that the scope of the project is not subject to further change, they can cover any additional work over and above those days within the proposed budget. Additionally, following checking and due to an error the consultant has invoiced £1,550 against a budget of £1,150 for Purchase Order PO-0019. The consultant has apologised for this calculation error and will absorb this cost. Therefore, the proposed fee uplift is reduced accordingly to £3,500 (plus VAT). The Clerk reminded Members about the additional grant funding expected from Cornwall Council on this project.]</i> Having considered the proposed significant uplift in consultancy fees, whilst balancing this against the professional expertise needed to complete the work on the draft Neighbourhood Plan and following questions posited, including a reminder to ensure an end date for the project work is agreed, the Deputy Mayor (Councillor Miss R A Evans BEM) proposed, this was seconded by Councillor E H Andrews and it is resolved to issue a purchase order to LRM Planning Ltd. for £3,500 (plus VAT) for additional works to be undertaken on the Neighbourhood Plan project. Councillor C R Sawyer requested to be a member of the Development and Localism Committee and it is resolved to accept Councillor Sawyer as a member of this Committee, commencing at the next meeting of this Committee.</p>	<p>Clerk</p> <p>Clerk</p>																																																												
<p>176-20 Torpoint Ferry a) The Torpoint Ferry availability statistics and detail supplied on the electrical failure occurring on the LYNHER II as circulated were noted, with thanks minuted and to be forwarded to the Torpoint Ferry employees for providing an informative report.</p>	<p>Mayor/Clerk</p>																																																												
<p>177-20 Financial Information a) It was resolved that the January 2021 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>																																																													
<p>178-20 Accounts for Payment</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Invoice Number</th> <th>Total</th> <th>VAT</th> <th>NET</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>SMP Pipe Systems Limited</td> <td>Inv No 3622</td> <td>519.72</td> <td>86.62</td> <td>433.10</td> <td>Repairs to radiator council chambers</td> </tr> <tr> <td>Cornwall Council - Garage</td> <td>34190700166</td> <td>58.04</td> <td>9.67</td> <td>48.37</td> <td>Garage Rental 14.02.21 - 14.03.21</td> </tr> <tr> <td>*David Ogilvie Engineering</td> <td>Inv no 186147</td> <td>1,316.40</td> <td>219.40</td> <td>1,097.00</td> <td>WWI Bench Seat , plaque & delivery</td> </tr> <tr> <td>Torpoint Town Council Staff</td> <td>Mileage Jan 2021</td> <td>34.65</td> <td>1.28</td> <td>33.37</td> <td>Mileage claim Jan 2021 Paul Stinchcombe</td> </tr> <tr> <td>Complete Business Solutions Group Ltd</td> <td>Inv No SINV02601755</td> <td>38.28</td> <td>6.38</td> <td>31.90</td> <td>Stationery</td> </tr> <tr> <td>Spot On Supplies</td> <td>Inv No 21511542</td> <td>70.22</td> <td>11.71</td> <td>58.51</td> <td>Cleaning materials</td> </tr> <tr> <td>BT Bar Phone</td> <td>WW 34112427</td> <td>35.04</td> <td>5.84</td> <td>29.20</td> <td>Bar Area monthly bill February 2021</td> </tr> <tr> <td>South West Hygiene</td> <td>Inv No 242887</td> <td>239.67</td> <td>39.95</td> <td>199.72</td> <td>Sanitary waste collection Annual fee Library</td> </tr> <tr> <td>LRM Planning Ltd</td> <td>Inv No 2782</td> <td>1,800.00</td> <td>300.00</td> <td>1,500.00</td> <td>Additional costs re PO 18-78</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	VAT	NET	Description	SMP Pipe Systems Limited	Inv No 3622	519.72	86.62	433.10	Repairs to radiator council chambers	Cornwall Council - Garage	34190700166	58.04	9.67	48.37	Garage Rental 14.02.21 - 14.03.21	*David Ogilvie Engineering	Inv no 186147	1,316.40	219.40	1,097.00	WWI Bench Seat , plaque & delivery	Torpoint Town Council Staff	Mileage Jan 2021	34.65	1.28	33.37	Mileage claim Jan 2021 Paul Stinchcombe	Complete Business Solutions Group Ltd	Inv No SINV02601755	38.28	6.38	31.90	Stationery	Spot On Supplies	Inv No 21511542	70.22	11.71	58.51	Cleaning materials	BT Bar Phone	WW 34112427	35.04	5.84	29.20	Bar Area monthly bill February 2021	South West Hygiene	Inv No 242887	239.67	39.95	199.72	Sanitary waste collection Annual fee Library	LRM Planning Ltd	Inv No 2782	1,800.00	300.00	1,500.00	Additional costs re PO 18-78	
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Western Web Limited	Inv No 22230	132.00	22.00	110.00	Renewal Domain Torpoint Plan
Lorne Stewart	Inv no 109019	383.02	63.84	319.18	Boiler and heating call out Library
Amazon	CC Order no 206-4988028-3269937	64.98	10.83	54.15	DSE Equipment
Amazon	CC 206-0407640-9079535	25.87	4.31	21.56	DSE Equipment
Clifford Motors	CC Lawn Mower Fuel	24.45	4.07	20.38	Fuel for Grass Cutting unleaded petrol
Zoom Video Communications Inc.	CC Inv 68242316	14.39	2.40	11.99	Standard Pro Monthly Subscription Feb - Mar 2021
Amazon	CC Order No 206-2121130-2993912	11.19	1.86	9.33	Kodak Ink Replacement cartridges home working 2 x colour 2 x black
Adobe Systems Software Ireland Ltd	CC Inv IEE2021000955269	12.64	0.00	12.64	Adobe Reader Software February 2021
Amazon	CC Order No 206-6835852-7834752	15.99	2.66	13.33	Hand soap dispenser Benodet Toilets replacement
XERO	CC inv - 7859413	28.80	4.80	24.00	Accounting Software Monthly subscription February 2021
SSE SWALEC - Library- Elec	DD Inv No 51789712 0029	183.42	8.74	174.68	Electricity Library 02.01.21 - 01.02.21
SSE Southern Electric - Public Con- Elec	DD Inv No 11788490 0007	64.96	3.09	61.87	Electricity at Antony Road 02.11.20 - 30.11 20
Everflow Water	DD Inv No 859172	140.69	8.90	131.79	Water Rates
SSE Southern Electric -Library Gas	DD 91812424 0015	850.50	141.75	708.75	Library Gas
EE	DD Inv Ref V01843360845	74.44	12.41	62.03	Monthly Plan charges x 3 mobiles February 2021
Corona Energy - Chambers- Gas	DD inv 15862594	1403.63	233.94	1169.69	Gas Usage Council Chambers Jan - Feb 2021
SSE SWALEC - Library- Elec	DD Inv No 51789712 0028	279.93	46.65	233.28	Electricity Library 02.12.20 -01.01.21

* Note: Correspondent will be invoiced for the net cost of the memorial seat.

<p>179-20 Correspondence</p> <p>a) Town and Parish Council - Highways and Environment Update – CORMAC: - Noted.</p> <p>b) Planning News for Local Councils and Agents February 2021 – Cornwall Council: - Noted.</p> <p>c) Invitation - Cornwall's Climate Stories film premiere: - The film premiere is being shown on Thursday 25th February and will be available to view from 26th February on the Cornwall Climate website: https://www.cornwallclimate.org/. (Cormac).</p>	
<p>180-20 Reports</p> <p>a) Neighbourhood Plan: - It was resolved the minutes of the virtual meetings held on Wednesday 13th January 2021 and the Adjourned meeting held Monday 18th January 2021 (as circulated) are accepted.</p> <p>b) Torpoint Town Partnership (TTP): - The Mayor reported the next virtual TTP meeting is scheduled for Wednesday 17th March 2021 at 7.00pm.</p> <p>c) Reports from delegates to outside bodies. The Mayor, as Secretary of the Torpoint and Rame Active Community Network, was very disappointed to report the Community Infrastructure Levy funding application form submitted to Cornwall Council for Phase 1 of the artificial Football Pitch Project, was unsuccessful. Councillor G J Davis highlighted that he would welcome being re-instated and invited back to attend future meetings of the group, to support the project.</p>	Mayor/Cllr Still
<p>181-20 Date of next Virtual meeting: - Thursday 18th March 2021.</p>	
<p>Meeting closed at 7.59pm.....Town Mayor</p>	