



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. (Cornwall) Councillor M J Crago joined the meeting. Two members of the public joined the meeting.

Fr. Michael Brown led prayers before 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.

MINUTES of the **VIRTUAL** meeting of Torpoint Town Council held on Thursday 15th April 2021 at 7.00pm via the **Zoom** link

<https://us02web.zoom.us/j/85040832651?pwd=d3dZeHlua2cxLzdqVWJ1OHhCaXp0QT09>

Meeting ID: **850 4083 2651**

Passcode: **088344**

Virtually Present: - Town Mayor (Councillor Mrs. C E Goodman) (Chairman), Deputy Town Mayor (Councillor Miss R A Evans BEM), Councillors E H Andrews, Mrs. K Brownhill, G J Davis, Miss L J Hocking, L E Keise, 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) and Operations Manager in attendance.

	ACTION
1-21 A minute's silence was held to remember HRH Prince Philip Duke of Edinburgh.	
2-21 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors Miss R C Baker, T J Gulley OBE and Mrs. J M Martin.	
3-21 Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. C E Goodman – (Agenda Item 11 Section 137 grant application – YMCA Plymouth – Torpoint and Rame Community Sports Centre – as a member of the organisation.) <i>(Declared later in the meeting.)</i> b) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. R A Southworth – (Agenda Item 11 Ring-fencing for Section 137 grant application already agreed Local Community Markets – as a member of the organisation.) c) An NRI (Non-Registerable Interest) was declared by: - Councillor Miss R A Evans BEM - (Agenda Item 11 Ring-fencing for Section 137 grant application already agreed Local Community Markets – as a member of the organisation.)	
4-21 Planning Applications: - None.	
5-21 Cornwall Council Report: - Councillor G J Davis thanked all those who had supported him during his four year term of office.	

<p>Councillor M J Crago thanked the Town Council, highlighting thanks to the Town Clerk for her support during his four year term of office. Councillor Crago minuted thanks to Councillor G J Davis for 'taking the reigns' when he had been unavailable. Councillor Crago gave thanks to the Town Mayor (Councillor Mrs. C E Goodman) for her two years in office as Deputy Mayor, which were followed by two years in office as Mayor, highlighting that the last year has been very difficult and unprecedented. Councillor Crago cited the proposed works to Ellis Memorial which will hopefully be undertaken in the near future and commented on the beautiful planting works at Sparrow Park, thanking the group of volunteers for helping to improve the town. Councillor Crago continued his thanks, this time he recognised the Town Council, who having worked in partnership, had enabled the resurfacing of Adela Road; citing that to his knowledge this has been on the Council's agenda for over 36 years. Councillor Crago remembered former Councillor D R Southworth's concerted efforts on this project and was pleased to see the unadopted road now re-surfaced. Councillor Crago thanked the Deputy Mayor (Councillor Miss R A Evans BEM) for her two years in office and then thanked the Mayor again, for the lovely gift she had given to him.</p> <p>The Town Mayor gave thanks to both (Cornwall) Councillors for their contribution to the town and wished them both well.</p> <p>(Councillor M J Crago left the meeting at this point.)</p>	
<p>6-21 Police Activity Report: - The Police activity report and additional information are noted.</p>	
<p>7-21 Minutes of the previous meeting: - The minutes of the previous virtual meeting held on Thursday 18th March 2021 were taken as read, confirmed and will be signed by the Mayor in due course.</p>	
<p>8-21 Matters arising from the minutes: -</p> <p>a) PA20/02211 – Retrospective application for the erection of three commercial buildings on land at Fisgard Way, Trevol Business Park: - Pursuant to minute 185-20 (d) the Clerk explained the Peer Review is still being considered by Cornwall Council and the applicants' noise consultant has been asked to comment.</p> <p>b) Verge cutting: - Pursuant to minute 189-20 (b) the Clerk is continuing to follow up to arrange a meeting with Cornwall Council about verge cutting.</p>	
<p>9-21 COVID-19 Update The Covid-19 update, as circulated, is noted. The Clerk highlighted the Council has now signed up for national workplace lateral flow testing.</p>	
<p>10-21 Mayor's Communications The Mayor advised having attended: -</p> <p>March Thursday 25th March 2021 9.15am Presentation to Julie and John Cooper to celebrate their Diamond Wedding Anniversary.</p> <p>April Saturday 3rd April 2021 11.00am Presentation to Jenny and Dave Rosson to celebrate their Diamond Wedding Anniversary.</p>	

<p>HRH Prince Philip, Duke of Edinburgh. Following the passing of HRH Prince Philip, a book of condolence has been placed at Torpoint Library and Community Hub for residents to sign. On behalf of the community of Torpoint I have sent a letter of condolence to Her Majesty, the Queen, and members of the Royal Family.</p> <p>Councillors not standing for the next Council. "I should like to wholeheartedly thank the following Councillors for the voluntary service they have given to the community of Torpoint in their role as Councillors. Councillor Edward Andrews, Councillor Roz Baker, Councillor Trevor Gulley OBE, Councillor Lisa Hocking, Councillor Keiran Moon and Councillor Rose Southworth. Thanks for the long-service provided by Councillor Edward H Andrews and Councillor Rose Southworth. I should also like to thank Cornwall Councillors, Councillor Gary Davis and Councillor John Crago. Thank you."</p> <p>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 Local Community Markets are looking forward to the market returning to Fore Street on Sunday 25th April 2021, Covid-19 precautions will be in place. The setting up of a befriending café at the Community Hub and Library is progressing. The Foodbank Distribution is still in demand. The volunteering effort at the Covid-19 vaccination clinics is continuing, two further clinics are planned for Thursday 22nd April and Thursday 29th April. The Deputy Mayor minuted thanks for all Members who has kindly volunteered to support the vaccination clinics at the Council Chambers and will be in touch to arrange volunteers for these latest dates.</p>	
<p>11-21 Minutes of the Asset Management and Operations Committee It was resolved the minutes of the virtual meeting held on Thursday 25th March 2021 (as circulated) are received and the recommendations in the minutes 117-20AMOC (c) (Christmas tree lights electrical works), 117-20AMOC (f) (Proposed legal agreement with Cornwall Council and developer to develop the Antony Road public conveniences), 118-20AMOC (Skate park event – hosted by Team Rubicon) and 121-20AMOC (a) (Data Protection / Data Retention Policy) are adopted and implemented.</p>	Clerk
<p>12-21 Minutes of the Finance and Personnel Committee It was resolved the minutes of the virtual meeting held on Monday 29th March 2021 (as circulated) are received and the recommendations in the minutes 111-20F&P (a) (Business Risk Management Plan – 2021), 111-20F&P (b) (Financial Risk Assessment - 2021), 111-20F&P (c) (Section 137 protocols plus Free of Charge), 112-20F&P (c) (Budget Monitoring – unspent Section 137 grant funding), 113-20F&P (Section 137 grant protocols amendment), 113-20F&P (f) (Section 137 Grant application – YMCA Plymouth – Torpoint & Rame Community Sports Centre) and 113-20F&P (g) (Ring-fencing for Section 137 grant funding already agreed) are adopted and implemented.</p> <p>Pursuant to minute 111-20F&P (c) (Section 137 protocols plus Free of Charge) and minute 113-20F&P (between (c) and (d)), it is resolved to amend the Section 137 protocols stating that ONLY urgent grant applications should be considered in an Election period.</p> <p>Pursuant to minute 111-20F&P (d) (Section 137 Grant application – Beat4Autism C.I.C.) the Clerk explained receipt of correspondence from the applicant withdrawing the Section 137 Grant application.</p>	Clerk Clerk

<p>Pursuant to minute 113-20F&P (f) (Section 137 Grant application – YMCA Plymouth – Torpoint & Rame Community Sports Centre), information detailing an explanation of the £420.00 cost for the 'Hire of the Hall' had been received from the applicant and previously circulated to Members. The information highlighted the £420.00 is not a direct payment the organisation will receive. This is the amount of displaced hall hire fees which would otherwise be received from clubs, members and users, due to YMCA Torpoint block booking the hall out for a 6-week period, in order to run the new 'RE-ACTIVATE' programme. It was resolved that the amount of £1,500.00 is awarded under Section 137 Grant funding.</p> <p>(For minute 113-20F&P (f) (Section 137 Grant application – YMCA Plymouth – Torpoint & Rame Community Sports Centre), Councillor Mrs. C E Goodman (Town Mayor) was put into the Zoom waiting room for the agenda item and was re-admitted at the end of the item. Councillor Miss R A Evans BEM (Deputy Town Mayor) Chaired this agenda item.)</p> <p>(For minute 113-20F&P (g) (Ring-fencing for Section 137 grant funding already agreed), Councillor Miss R A Evans BEM (Deputy Town Mayor) and Councillor Mrs. R A Southworth were put into the Zoom waiting room for this agenda item and re-admitted at the end of the item.)</p> <p>It is noted a correction to minute number 116-20F&P (Date of next meeting) is <i>Tuesday 4th May 2021.</i></p> <p>i) To note the report on Rateable Valuations and Business rates (as circulated). Noted.</p> <p>(In the absence of the Committee Chairman, Councillor Mrs. K Brownhill (Vice Chairman) presented the minutes.)</p>	<p>Clerk</p> <p>Clerk</p>
<p>13-21 Minutes of the Development and Localism Committee</p> <p>It was resolved the minutes of the virtual meeting held on Thursday 1st April 2021 (as circulated) are received and the recommendation in the minutes and 135D&L (e) (Installation of bollard – on a pavement – Pentire Road) is adopted and implemented. Social media will be used to help advertise the inconsiderate parking issues in the town.</p> <p>Pursuant to minute 128-20D&L (c) (Town Vitality Fund and Town Team Advisory Group), the Clerk explained that at a recent meeting of the Town Team Advisory Group / Project Board (held on 14th April 2021), it was identified that the original Terms of Reference had been agreed by the Council in January 2021, prior to the funding being awarded. Now the funding is awarded it is essential the Terms of Reference are correct and therefore it is likely that a revision is needed. Additionally, having considered the consultants presentation (at the meeting), along with the tight timescales for the project, the Council should consider delegating authority to the Clerk & RFO, with the Town Team Advisory Group/Project Board to approve the decision making. It is resolved that this item stands referred to the next meeting of the Finance and Personnel Committee (Tuesday 4th May 2021), for a Council decision on this to be taken at this meeting, with all Members invited to attend.</p> <p>Pursuant to minute 135-20D&L (a) (International Festival of Rowing - Expression of Interest) this recommendation is withdrawn.</p>	<p>Clerk</p> <p>Clerk</p>

It is noted a correction to minute number 128-20D&L (f) (Freedom of Information Request) should read – Mr <i>Cooper</i> .						Clerk
14-21 Torpoint Ferry statistics						
a) The Torpoint Ferry availability statistics were noted.						
15-21 Financial Information						
a) It was resolved that the March 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.						
16-21 Accounts for Payment						
Contact Name	Invoice Number	Total	VAT	NET	Description	
Cornwall Council - Garage	34190700166	36.28	7.25	43.53	Garage Rental 14.03.21 - 04.04.21	
Cornish Tea & Cornish Coffee Co Ltd	Inv SL47758	17.80	0.00	17.80	Café Stock	
The Play Inspection Company	Inv 46522	295.00	59.00	354.00	Play Inspection App and Back Office Training - Remote Operations Manager	
RD Johns Ltd	Inv 421938	8.83	2.70	11.53	Stock Library Cafe	
RD Johns Ltd	Inv 421938	8.83	2.70	11.53	Kulana Orange Juice Cartons 27 x 200ml	
Cornwall Council Bus Rates - Room 7	802850097	77.00	0.00	77.00	Bus Rates Room 7 May 2021	
Cornwall Council - Rm 6 Bus Rates	802720466	125.00	0.00	125.00	Bus Rates May 2021	
Cornwall council - Bus Rate Library	802715760	384.00	0.00	384.00	Library Bus Rates May 2021	
Cornwall Council - Bus Rate Pub Con	802385084	147.00	0.00	147.00	Public Conveniences Business Rates May 2021	
Complete Business Solutions Group Ltd	Inv SINV02667843	54.92	10.98	65.90	Stationery	
BT Bar Phone	WW 34112427	31.00	6.20	37.20	Bar Area monthly bill April 2021	
ASG Security	inv no 35858	165.16	33.03	198.19	Annual Maintenance Fee Fire Alarm Library	
ASG Security	Inv no 35857	77.42	15.48	92.90	Annual Maintenance fee CCTV at Library	
Don Benson	inv no 13	60.00	0.00	60.00	Clock winding 03, 10, 17, 24, 31.03.21	

The Play Inspection Company	Inv no 46264	1200.00	240.00	1440.00	Play Inspection App Licence Fee 01.04.21 to 31.03.22
Cornwall ALC Limited	Inv 2122-193	1995.57	311.77	2307.34	CALC & NALC Subscription 2021-22
Cornwall Council - Sea Gull Proof Sacks	Inv 8100113760	150.00	0.00	150.00	Seagull Proof Sacks
Torpoint Town Council Staff	Mileage March 2021	21.50	1.00	22.50	Mileage claim March 2021 Paul Stinchcombe
Spot On Supplies	Inv no 21514507	49.50	9.90	59.40	Cleaning stock
D J W Window Cleaning	inv 0030	38.00	0.00	38.00	Cleaning of internal and external windows Library
Francis Thomas Mobile Servicing Limited	Inv 3335	51.36	10.27	61.63	Repair to leaf blower
D J W Window Cleaning	Inv no 0032	18.00	0.00	18.00	Bus shelter cleaning x 6
D J W Window Cleaning	Inv no 0031	18.00	0.00	18.00	Bus shelter cleaning x 6
Cornwall Council - Bus Rate Chambers	802311466	1509.00	0.00	1509.00	Business Rates May 2021
Clifford Motors	CC van fuel	50.71	8.45	50.71	Unleaded fuel for van
J. Parker Dutch Bulbs (W/S) Ltd	CC Order No 10777591	83.93	13.98	83.93	Town Planting
RS Online	CC 16210990	16.26	2.71	16.26	Screws for parks Equip
Hilltop Products	CC order no #100051561	13.01	2.17	13.01	Tape repair parks equip
Clifford Motors	CC fuel	10.85	1.81	10.85	Van fuel diesel for hire van
Amazon	CC inv - GB 784962015-2021-7892	25.98	4.33	25.98	Mat for library
Zoom Video Communications Inc.	CC INV79784638	14.39	2.40	14.39	Monthly Subscription April - May 2021

Digital ID	CC Badgy Order	60.42	10.07	60.42	ID Badge stock
Amazon	CC 205-1634086-2743512	26.66	4.45	26.66	Master lock Extra Large key safe
Amazon	CC 205-7094797-5373141	108.00	18.00	108.00	Makita Tool set 227 pieces
Amazon	CC 205-0678960-3900307	45.72	7.60	45.72	First Aid kits refills
Amazon	CC order no 205-0064567-240319	13.46	2.24	13.46	Library Cafe Cafetieres x 3
Amazon	CC 205-9766777-6162737	18.97	3.15	18.97	Protective corner Guards x 20 Library
Amazon	CC 205-4808367-1906758	11.95	1.99	11.95	paper cups x 250 pack library
Adobe Systems Software Ireland Ltd	CC April 2021	12.64	0.00	12.64	Monthly subscription April 2021
XERO	CC April 2021 subscription	28.80	4.80	28.80	Monthly subscription April 2021
Contact Name	Invoice Ref	Total	VAT	Net	Description
SSE - Cambridge Field - Elec	DD 561785554 0018	31.94	1.52	31.94	Electricity
SSE SWALEC - Library- Elec	DD 517897120031	169.95	8.10	169.95	Electricity
SSE Southern Electric - Public Con- Elec	DD 51785521	95.84	4.56	95.84	Electricity
SSE Southern Electric -Library Gas	DD 91812424 0017	598.95	99.83	598.95	Gas
ALD Automotive Limited t/a Ford Lease	DD Invoice No 14384624	2,648.60	441.44	2,648.60	Van initial payment

ALD Automotive Limited t/a Ford Lease	DD 14407025	441.44	73.58	441.44	Van regular DD	
FINTEC Asset Finance	DD inv 15011	189.42	31.57	189.42	Ricoh Printer Rental Agreement Apr-Jul 21	
SSE Southern Electric - Chambers- Elec	DD Acc No 3861778310	1,052.72	175.45	1,052.72	Electricity	
<p>17-21 Correspondence</p> <p>a) European Sites Mitigation Supplementary Planning Document (SPD) Linked to the Cornwall Local Plan – Cornwall Council – four week consultation period: - Noted.</p> <p>b) Memorial bench request for Mrs Jean Blake (née Sleep) – Mr J Blake: - Following debate, it is resolved to investigate the purchase of a memorial bench, on behalf of the correspondent, seeking permission from the landowner (Cornwall Council) for it to be installed on the grass area, in front of Belle Vue Square. Once agreement is in place and the bench purchased, the memorial bench to be added to the Council's fixed asset register and maintained by the Council.</p> <p>c) Community-led housing seminar – Wednesday 14th April – Cornwall Council: - Noted, seminar held yesterday.</p>						Clerk
<p>18-21 Reports</p> <p>a) Neighbourhood Plan: - Councillor G J Davis reported the Neighbourhood Plan is progressing and a physical meeting is being scheduled for Tuesday 25th May 2021, the agenda and documentation will be forwarded in advance of the meeting.</p> <p>b) Torpoint Town Partnership (TTP): - None, as the group has not met since the last Council meeting.</p> <p>c) Reports from delegates to outside bodies. None.</p>						Clerk
<p>19-21 Date of next meeting: - Thursday 20th May 2021. The Annual Meeting (Mayor Making) of the new Council. (It is very likely to be the first physical meeting of the Council for over 14 months, Covid-19 guidance will be followed.)</p>						
<p>Meeting closed at 8.11pm.....Town Mayor</p>						