



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.

Fr. Michael Brown led prayers before the meeting.

S Corbidge and K Beats (Lamorna Park residents) updated the Council on the situation at Trevol Business Park relating to Agenda Item 3. (d) PA20/02211 Retrospective application for the erection of three commercial buildings on land at Fisgard Way, Trevol Business Park. Advising the Council that a Peer Review report on the planning applicant's Noise Assessment Report had been commissioned and funded by residents from Lamorna Park, which on receipt will be forwarded directly to the Cornwall Council planning Officer, with the report anticipated within two weeks from the date of this meeting.

The Chairman welcomed everyone to the meeting and affirmed that each Councillor could hear and respond (unmute/mute microphones) prior to the start.

The Mayor welcomed the Operations Manager to his first meeting of the Town Council.

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

<https://us02web.zoom.us/j/88906792320?pwd=bDV1T2pXb04zdVViMHI2eEI1UkpDUT09>

Meeting ID: **889 0679 2320** Passcode: **377802**

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

	ACTION
182-20 The Chairman proposed that Standing Orders were suspended, this was seconded by Councillor Miss R C Baker and it is resolved that Standing Orders were suspended until 7.19pm.	
183-20 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors T J Gulley OBE and Miss L J Hocking (via Councillor K J Moon).	
184-20 Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J M Martin – (Agenda Item 3 (b) – as a relative of the applicant). b) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda Item 3 (c) – as known to the applicant).	
185-20 Planning Applications: - a) PA21/01835 - Non material amendment to application no. PA20/06490 dated 20/09/20 for the removal of integrated green house, adjustment of steps to garage and	

<p>pitched roof changed to flat green roof. 50 Cremyll Road, Torpoint PL11 2DY. No objections or observations.</p> <p>b) PA20/07467 - Construction of a timber summerhouse 6m x 3m to be erected on new level garden. 6 Marine Drive, Torpoint PL11 2EH. No objections or observations.</p> <p>c) PA21/01931 - 1 Adams Close Torpoint Cornwall PL11 2DB. 1 Adams Close, Torpoint PL11 2DB. No objections or observations.</p> <p>d) PA20/02211 – Retrospective application for the erection of three commercial buildings on land at Fisgard Way, Trevol Business Park – additional correspondence received from Cornwall Council which recommends approval: - Members considered the additional correspondence received from Cornwall Council recommending approval (as previously circulated). Following in-depth debate Councillor K J Moon summarised the Cornwall Council Planning Officer options (one, two and three) and highlighted that specific planning reasons would be required to utilise option three, (to request the application is determined by the Cornwall Council Planning Committee) and sought clarification from Councillor Miss R C Baker on his statement, Councillor Baker concurred. Councillor J Tivnan BEM made an offer to the Lamorna Park residents to borrow his personal sound level meter (which would need re-calibrating). Following further discussion, the Council resolved to maintain the objection, proposing a delay on the decision making, until receipt of the Peer Review report, commissioned and funded by the Lamorna Park residents, is received. Following a question posited it is agreed the Clerk will seek advice from the Cornwall Council Planning Officer on whether there is the possibility of pursuing an Enforcement route for this retrospective application.</p>	Clerk
<p>186-20 Cornwall Council Report: - Councillor G J Davis explained that as the April 2021 meeting will be during the period of purdah he would not be providing a report, unless there are any items of particular urgency and therefore summarised his four year term of office, highlighting what he considered had been achieved together over the past four years.</p> <p>“All had been achieved through hard work by everyone involved, working together in a partnership of Councillors, community groups, businesses and Council Officers as we strive towards the delivery of the Vision for Torpoint. We have and are making a real difference. I believe we have built a platform for future growth and prosperity to be delivered over the coming years in Torpoint.</p> <p>Highlights of achievements include:</p> <ul style="list-style-type: none"> - The establishment of the Community Hub, Library and Heritage Centre. - The investment of £500k by Cornwall Council securing the Police station. - The completion of both an economic impact assessment and engineering proposal for a Jetty for Torpoint which will allow for well-formed proposals for capital funding grants to deliver a Jetty for Torpoint. - All the play parks in the town are now transferred to the Town Council with a significant capital grant to ensure immediate improvements. We no longer have to wrestle for our fair share for these essential family spaces. - The planting of additional trees around the town as we improve the environment and bring more nature into our town environment. - Improvement to roads and streets with double yellow lines added, kerbs dropped, parking improved and the surfacing of Adela Road. 	

<p>I look back and think four years ago we had gone several years with little investment, we were stuck in a rut. Since we completed the Vision we have pushed on and it is great to see candidates for the next election looking to build upon the work of the last few years. I wish them every success with their campaigns and I look forward to working closely with them in the future.</p> <p>Thank you to all that have supported me during my term.</p> <p>I leave you with a quote I have used on several occasions by US President Harry Truman, <i>'It is amazing what you can accomplish if you do not care who gets the credit.'</i>"</p> <p>The Mayor thanked Councillor Davis for all his work during his term of office for the community of Torpoint.</p> <p>The Clerk presented a verbal report on behalf of Councillor M J Crago, who unfortunately is currently <i>'visiting hotel Derriford'</i>: adding <i>Ref: PA20/02211 Retrospective planning permission for the erection of three commercial buildings (at Trevol Business Park, Torpoint)</i>. Explaining that Councillor Crago supported Cornwall Council's Planning Officer's recommendation for approval and reminded members that Councillor Crago (in making his decision) was not aware of the information provided by the Lamorna Park residents at this meeting.</p> <p>(Members of the public left the virtual meeting at this point.)</p>	
<p>187-20 Police Activity Report: - The Police activity report is noted. Councillor Mrs. J M Martin, having read the additional update provided by PC 1771 Wilson (Torpoint Neighbourhood Beat Manager), minuted the usefulness of this additional information. It is agreed to use the Council social media site to highlight the continued work between the Police and the Council, whilst publishing the link to the 'Report A Crime' webpage.</p>	Clerk
<p>188-20 Minutes of the previous meeting: - The minutes of the previous virtual meeting held on Thursday 18th February 2021 were taken as read, confirmed and will be signed by the Mayor in due course.</p>	
<p>189-20 Matters arising from the minutes: - a) Trevol Business Park - development at Fisgard Way and noise emanating from the site: Pursuant to minute 167-20 the Mayor referred to Agenda Item 3 (d) - minute number 185-20 (d). b) Verge cutting: - Pursuant to minute 170-20 (b) the Clerk is continuing to follow up to arrange a meeting with Cornwall Council about verge cutting.</p>	Clerk
<p>190-20 COVID-19 Update The Covid-19 update, as circulated, is noted, with further discussions on the following: - i.) COVID-19 Leaflet / Befriending Service – Following distribution of the leaflet the Befriending Service has not yet been taken forward. The Clerk to continuing to search for additional volunteers to support this initiative.</p>	Clerk

191-20 Mayor's Communications

The Mayor advised having attended: -

Wednesday 3rd March 2021 11.00am Commonwealth Affirmation Sparrow Park, Torpoint. This was then shared on social media on Commonwealth Day (Monday 8th March).

Tuesday 16th March 2021 9.30am Telephone Conversation with The Captain of HMS Raleigh (this has been a regular fortnightly call since September 2020).

Thursday 18th March 2021 10.00am Cornwall Mayors' Forum (via Zoom)

Forthcoming dates: -

Tuesday 23rd March 2021 12.00noon Marie Curie National Day of Reflection.

Monday 5th July 2021 NHS Social Care & Frontline Workers' Day
Council **resolved** to support this nationwide Day of Reflection.
11.00am 2 minutes silence, 1.00pm National Toast.

Sunday 11th July 2021 Civic Service and Parade (limited numbers) (Covid-19 restrictions permitting).

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 being asked to support further vaccination clinics – for second vaccinations - at the Council Chambers.

The Local Community Markets are planning to hold a market at the end of April, Covid-19 precautions will be in place.

The Mayor minuted thanks to all the volunteers for their continued support for the community of Torpoint.

All Council/
Fr. M Brown
Clerk

All Council/
Fr. M Brown
Clerk

192-20 Minutes of the Asset Management and Operations Committee

It was **resolved** the minutes of the virtual meeting held on Thursday 25th February 2021 (as circulated) are received and the recommendations in the minutes 102-20AMOC (a) (Ellis Monument masonry works – award tender), 103-20AMOC (Skate park benches) and 108-20AMOC (a) (Weed control quotation) are adopted and implemented.

Pursuant to minute 102-20AMOC (a) (Ellis Monument masonry works) the minutes of the meeting are copied here. *To consider the Ellis Monument masonry works tender quotations (tender deadline 27/02/21) as circulated and copied here: -*

Tender for Ellis Monument Repairs Responses

Specification

- i) Cut out and repoint all open and defective joints with lime mortar;*
- ii) To re fix x 2 (in number) loose colonettes (columns) supporting gabled hood details;*
- iii) Repair broken masonry within the circular former watering troughs;*
- iv) Any additional stone repairs as necessary;*
- v) Disposal of all waste from site.*

Clerk

Company	Tender response	Spec Fit	Notes	Net Cost
Robinsons Stonemasons	Tender Submitted	Yes		£1,865 00

R B Construction Group	Declined to Tender		Due to their location	N/A	
Westcountry Stonemasons	No Tender Submitted			N/A	
H G Stacey Limited	Declined to Tender		Due to Covid	N/A	
Orchard Stonemasons	Declined to tender		Wanted quote to include Doff cleaning	N/A	
<p><i>Pursuant to minute 87-20AMOC (a) the tender quotations for the repair work to the Ellis Monument were considered and it is resolved to instruct Robinsons Stonemasons to undertake the renovation works as per the specification, once planning permission has been granted from Cornwall Council, at a full and fixed price of £1,865.00 plus VAT.</i></p> <p>Pursuant to minute 103-20AMOC (Skate park benches) the Clerk explained having liaised with the local skate park user(s) who were offered the opportunity for either a bench for skating on or two picnic benches to be installed at the skate park and had selected the two picnic benches, which will be sourced from Sustainable Furniture (UK) Ltd. at a total price of £850.00 (plus VAT) plus anchor kit costs of £70.00 (plus VAT).</p>					
<p>193-20 Minutes of the Finance and Personnel Committee</p> <p>It was resolved the minutes of the virtual meeting held on Monday 1st March 2021 (as circulated) are received and the recommendations in the minutes 96-20F&P (a) (Salary increases with effect 1st April 2021), 96-20F&P (d) (True Butterflies S137 Grant) and 98-20F&P (a) (Lettings Policy) are adopted and implemented.</p> <p>Pursuant to minute 96-20F&P (d) (True Butterflies S137 Grant) following a question posited the Deputy Mayor indicated that organisations can submit more than one S137 grant applications.</p> <p>Pursuant to minute 99-20F& P (c) (Budget Monitoring – Finance Committee Responsibilities) Councillor Mrs. J M Martin explained, having received Council Tax information for 2021/22 from Cornwall Council, it would be timely to publish the Council Annual Budget Statement on the website and social media, advising that the statement was written in December 2020/January 2021.</p>					
<p>194-20 Minutes of the Development and Localism Committee</p> <p>It was resolved the minutes of the virtual meeting held on Thursday 4th March 2021 (as circulated) are received and the recommendations in the minutes 113-30D&L (b) (Plastic Free Community accreditation pledge) and 113-D&L (f) (Torpoint Environmental Action initiative) are adopted and implemented.</p>					
<p>195-20 Torpoint Ferry statistics</p> <p>a) The Torpoint Ferry availability statistics were noted.</p>					
<p>196-20 Financial Information</p> <p>a) It was resolved that the February 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. The Mayor minuted thanks to the Clerk and Town Council Support Officer for the work undertaken on the financial information.</p>					

197-20 Accounts for Payment					
Contact Name	Invoice Number	Total	VAT	NET	Description
Torpoint Town Council Staff	Mileage Feb 2021	29.70	1.10	28.60	Mileage claim Feb 2021 Paul Stinchcombe
Spot On Supplies	Inv No 21513179	132.56	22.09	110.47	cleaning materials
Security Dynamics	Inv No 1396	105.87	0.00	105.87	Supply & fit of CCTV camera replacing existing due to vandalism
Print Options	Inv no 12806	700.00	25.00	675.00	Covid leaflet artwork and print
BT Bar Phone	WW 3411 2427	35.04	5.84	29.20	Bar Area monthly bill March 2021
LRM Planning Ltd	Inv no 2832	360.00	60.00	300.00	Account to 28th February 2021 re PO 18-78
Western Web Limited	Inv No 22305	80.40	13.40	67.00	Torpoint Plan Website annual fee
Every Corner Distribution Ltd	Inv no TTCECD001	588.00	98.00	490.00	Distribution of covid leaflet
Francis Thomas Mobile Servicing Limited	Inv No 3227	1,499.00	249.83	1,249.17	Ride on Lawn Mower
Moles Seeds (UK) Ltd	CC WEB252966	61.00	10.17	50.83	Throw To Grow Bee Mix seeds 250g Untreated
Amazon	CC Order No 206-5139152-7808368	32.77	5.46	27.31	Dog signs for Rendel Park -
Amazon	CC order no 206-5069419-9920366	119.98	20.00	99.98	A3 lockable notice boards
Amazon	CC Order no 206-2593755-5241922	19.69	3.28	16.41	Master lock key safe for van keys at Benodet Park
Amazon	CC order no 205-3985964-9020302	8.99	1.50	7.49	Grease Gun
J. Parker Dutch Bulbs (W/S) Ltd	CC Order No 10687120	42.94	7.15	35.79	Fuchsia Tom Thumb 6 pack
Amazon	CC order 205-9804086-2790764	19.99	3.33	16.66	20 litre Oil and Fuel Spill Kit
Amazon	CC Order 205-0153713-412277	2.40	0.40	2.00	Hazard Sign for van x 3

Amazon	CC 205-3306784-0999533	33.44	5.57	27.87	1/2 inch Drive Torch Wrench & Asbestos Labels
ABIS	CC Order No 212413931	158.56	26.43	132.13	Hazardous Transit Box - transporting fuel in van
Torpoint Hardware	CC Keys cut	8.00	1.33	6.67	2 x keys cut for Benodet Store Room Lock
Screwfix	CC Order No A6699676655	46.58	7.76	38.82	tools
Amazon	CC Order No 206-5649522-8926739	59.95	9.99	49.96	Tower Mini Oven T14043
Clifford Motors	CC Van Fuel	52.14	8.69	43.45	Van fuel unleaded petrol
Amazon	CC Order No 205-9896535-7773914	23.99	4.00	19.99	Van seat covers
Amazon	CC 205-9230427-4966711	107.98	17.99	89.99	van rubber mats
Amazon	CC 205-3192933-29001950	14.50	2.42	12.08	Van fire Extinguisher
EV Cables Ltd	CC Inv No 100005976	174.90	29.15	145.75	Charging cables
Uniquip Group	CC Proforma 10355	694.80	115.80	579.00	Loading Ramps
Amazon	CC order no 206-6670625-7385109	20.95	3.49	17.46	Groundmaster shovel skate park box
Amazon	CC order no 206-3549732-9334741	84.86	14.13	70.73	Makita Mixed Drill Bit Set & Skate Park tools
Zoom Video Communications Inc.	CC INV73801740	14.39	2.40	11.99	Standard Pro Monthly Subscription Mar-April 2021
Amazon	CC 205-4010325-26115545	27.98	4.66	23.32	Laptop stand DSE
Amazon	CC Order No 206-8430530-6421102	192.99	32.17	160.82	Aluminium box for skate park
Amazon	CC order no 206-3817506-4011523	22.99	3.83	19.16	Sun shade window film for library
Amazon	CC Order No 206-0436892-0389906	32.99	5.50	27.49	Biodegradable bin liners x 100

Amazon	CC Order No. 206-7039487-8737923	198.95	33.16	165.79	Makita Combi Drill with 2 x 5ah batteries & Charger
Adobe Systems Software Ireland Ltd	CC Inv IEE202100185913 2	12.64	0.00	12.64	Adobe Reader Software March 2021
XERO	CC Inv 8093418	28.80	4.80	24.00	Accounting Software Monthly subscription March 2021
Currys PC World	CC CUR2198968315	159.00	26.50	132.50	BOSCH serie 6 Athlet Power Cordless Vacuum Cleaner
SSE Southern Electric - Chambers- Elec	DD Acc No 3861778310	1,052.72	175.45	877.27	Electricity usage council chambers 01.12.20 to 28.02.21
PWLB	DD Loan Repayment	17,599.99	0.00	17,599.99	PWLB Loan Repayment March 2021
SSE SWALEC - Library- Elec	DD inv no 51789712 0030	173.83	8.28	165.55	Electricity Library 02.02.21 to 01.03.21
Everflow Water	DD Inv No 899724	150.41	9.60	140.81	Water Rates - Water 18.04.21 - 17.05.21
SSE Southern Electric -Library Gas	DD Inv No 91812424 0016	724.53	120.76	603.77	01.02.21 to 28.02.21 Unrestricted units
Corona Energy - Chambers- Gas	DD Inv No 15943575	1,116.24	186.04	930.20	Gas Usage Council Chambers Feb - Mar 2021
EE	DD VO1853135359	108.38	18.06	90.32	4 x staff mobiles
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 - 31.12.20
Shire Leasing PLC	DD	300.55	50.09	250.46	Shire Leasing new phone contract 3rd Payment
198-20 Correspondence					
a) Draft management plans for the small woodlands at Torpoint – Cornwall Council: - Noted.					
199-20 Reports					
a) Neighbourhood Plan: - Councillor G J Davis reported receipt of the cleaned up draft document from the consultants, adding the next virtual meeting of the Neighbourhood Plan Steering Group, to review the draft, is scheduled for Tuesday 23 rd March, at 4.30pm. The agenda and document will be forwarded in advance of the meeting.					
					Clerk

<p>b) Torpoint Town Partnership (TTP): - The Mayor detailed having internet connection problems at the recent virtual TTP meeting, held on Wednesday 17th March 2021. It was minuted at the meeting for (Councillor) Mrs. K Brownhill to continue to be the interim TTP representative on the Town Team Advisory Group, until the matter could be further discussed at the next TTP meeting in May, following the local council elections.</p> <p>c) Reports from delegates to outside bodies. None.</p>	
<p>200-20 Date of next Virtual meeting: - Thursday 15th April 2021. The Mayor will be inviting everyone to stay on after the meeting.</p>	All
<p>Meeting closed at 8.21pm.....Town Mayor</p>	

DRAFT