



TORPOINT TOWN COUNCIL

Councillor Mrs. K Ewert (Rame Peninsula & St Germans Division) attended the meeting.
 Father Michael Brown led prayers before the meeting.
 There was one member of the public in the gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 15th July 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor Miss R A Evans BEM) (Chairman), Councillors Mrs. K Brownhill, Mrs. L Fellows, Mrs. C E Goodman, L E Keise, Mrs. J M Martin, Mrs. K L Partridge, L J Sanderson, C R Sawyer, C R Still, J Tivnan BEM, M Thomson-Neall, B A Walsh and R M Willoughby (late arrival), plus the Town Clerk & RFO (Clerk) in attendance.

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| <p>64-21 Apologies for absence: - Apologies for absence were submitted on behalf of the Deputy Town Mayor (Councillor G J Davis) and Councillor M G Spurling.</p> | |
| <p>65-21 Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. L Fellows - (Agenda Item 11. Antony, Clarence & Sydney Road Residents' Association – purchase "Children on the way" road signs from Cormac, as being closely associated to the Residents' Association). b) An NRI (Non-Registerable Interest) was declared by: - Councillor C R Still – (Agenda Item 16. A. Section 137 Grant application for the installation of a defibrillator storage cabinet to property on Cremyll Road – as being known to the applicant). c) An NRI (Non-Registerable Interest) was declared by: - Councillor c R Sawyer – (Agenda Item 11. Antony, Clarence & Sydney Road Residents' Association – purchase "Children on the way" road signs from Cormac, as being closely associated to a member the Residents' Association).</p> | |
| <p>66-21 Planning Applications: - None.</p> | |
| <p>67-21 Cornwall Council Report: - Councillor Mrs. K Ewert and Councillor J Tivnan BEM had previously circulated a written report for the Council's consideration. Following a question posited by Councillor Mrs. J M Martin, regarding Councillor Tivnan's planned visits to the local schools, Councillor Mrs. Martin, as Chair of Governors, offered to facilitate Councillor Tivnan's visit to Torpoint Nursery and Infant School in the new Autumn Term.</p> | Cllr Tivnan/ Cllr Mrs. Martin |
| <p>68-21 Police Activity Report: - The Police activity report and additional information are noted. The Mayor relayed a recent emergency phone call, made to the Police, and unfortunately the Police had taken over two hours to respond to the emergency call. This prompted Councillor J Tivnan BEM who recalled that in Saltash, following an emergency call to the Police, the person had been advised "sorry, there are no Police resources available to attend". This prompted the person, from Saltash, to report this to the Police and Crime Commissioner Alison Hernandez, who has made an apology and is carrying out an investigation into the matter. Councillor M Thomson-Neall posited a question regarding the current status of the Police Station, which was answered.</p> | |

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| <p>69-21 Minutes of the previous meeting: - The minutes of the previous meeting held on Thursday 17th June 2021 (as circulated) were taken as read, confirmed and signed by the Mayor.</p> | |
| <p>70-21 Matters arising from the minutes: - a) PA20/02211 – Retrospective application for the erection of three commercial buildings on land at Fisdard Way, Trevol Business Park: - See minute number 74-21. b) Code of Conduct Training: - Pursuant to minute 70-21 (b) the Clerk reminded members who had not yet watched the Code of Conduct recording to advise when the recording had been viewed. (Councillor R M Willoughby joined the meeting at this point.)</p> | Some Members/ Clerk |
| <p>71-21 Mayor's Communications The Mayor was pleased to lead the town, raising the flag, at the inaugural NHS Social Care and Frontline Workers' Day at Sparrow Park on Monday 5th July 2021. It was well attended by Councillors, children and staff from the local schools, including children whose parents' are front line staff, along with representatives from the Torpoint Archives and Heritage Centre and members of the public.</p> <p>The Mayor explained her concern having seen in the news, papers and on social media inappropriate and disrespectful behaviour, following the UEFA Euro 2020 cup final, highlighting there is no room in our society for this type of behaviour. We all should be treated with respect and kindness! With that in mind, Monday 19th July, or 'Freedom day' as it is being dubbed, is just around the corner. Many of the legal restrictions have been lifted and we are embarking on the road back to our new normality living with Covid-19. We know there are cases currently in our town and whilst I am encouraging you to enjoy yourselves. I would ask that you respect others. There are still vulnerable people in our town and others who are feeling more cautious about 'Freedom Day'. So I would ask you all to be respectful of other people's decisions regarding social distancing and mask wearing and in particular our local businesses and staff. They are here to help us so if you are asked to wear a mask please remember, we are all in this together so be kind. Following a suggestion from Councillor Mrs. K Brownhill the Mayor agreed to record her communication and arrange to upload to social media (the next day); with a reminder to also upload the text with the social media post.</p> <p>The Civic Parade has been rescheduled to Sunday 10th October 2021, invitations will be circulated in due course. Councillor R M Willoughby offered to contact the Ministry Choir to advise the new date.</p> <p>The Mayor reported receipt of correspondence (received the same afternoon), addressed to Cornwall Council and copied to the Town Council, from Mr Watkiss, local resident. Mr Watkiss highlights issues and concerns with the state/condition of the Promenade / Gateway to Cornwall, with additional concerns about Adult Social Care in Cornwall. The correspondence will be copied to Councillor J Tivnan BEM for his attention.</p> | <p>Mayor/ Cllr Martin/ Clerk</p> <p>All/Clerk</p> <p>Clerk</p> |
| <p>72-21 Minutes of the Asset Management and Operations Committee It was resolved the minutes of the meeting held on Thursday 24th June 2021 (as circulated) are received, there are no recommendations in the minutes.</p> | |
| <p>73-21 Minutes of the Finance and Personnel Committee It was resolved the minutes of the meeting held on Monday 28th June 2021 (as circulated) are received and the recommendations in the minutes, 30-21F&P (d) (Section 137 Grant Application – St. Columba & Torpoint RFC), 31-21F&P (a) (Standing Orders)</p> | Clerk |

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| <p>and 32-21F&P (f) (Report from the Internal Auditor and Exercise of Public Rights as required by the Accounts and Audit Regulations) are adopted and implemented. The Clerk explained that following submission of the AGAR the External Auditor had asked for clarification on two points, the Clerk had subsequently replied and the External Auditor had accepted the response.</p> | |
| <p>74-21 Minutes of the Development and Localism Committee Pursuant to minute 36-21D&L (a) PA20/02211 – Retrospective application for the erection of three commercial buildings on land at Fisgard Way, Trevol Business Park, Councillor J Tivnan BEM provided an update, following the Council’s unanimous decision to maintain the Council’s position on the proposal, voting against the recommendation to approve the planning application. Councillor Tivnan continued, that having listened to the evidence given on behalf of the Lamorna Park residents, along the position maintained by the Town Council, he has requested a decision be made on this application by the Cornwall Council East Sub-Area Planning Committee.</p> <p>It was resolved the minutes of the meeting held on Thursday 1st July 2021 (as circulated) are received and the recommendations in the minutes 43-21D&L (a) (Tennis Courts – additional works to the total value of £7,150 +VAT), 44-21D&L (c) (Neighbourhood Plan – tender for the completion of the Heritage Statement) and 46-21D&L (c) (Antony, Clarence & Sydney Road Residents’ Association – purchase “Children on the way” road signs from Cormac) are adopted and implemented.</p> <p>Pursuant to minute 37-21D&L the Clerk explained Cornwall Council has agreed a county wide ‘August Amnesty’ books will take place for the first two weeks’ in August. Pursuant to minute 43-21D&L (a) (Tennis Courts – additional works to the total value of £7,150 +VAT), the Clerk detailed the additional planned works for the tennis courts, to be undertaken by AMS Fabrications, including the contractor noting that material costs had risen in price by over 40%, since the last phase of works.</p> <p>a) To consider the proposal from Sports and Play Consulting Ltd. to undertake Stage 1: Assessment, Stage 2: Procurement and Tendering and Stage 3: Project Management for Torpoint Playground Project: - Following the Zoom meeting held with Sports and Play Consulting Ltd, on 5th July, a proposal had been previously circulated undertaking Stage 1: Assessment, Stage 2: Procurement and Tendering and Stage 3: Project Management for Torpoint Playground Project. Following consideration of the proposal it is unanimously resolved to instruct Sports and Play Consulting Ltd. at a cost of: -</p> <p>Assuming a budget of £100,000.00 (Ex VAT), the costs for ALL three stages as listed is £7,500.00 with payment split into two equal invoices: 50% at the beginning of the project and 50% before construction begins, VAT does not apply to these costs.</p> <p>The Clerk referred Members to Financial Regulations <i>14.1 Contracts</i> whereby the Council resolved to waive financial regulations relating to this acceptance of this contract, enabling a price to be negotiated/agreed without competition, due to the appointment of specialist consultancy provision being procured from Sports and Play Consultancy Ltd. to improve the play park areas devolved from Cornwall Council. The Clerk explained a site visit with Sports and Play Consulting has been arranged for Monday 2nd August, 2.00pm start, all Members are invited to attend, which will be a tour of the play parks included in the improvement works. The Deputy Chairman of the Committee, Councillor J Tivnan BEM, presented the minutes</p> | <p>Cllr Davis/ Cllr Tivnan/ /Ops Mgr</p> <p>All</p> |

on behalf of the Chairman G J Davis.

(Councillors Mrs. L Fellows and C R Sawyer left the meeting whilst agenda item 46-21D&L (c) (Antony, Clarence & Sydney Road Residents' Association – purchase "Children on the way" road signs from Cormac) was considered.)

75-21 Torpoint Ferry statistics

The Torpoint Ferry availability statistics are noted.

76-21 Financial Information

a) It is **resolved** that the June 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 Clerk drew members' attention to the amount of income being generated at Dreckly's café, highlighting that it is pleasing to see members of the public returning to use facilities in the town, following the pandemic. This prompted an opportunity to highlight the baking undertaken by Councillor Mrs. K Brownhill for the café, with a reminder that any other volunteer bakers have to have a Food Hygiene qualification.

77-21 Accounts for Payment

| Contact Name | Invoice Number | Total | VAT | NET | Description |
|-----------------------------------------|--------------------|--------|-------|--------|-----------------------------------------------|
| BT Bar Phone | WW 3411 2427 | 37.20 | 6.20 | 31.00 | Bar Area monthly bill July 2021 |
| Western Web Limited | inv 22568 | 90.00 | 15.00 | 75.00 | Planning Applications Page for TTC Website |
| Francis Thomas Mobile Servicing Limited | inv 3788 | 24.38 | 4.06 | 20.32 | supply belt for push lawn mower |
| Hampshire Flag Company | Inv 0000169674 | 122.87 | 20.48 | 102.39 | St Piran Flag replacement |
| Cornish Tea & Cornish Coffee Co Ltd | Inv no SL50917 | 33.89 | 0.00 | 33.89 | 5 x 100 Cornish Tea tag |
| Tartendown Nurseries | inv no 4160 | 158.49 | 26.42 | 132.07 | Silver birch Tree as chosen |
| Spot On Supplies | Inv no 21520208 | 18.72 | 3.12 | 15.60 | Excel Revolution Mop Head Red |
| Cornwall Council Bus Rates - Room 7 | 802850097 | 77.00 | 0.00 | 77.00 | Bus Rates Room 7 July 2021 |
| Cornwall Council - Rm 6 Bus Rates | 802720466 | 125.00 | 0.00 | 125.00 | Bus Rates July 2021 |
| Cornwall council - Bus Rate Library | 802715760 | 384.00 | 0.00 | 384.00 | Library Bus Rates July 2021 |

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| Cornwall Council - Bus Rate Chambers | 802311466 | 1,509.00 | 0.00 | 1,509.00 | Business Rates July 2021 |
| Spot On Supplies | 21520221 | 139.27 | 23.24 | 116.03 | Clean & Clever Lotion Soap |
| LRM Planning Ltd | Inv No 3047 | 780.00 | 130.00 | 650.00 | NDP works |
| Richards Builders Merchants Ltd | Inv 781362 | 46.80 | 7.80 | 39.00 | Repair spur park signs |
| Don Benson | inv 16 | 60.00 | 0.00 | 60.00 | Clock winding 02, 09, 16, 23, 30.06.21 |
| Complete Business Solutions Group Ltd | Inv SINVO2762359 | 87.34 | 14.56 | 72.78 | A5 diary 2022 red |
| Cornwall Council - Garage | 34190700166 | 58.88 | 9.82 | 49.06 | Garage Rental 28.06.21 - 25.07.21 |
| Cornwall ALC Limited | Inv no 2122-294 | 36.00 | 6.00 | 30.00 | Finance for Councillors Louis Sanderson |
| BT | Acc no VP91196470 | 422.96 | 86.29 | 336.67 | Regular charges bundled services 26.03.21 - 31.08.21 |
| Archers Safety Signs | INVARCH114907 | 193.80 | 32.30 | 161.50 | Road Signs and Cones |
| Biffa | Inv no 522C39671 | 32.83 | 5.47 | 27.36 | Chambers general waste collection 04.06.21 18.06.21 |
| Biffa | Inv no 522C39670 | 18.12 | 3.02 | 15.10 | Chambers recycling collection 01.06.21 15.06.21 |
| Biffa | Inv 522C39669 | 25.15 | 4.19 | 20.96 | Library general waste collection 04.06.21 18.06.21 |
| Biffa | Inv 522C39668 | 18.12 | 3.02 | 15.10 | Library recycling collection 01.06.21 15.06.21 |
| Torpoint Town Council - Staff | Staff Uniform | 9.00 | 1.50 | 7.50 | staff Uniform - leggings reimburse |
| Spot On Supplies | Inv no 21519799 | 238.63 | 39.79 | 198.84 | Excel Revolution Mop Head Red |
| Cornish Tea & Cornish Coffee Co Ltd | Inv no SL50766 | 277.40 | 0.00 | 277.40 | A30 PPC Charge |

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|-----------------------------------------|------------------------------------|--------|------|--------|----------------------------------------|
| Kathy's Fruit & Veg | Inv no 77 | 20.70 | 0.00 | 20.70 | Cafe provisions |
| RD Johns Ltd | Inv no 494117 | 34.24 | 2.01 | 32.23 | Caster Sugar 1kg |
| Cornwall Council - Sea Gull Proof Sacks | Inv 8100143834 | 150.00 | 0.00 | 150.00 | Seagull Proof Sacks |
| Richards Builders Merchants Ltd | Inv 780183 | 27.53 | 4.59 | 22.94 | Wood preserver park signs |
| Cornwall ALC Limited | Inv no 2122-268 | 36.00 | 6.00 | 30.00 | Finance for Councillors Lizeta Fellows |
| Richards Builders Merchants Ltd | Inv 779646 | 39.42 | 6.57 | 32.85 | 7/16" Q rel& lock arbour |
| D J W Window Cleaning | inv0035 | 18.00 | 0.00 | 18.00 | Bus Shelter cleaning 11.06.21 |
| Richards Builders Merchants Ltd | Inv 777640 | 3.07 | 0.51 | 2.56 | M8 x 60mm hex bolts |
| Richards Builders Merchants Ltd | inv 777256 | 29.48 | 4.91 | 24.57 | hex bolts |
| D J W Window Cleaning | Inv 0034 | 18.00 | 0.00 | 18.00 | Bus shelter cleaning 24.05.21 |
| D J W Window Cleaning | Inv 0033 | 18.00 | 0.00 | 18.00 | Bus shelter cleaning 24.05.21 |
| Amazon | CC DS-ASE-INV-GB-2021-108148860 | 44.89 | 7.48 | 37.41 | replacement toilet seat |
| Amazon | CC ds-ase-inv-gb-2021-90275257 | 16.82 | 2.80 | 14.02 | 6 piece pliers pack |
| Amazon | CC Inv DS-ASE-INV-GB-2021-90101549 | 37.98 | 6.33 | 31.65 | Warning lights for van |
| Amazon | CC inv GB 401897125-2021-108502 | 17.64 | 2.94 | 14.70 | leather work gloves |

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| Amazon | CC Inv N o DS-ASE-INV-GB-2021-90101383 | 7.82 | 1.30 | 6.52 | Furniture pads floor protectors |
| Zoom Video Communications Inc. | CC Inv96612300 | 14.39 | 2.40 | 11.99 | Standard Pro Monthly Subscription July - Aug 2021 |
| Amazon | CC inv-gb-401897125-2021-108436 | 17.65 | 2.94 | 14.71 | leather work gloves |
| XERO | CC July 2021subscription | 28.80 | 4.80 | 24.00 | Monthly accounting software subscription July 2021 |
| Amazon | CC Order #205-0658793-6933952 | 61.96 | 10.33 | 51.63 | Metal soap dispensers |
| Amazon | CC Order #205-5339096-8441108 | 26.98 | 4.49 | 22.49 | Wireless keyboard and mouse set |
| Amazon | CC order no 205-3778886-6274732 | 17.72 | 2.95 | 14.77 | Lawn Rack |
| Amazon | CC Order no 205-5714452-6653936 | 37.58 | 6.26 | 31.32 | Car wash kit |
| Amazon | CC Order No 205-9738375-1908315 | 63.45 | 10.57 | 52.88 | Decorators Pole, Irrigators kit, water wand |
| Amazon | CC order no. 206-0812654-6767507 | 80.70 | 0.00 | 80.70 | i Spy nature books |
| Bioperl | CC order no.BIO-1968-2021 | 56.83 | 9.48 | 47.35 | Bioperl Surface Disinfectant 5L Concentrate |
| Adobe Systems Software Ireland Ltd | CCJuly 2021 | 12.64 | 0.00 | 12.64 | Monthly subscription July 2021 |
| Everflow Water | DD 1064598 | 135.08 | 8.62 | 126.46 | Public Conveniences Water Rates - Water 18.08.21 - 18.09.21 |
| Corona Energy - Chambers- Gas | DD 16195167 | 403.26 | 67.21 | 336.05 | Gas Usage Council Chambers Jun-Jul 2021 |
| SSE - Cambridge Field - Elec | DD customer account no 81233994.12 | 6.61 | 1.11 | 5.50 | invoice no 561785554 0019 standing charge |

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| SSE Southern Electric - Chambers- Elec | DD inv 65292 70071 | 878.30 | 146.39 | 731.91 | Electricity usage council chambers 01.03.21 - 31.05.21 |
| FINTEC Asset Finance | DD Inv no 15537 | 189.42 | 31.57 | 157.85 | Ricoh Printer Rental Agreement 01.07.21-01.10.21 |
| SSE Southern Electric - Benodet- Elec | DD inv no 51785521 0009 | 208.45 | 9.93 | 198.52 | Electricity Charges 13.04.21 - 03.07.21 |
| SSE SWALEC - Library- Elec | DD Inv no 51789712 | 195.27 | 9.30 | 185.97 | Electricity Library 02.06.21 - 01.07.21 |
| SSE Southern Electric -Library Gas | DD Inv no 91812424 0020-22 | 5.15 | 0.25 | 4.90 | 01.05.21 - 03.06.21 Unrestricted units |
| SSE - Cambridge Field - Elec | DD Invoice no 561785554/00 25 | 31.94 | 1.52 | 30.42 | Unrestricted units 14.04.21 - 02.07.21 |
| ALD Automotive Limited t/a Ford Lease | DD July 2021 | 441.44 | 73.58 | 367.86 | Monthly lease payment for vehicle July 2021 |
| EE | DD V0189208886 2 | 101.86 | 16.98 | 84.88 | 4 x staff mobiles |
| 78-21 Correspondence | | | | | |
| <p>a) Section 137 Grant Application for the installation of a defibrillator storage cabinet to property on Cremyll Road plus three year monitoring cost - Mr P Smith: - Members' considered the Section 137 grant application, with the benefits of securing a public access defibrillator in this area of the town and it was unanimously resolved to award £726.00 to Mr P Smith, to provide a secure storage cabinet for a defibrillator (previously purchased by Mr Smith), to be located at 61 Cremyll Road, Torpoint. In addition three years of monitoring costs are included in this Section 137 grant payment.</p> <p>(Councillor C R Still left the meeting whilst this agenda item was considered.)</p> | | | | | Clerk |
| 79-21 Reports | | | | | |
| <p>a) Neighbourhood Plan (NDP): -</p> <p>i) The minutes of steering group meeting Monday 21st June 2021 were accepted. The Council has already resolved to proceed with the tender process for the completion of the Heritage Statement, see minute number 74-21.</p> <p>b) Torpoint Town Partnership (TTP): -</p> <p>The Mayor detailed the TTP are planning to support an event being organised by the Torpoint and Rame Peninsula Lions group on Saturday 11th September. It is resolved to grant permission to use Cambridge Field for this event. More details to follow. A Dog Show is being arranged for Sunday 22nd August at Bénodet Park, raising funds for one the Mayor's charities, the Cornwall Air Ambulance.</p> | | | | | |

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| <p>c) Town Team Project Board: - Minutes of meeting held Tuesday 6th June 2021 are accepted. Councillor Mrs K Bronwhill highlighted her concern that a request for this council to <i>consider</i> the town council offices being included in the re-development opportunity, had not been fully debated and agreed by the council. The Mayor agreed to feedback to the Deputy Mayor (Councillor G J Davis) her concerns.</p> <p>d) Reports from delegates to outside bodies.</p> <p>i) Councillor Mrs C E Goodman detailed information from the minutes of the recent meetings held by the Rame Peninsula Public Transport Users Group (RPPTUG). (The minutes are all circulated for members to consider.) This prompted debate about the lack of provision of car parking at St. Germans train station and Councillor C R Sawyer noting a new bus service being set up for term time travel from Torpoint to Callywith College.</p> <p>ii) The Mayor reported having virtually attended Councillor Kate Ewert's first meeting of her 'Cluster'. It was an opportunity for introductions to be made, with the Mayor tasked to feedback to the group about: -</p> <p>i.) The status of the Torpoint and Rame Peninsula Coastal Community Team and</p> <p>ii.) Previous plans for a Household Waste Recycling Centre in Torpoint.</p> <p>Councillor L Sanderson expressed his enthusiasm to attend the next Cluster meeting.</p> | <p>Mayor</p> |
| <p>80-21 Date of next meeting: - Thursday 19th August 2021.</p> | |
| <p>Meeting closed at 8.26pm.....Town Mayor</p> | |