



TORPOINT TOWN COUNCIL

Councillor Mrs. K Ewert (Rame Peninsula & St Germans Division) attended the meeting. Father Michael Brown led prayers before the meeting and remembered those who lost their lives in the tragedy that has taken place in Keyham, Plymouth, sending thoughts to their families and friends and the community of Keyham.

MINUTES of the meeting of Torpoint Town Council held on Thursday 19th August 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

	ACTION
<p>81-21 Vote to Re-sume Standing Order 15.n. (<i>A Member shall stand when speaking unless authorised to remain seated by the Chairman – due to the relaxation of Covic-19 guidelines</i>).</p> <p>The Chairman (Councillor Miss R A Evans BEM) proposed to reinstate Standing Order 15.n. – A Member shall stand when speaking unless authorised to remain seated by the Chairman, this was seconded by Councillor C R Still, with Members voting unanimously, it is resolved to re-instate Standing Order 15.n.</p>	ALL
<p>82-21 Apologies for absence: -</p> <p>Apologies for absence were submitted on behalf of the Councillors L E Keise and Mrs. K L Partridge.</p>	
<p>83-21 Declarations of Interest relating to items on the Agenda</p> <p>None declared.</p>	
<p>84-21 Planning Applications: -</p> <p>a) PA21/07207 - Application for non-material amendment (1) following grant of planning permission PA19/06740 dated 29.11.2019. Amendment sought Removal of timber cladding to front elevations. An entrance ramp up to the front door. French doors to rear in lieu of sliding doors and French doors to front carers' bedroom in lieu of window. Rear garden to be turf, not astro turf - 36 Chapeldown Road, Torpoint, PL11 2HU.</p> <p>The Clerk reminded members that as this was a non-material amendment, for expediency and due to the time frame for making a Consultee comment, Members' had been asked to consider this via email and it had been previously agreed there are no objections or observations.</p> <p>b) PA21/05087 - Change of Use from Class E to Residential Flat - Salon And Premises 69 Fore Street, Torpoint, PL11 2AA.</p> <p>No objections, although a member commented their disappointment that this development will result in the loss of a retail shop on Fore Street.</p> <p>Members debated at length the objection put by Natural England and question this objection and would like to understand the wider impact that Natural England will place on future planning applications in the 'zone of influence' for the Plymouth Sound and Estuaries SAC and Tamar Estuaries Complex SPA, as set out in the (emerging) Local Plan.</p> <p>c) PA21/07076 - Construction of Two Storey Side Extension with associated works - 21</p>	

<p>Langdon Down Way, Torpoint, PL11 2HH. No objections, support comments from Planning Officer to propose obscure glazing on the end elevation window. d) PA21/07375 - Construction of new dwelling - Land West Of 17 Moor View, Moor View, Torpoint, Cornwall. No objections, the Council welcome a new dwelling at this site.</p>	
<p>85-21 Cornwall Council Report: - Councillor Mrs. K Ewert and Councillor J Tivnan BEM had previously circulated a written report for the Council's consideration. Councillor Tivnan additionally reported: -</p> <ul style="list-style-type: none"> ➤ The shed has now been removed from the property at Hamoaze Road. ➤ An email from Trading Standards received earlier in the week advised that Enforcement action had been taken at a property in Hamoaze Road, where counterfeit goods had been discovered. ➤ Having attended an Extraordinary meeting of the Tamar Bridge and Torpoint Ferry Joint Committee (today), where at the meeting members voted to implement the toll increases which had previously been presented. The Deputy Mayor (Councillor G J Davis), having previously sat on this committee, sought clarification from Councillor Tivnan, who explained there may not be any increases to cash payers until October 2022 at the earliest. (A link to the minutes of the Extraordinary meeting is here: https://democracy.cornwall.gov.uk/documents/g10317/Printed%20minutes%2019th-Aug-2021%2010.00%20Tamar%20Bridge%20and%20Torpoint%20Ferry%20Joint%20Committee.pdf?T=1). <p>Councillor Mrs. K Ewert additionally reported: -</p> <ul style="list-style-type: none"> ➤ A regular 'Councillor surgery' will be offered at Torpoint Library and Community Hub on the second Friday of every month, 10:00am to noon, Councillor Ewert will advertise this on social media and other locations as available. ➤ Following reports of an illegal event being planned for the Bank Holiday weekend, Councillor Ewert was able to liaise with the event organiser to prevent this going ahead. 	
<p>86-21 Police Activity Report: - The Police activity report and additional information are noted. Members noted the slight increase in the number of cases reported and noted the accompanying narrative; extending an invitation to the local Neighbourhood Police Officer to attend the next Council meeting.</p>	Clerk
<p>87-21 Minutes of the previous meeting: - The minutes of the previous meeting held on Thursday 15th July 2021 (as circulated) were taken as read, confirmed and signed by the Mayor.</p>	
<p>88-21 Matters arising from the minutes: - a) PA20/02211 – Retrospective application for the erection of three commercial buildings on land at Fisgard Way, Trevol Business Park: - The Deputy Mayor (Councillor G J Davis) provided a summary of the report/information shared at the East Sub-Area Planning Committee meeting held on Monday 9th August 2021, explaining that at the meeting the retrospective planning application had been approved by Members. The Deputy Mayor added that this report is held with the Clerk, should anyone wish to see his full report. Councillor J Tivnan BEM added that he had Declared a Non-Pecuniary Interest at the East Sub-Area Planning Committee meeting and had not been present when the decision was taken.</p>	

<p>89-21 Mayor's Communications</p> <p>On Wednesday 21st July the Mayor attended the Beat4Autism presentation, which was really interesting, presented by (Councillor) Mrs. L Fellows, in her capacity as Director of Beat4Autism CIC. The Mayor continued that she is encouraging the Cornwall Councillor for Rame and St. Germans to contact Mrs. Fellows. The video was enlightening and powerful, and enabled a better understanding of the challenges faced by many.</p> <p>Following the most 'interesting' navigational instructions from Jenny Hughes, on Saturday 24th July the Mayor was delighted to present Lucas Walters with his Mayor's Cadet sash, at the Scout Camp at Hooe Lake. Lucas Walters, Eddie Geal and Ashley Kingdom all received their Scout Gold Awards at the camp.</p> <p>On Monday 16th August the Mayor led the community at Sparrow Park honouring the five victims of the horrific act of violence at the Keyham shootings last Thursday evening. Members of the community came together, offering support and prayers to our neighbours both in Plymouth and the Rame Peninsula, coming together to look after each at this desperately sad time. The Mayor was honoured to read a special prayer for Keyham, written by the Bishop of Exeter with the Town clerk reading the Prayer of St. Francis, leading a one minute's silence in memory of Maxine Davison, Sophie Martyn, Lee Martyn, Stephen Washington and Kate Shepherd.</p> <p>The Mayor read a beautiful thank you card which was received from Mr and Mrs Cooper, following the planting of a tree at Sparrow Park, for their recent Diamond wedding anniversary.</p> <p>The Mayor invited all to attend and support the forthcoming 'Pooches on Parade', being organised for Sunday 22nd August at Bénodet Park, fundraising for the Mayor's Charities.</p> <p>The Mayor highlighted the Torpoint & Rame Peninsula Lions Autumn Charity event, being organised for Saturday 11th September at Cambridge Field, St. James Road, from 11.00am – 3.00pm.</p>	
<p>90-21 Minutes of the Asset Management and Operations Committee</p> <p>It was resolved the minutes of the meeting held on Thursday 22nd July 2021 (as circulated) are received, there are no recommendations in the minutes.</p> <p>Following a question posited by Councillor Mrs. K Brownhill about whether a date had been set for scarifying and weed flower planting of selected verges, the Clerk explained that a date was not yet agreed as Cormac wished to have agreed locations advised to them first.</p>	Clerk
<p>91-21 To consider the tender quotations to undertake the Heritage Assessment for the draft Torpoint Neighbourhood Development Plan</p> <p>The Clerk explained the results of the tender information as previously circulated and copied below, highlighting the financial information can be presented for the public to view.</p>	

Invitation issued to five organisations: -

Name of organisation	Price	Additional charges	Other notes
Clifton Emery Design Ltd			Thanked for invitation, declined to tender
Cotswold Archaeology	£5,800 + VAT	I note they suggest that, in addition to the tasks we set out there may be further work involved. They seem to further suggest that this work can either be agreed at a fixed fee or set out per hour (£60-85/hr) depending on the seniority of the consultant used.	
DJMA Architects			Thanked for invitation, declined to tender
Lacey, Hickie & Caley Ltd. with K Metcalfe Heritage	£19,090 + VAT	plus another £750+VAT for historic maps etc	
Silverlake Design Ltd.	£16,445 + VAT		

The council Neighbourhood Plan consultant, having considered all tenders received noted: All three respondents seem to consider the four outputs set out:

- i) Review of draft NDP and provision of initial advice on headline issues and main heritage considerations;
- ii) Preparation of a Heritage Assessment in support of the NDP (please allow for one update following feedback on a draft report from the client);
- iii) Liaison with the Local Planning Authority, Heritage England and other key stakeholders as required; and
- iv) Critical review of next iteration of NDP (pre-consultation draft) to provide feedback on how heritage issues have been incorporated.

Following debate, including an instruction to the Clerk to speak to Cotswold Archaeology about any further tasks which may be needed, the Deputy Chairman (Councillor G J Davis) proposed to contract Cotswold Archaeology to undertake the Heritage Statement outputs as detailed in the tender specification for a cost of £5,800 plus VAT, this was seconded by Councillor Mrs L Fellows. With Members voting unanimously, it is **resolved** to engage Cotswold Archaeology for the NDP Heritage Statement four outputs as detailed for the cost of £5,800 plus VAT.

Clerk

<p>92-21 Torpoint Ferry statistics The Torpoint Ferry availability statistics were unfortunately not received in advance of the meeting, with the likelihood being that staff are on annual leave.</p>																																																																							
<p>93-21 Financial Information a) It is resolved that the July 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 rebate income received for public conveniences business rates. a) Appointment of member (Non-signatory and non-Chairman) to verify bank reconciliation (on a quarterly basis). Following discussion and an explanation from the Chairman of the Finance and Personnel Committee (Councillor Mrs. J M Martin) it is resolved to appoint Councillor R Willoughby to undertake quarterly verification of the bank reconciliation and additionally for Councillor R Willoughby to be a member on the Finance and Personnel Committee.</p>						Clerk																																																																	
<p>94-21 Accounts for Payment</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Invoice Number</th> <th>Tota</th> <th>VAT</th> <th>NET</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Cornwall Council Bus Rates - Room 7</td> <td>802850097</td> <td>77.00</td> <td>0.00</td> <td>77.00</td> <td>Bus Rates Room 7 August 2021</td> </tr> <tr> <td>Cornwall Council - Rm 6 Bus Rates</td> <td>802720466</td> <td>125.00</td> <td>0.00</td> <td>125.00</td> <td>Bus Rates August 2021</td> </tr> <tr> <td>Cornwall council - Bus Rate Library</td> <td>802715760</td> <td>384.00</td> <td>0.00</td> <td>384.00</td> <td>Library Bus Rates August 2021</td> </tr> <tr> <td>Cornwall Council - Bus Rate Chambers</td> <td>802311466</td> <td>1509.00</td> <td>0.00</td> <td>1509.00</td> <td>Business Rates August 2021</td> </tr> <tr> <td>CORSERV Ltd</td> <td>Inv IG002431</td> <td>54.00</td> <td>9.00</td> <td>45.00</td> <td>Training Traffic Management - Councillor</td> </tr> <tr> <td>Kathy's Fruit & Veg</td> <td>Ref 76</td> <td>17.60</td> <td>0.00</td> <td>17.60</td> <td>Cafe provisions</td> </tr> <tr> <td>RD Johns Ltd</td> <td>535737</td> <td>41.99</td> <td>4.06</td> <td>37.93</td> <td>Café Stock</td> </tr> <tr> <td>Cornish Tea & Cornish Coffee Co Ltd</td> <td>Inv SL51944</td> <td>187.15</td> <td>0.00</td> <td>187.15</td> <td>Café Stock</td> </tr> <tr> <td>Biffa</td> <td>Inv 522C47631</td> <td>84.43</td> <td>14.07</td> <td>70.36</td> <td>Chambers general waste collection plus annual transfer note</td> </tr> <tr> <td>Biffa</td> <td>Inv 522C47630</td> <td>60.66</td> <td>10.11</td> <td>50.55</td> <td>Chambers Recycling & Annual waste transfer note</td> </tr> </tbody> </table>						Contact Name	Invoice Number	Tota	VAT	NET	Description	Cornwall Council Bus Rates - Room 7	802850097	77.00	0.00	77.00	Bus Rates Room 7 August 2021	Cornwall Council - Rm 6 Bus Rates	802720466	125.00	0.00	125.00	Bus Rates August 2021	Cornwall council - Bus Rate Library	802715760	384.00	0.00	384.00	Library Bus Rates August 2021	Cornwall Council - Bus Rate Chambers	802311466	1509.00	0.00	1509.00	Business Rates August 2021	CORSERV Ltd	Inv IG002431	54.00	9.00	45.00	Training Traffic Management - Councillor	Kathy's Fruit & Veg	Ref 76	17.60	0.00	17.60	Cafe provisions	RD Johns Ltd	535737	41.99	4.06	37.93	Café Stock	Cornish Tea & Cornish Coffee Co Ltd	Inv SL51944	187.15	0.00	187.15	Café Stock	Biffa	Inv 522C47631	84.43	14.07	70.36	Chambers general waste collection plus annual transfer note	Biffa	Inv 522C47630	60.66	10.11	50.55	Chambers Recycling & Annual waste transfer note
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Biffa	Inv 522C47629	76.75	12.79	63.96	Library General waste collection plus annual waste transfer note
Biffa	Inv 522C47628	69.72	11.62	58.10	Library recycling waste collection plus annual waste transfer note
Spot On Supplies	Inv No 21521617	80.89	13.49	67.40	Cleaning supplies
Cornwall Council - Garage	REF 34190700166	58.88	9.82	49.06	Garage Rental 26.07.21 - 22.08.21
Cornwall Council - Sea Gull Proof Sacks	Inv no 8100153774	150.00	0.00	150.00	Seagull Proof Sacks
ITEC	INV 588788	79.45	13.24	66.21	Print copies 18.06.21 - 18.07.21
ITEC	Inv 588787	142.08	23.68	118.40	Print copies 18.05.21 - 18.06.21
ITEC	Inv 588786	164.41	27.40	137.01	Print copies 15.04.21 - 18.05.21
BT Chambers Maintenance Account	WW 36491759	73.99	12.33	61.66	rental / maintenance charges Jan - Mar 2021
Clifton Emery Design Ltd	Inv SI-3050	1080.00	180.00	900.00	NDP Amendments
Don Benson	INV 17	48.00	0.00	48.00	Clock winding July 21
Richards Builders Merchants	INV 782583	3.06	0.51	2.55	Safety Hasp
Richards Builders Merchants	INV 784168	25.51	4.25	21.26	Plumbing requirements x 4
Richards Builders Merchants	INV 784987	15.26	2.54	12.72	Broom & Patio Filler
Tina Morris	July/Aug 21	760.00	0.00	760.00	Admin Consultancy & Training
Sports and Play Consulting Ltd	PO-0173	3750.00	0.00	3750.00	Playground re-development
Kathy's Fruit & Veg	Inv no 77	20.70	0.00	20.70	Cafe provisions

Sumup	CC 0001119849	22.8	3.8	22.8	sumup card reader
Amazon	CC 204-3999584-9373901	9.85	1.64	9.85	Brown Paper Carrier Bags with Flat Handles
Amazon	CC 205-1614753-1045116	66.3	11.05	66.3	A3 Lockable Outdoor Notice Board BENODET PARK OPENING HOURS
Amazon	CC 205-3373849-7002761	5.24	0.87	5.24	Net wash bag for tea towels
Amazon	CC 205-4907807-5129158	42.94	0	42.94	Office equipment
Amazon	CC 205-5499013-8893101	16.39	2.73	16.39	Hose connectors for watering
Amazon	CC AMAZON LAWNMOWER	9.99	1.66	9.99	Amazon 5PCs Lawnmower Blade Kit
XERO	CC August 2021 subscription	28.8	4.8	28.8	Monthly accounting software subscription August 2021
Clifford Motors	CC Fuel receipt	96.15	16.02	96.15	Unleaded fuel Ford Van
Sam's Ironing Service	CC INV 45	5.2	0	5.2	Kitchen tea towels launder
Zoom Video Communications Inc.	CC INV101828083	14.39	2.4	14.39	Standard Pro Monthly Subscription Aug - Sep 2021
Amazon	CC INV-GB-126332361-2021-116452	75.98	12.66	75.98	50 Litre x 125 compostable bin liners
Amazon	CC INV-GB-135000281-2021-577850	5.98	1	5.98	Academic Diary 2021-2022
Amazon	CC INV-GB-826846375-2021-4458	31.04	5.17	31.04	Phone case, MicroSD Card & Chalk pen
Sainsburys	CC Library Supplies	18.75	3.11	18.75	Library café supplies

Bioperl	CC Order No BIO-1971-2021	56.83	9.47	56.83	Bioperl Surface Disinfectant 5L Concentrate	
Beacon Electrical	CC receipt 1305	159.99	26.66	159.99	Under counter fridge - Benodet Tea Hut	
Devon Door and Locks	CC Receipt 6859	25.5	4.25	25.5	Benodet keys cut	
Post Office Torpoint	CC Stamps	40.8	6.8	40.8	1st class book stamps x12	
Adobe Systems Software Ireland Ltd	CCAUGUST 2021	12.64	0	12.64	Monthly subscription August 2021	
Everflow Water	DD 1107772	144.79	9.35	144.79	Public Conveniences Water Rates - Water 18.09.21 - 18.10.21	
Corona Energy - Chambers- Gas	DD 16249557	322.62	53.77	322.62	Gas Usage Council Chambers Jul - Aug 2021	
ALD Automotive Limited t/a Ford Lease	DD August 2021	441.44	73.58	441.44	Monthly lease payment for vehicle August 2021	
SSE Southern Electric - Public Con- Elec	DD Inv 11788490/0009	66.26	3.16	66.26	Electricity at Antony Road 02.02.21 - 01.05.21	
SSE SWALEC - Library- Elec	DD Inv 51789712 0035	204.93	9.76	204.93	Electricity Library 02.07.21 - 01.08.21	
SSE Southern Electric -Library Gas	DD Inv 91812424 0023	7.5	1.25	7.5	monthly charge July 2021	
EE	DD V01901808649	102.04	17.01	102.04	4 x staff mobiles	
<p>In response to a question posed by Councillor Mrs J M Martin, the Clerk explained the invoice from Tina Morris (former employee) for Admin Consultancy and Training includes Ms Morris UTR (Unique Tax Reference) number, which clarifies that she has set herself up as a self-employed and will submit a self-assessment return to HMRC.</p>						
<p>95-21 Correspondence</p> <p>a) Cornwall Climate Change Working group representative sought – Cornwall Council: - Councillor Mrs C E Goodman volunteered for the Cornwall Climate Change working group, with Councillor R Willoughby available as a substitute (if required).</p> <p>b) Climate literacy training for local councils – offer of two free Learning Hub accounts – Cornwall Council: - Councillor Mrs C E Goodman volunteered for the Climate literacy trainings for local council</p>						<p>Clerk Clerk</p>

with Councillor R Willoughby available as a substitute (if required).	
<p>96-21 Reports</p> <p>a) Neighbourhood Plan (NDP): - The Deputy Mayor (Councillor G j Davis) referred to the resolution passed to contract the Heritage Statement to be undertaken, adding the priority will be for this council to ensure the Clerk is allocated time to undertake the knowledge base, in line with the instructions received from the consultant. The next revised version of the NDP document has been circulated to everyone today, with hard copies available on request, from the Clerk.</p> <p>b) Torpoint Town Partnership (TTP): - The Mayor reminded members about the forthcoming 'Pooches on Parade', being organised for Sunday 22nd August at Bénodet Park, fundraising for the Mayor's Charities and highlighted the Torpoint & Rame Peninsula Lions Autumn Charity event, being organised for Saturday 11th September at Cambridge Field, St. James Road, from 11.00am – 3.00pm. The next TTP meeting is scheduled for Tuesday 24th August 2021, 7.00pm and will be a physical meeting held at Torpoint Library and Community Hub.</p> <p>c) Town Team Project Board: - Minutes of meeting held Tuesday 20th July 2021 are accepted. There were no questions posited to the Chairman Councillor G J Davis.</p> <p>d) Reports from delegates to outside bodies. None.</p>	
<p>97-21 Date of next meeting: - Thursday 16th September 2021.</p>	
<p>Meeting closed at 8.10pm.....Town Mayor</p>	