



## TORPOINT TOWN COUNCIL

Councillor Mrs. J M Martin led prayers before the meeting.

Councillor Mrs. K Ewert (Rame Peninsula and St Germans Division) attended the meeting. Ollie Vigo, Torpoint Tri-service Safety Officer attended the meeting. There were two members of the public in the gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 21<sup>st</sup> October 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**Present:** - Deputy Town Mayor (Councillor G J Davis) (Chairman), Councillors Mrs. K Brownhill, Mrs. C E Goodman, L E Keise, Mrs. J M Martin, Mrs. K L Partridge, L J Sanderson (late arrival), C R Sawyer, 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><b>114-21 Suspend Standing Orders</b> The Chairman proposed that Standing Orders were suspended, this was seconded by Councillor Mrs. J M Martin and it is <b>resolved</b> that Standing Orders were suspended until 7.11pm.</p>	
<p><b>115-21 Apologies for absence:</b> - Apologies for absence were submitted on behalf of the Town Mayor (Councillor Miss. R A Evans BEM) and Councillors Mrs. L Fellows and M G Spurling.  Mayor's Chaplain Father Michael Brown submitted his apologies for absence.</p>	
<p><b>116-21 Declarations of Interest relating to items on the Agenda</b> None declared.</p>	
<p><b>117-21 Planning Applications:</b> - a) PA12/09208 – Conversion of part of commercial basement to residential apartment (1no. new dwelling house) with associated internal and extern alterations. Extension of existing 2<sup>nd</sup> floor apartment over footprint to existing rear tenant. No observations and no objections.</p>	
<p><b>118-21 Cornwall Council Report:</b> - Councillor J Tivnan BEM had previously circulated his written report for the Council's consideration. Councillor Mrs. J M Martin wished to bring to the attention of the Council, the current struggle our schools are having regarding Covid-19, which is still impacting teachers' and students', with positive cases resulting in isolation. Questions have been raised to Cornwall Council who have instructed schools to continue as 'normal' and have asked schools to record positive cases as 'ill absence'. School Governors are becoming increasingly concerned about the teacher's mental health needs and believe this should be escalated to Parliament through Sheryll Murray MP. Following a question posited by the Chairman (Councillor G J Davis), Councillor J Tivnan BEM clarified a meeting took place with the Tamar Bridge and Torpoint Ferry Joint Committee in September, with another report being published in December 2021. Councillor G J Davis highlighted issues with parking bays and an error in the road markings regarding resurfacing works carried out by Cormac in Fore Street. Councillor J</p>	

<p>Tivnan BEM explained he had been in contact with Highways and made them aware of the issue as the parking bays are only 1.7meters to 1.8 meters wide, which poses a further problem as cars of today are approximately two meters wide. Highways responded stating parking bays should be a minimum of 1.8 meters wide and therefore the markings have adhered to the rules.</p>	
<p><b>119-21 Police Activity Report: -</b> The Police activity report is noted. A member questioned why the Stalking and Harassment crimes reported figures have significantly increased. The Clerk had questioned the Neighbourhood Police Officer, who had not given any indication of concern about these figures.</p>	
<p><b>120-21 Minutes of the previous meeting: -</b> The minutes of the previous meeting held on Thursday 17<sup>th</sup> September 2021 (as circulated) were taken as read, confirmed and signed by the Deputy Mayor (Councillor G J Davis).</p>	
<p><b>121-21 Matters arising from the minutes: -</b> None.</p>	
<p><b>122-21 Mayor's Communications</b> The Deputy Mayor (Councillor G J Davis) spoke on behalf of the Mayor (Councillor Miss. R A Evans BEM) who had expressed her concerns to Wildanet regarding the safety of our residents, whilst they were carrying out work in Fore Street. They have since replied apologising, but they did not acknowledge the safety concerns expressed by The Mayor. The Deputy Mayor (Councillor G J Davis) thanked everyone for attending the Freedom Parade also the Civic Service and Parade and gave a special thank you to Council Officers and staff for all their assistance on the day. The Mayor (Councillor Miss. R A Evans BEM), Deputy Mayor (Councillor G J Davis) and the Deputy Mayor's Deputy (Master G Davis) have visited Tartendown Nurseries to pick this year's Christmas tree. The Deputy Mayor (Councillor G J Davis) was invited to attend the opening of the newly refurbished St. John Village Hall on 21<sup>st</sup> October along with Mrs Kate Jackson, who attended St John Cookery School as our 'head baker'. Councillor G J Davis commented on how nice it is that the Council is being invited to attend events again. The Christmas Tree Festival at St. James Church will be run again with council support.</p>	
<p><b>123-21 Minutes of the Asset Management and Operations Committee</b> It was <b>resolved</b> the minutes of the meeting held on Thursday 23<sup>rd</sup> September 2021 (as circulated) are received and pursuant to minute number 48-21AMOC (Quinquennial Survey) it is <b>resolved</b> to delegate to the Asset Management and Operations Committee to consider the quotations and select the suitable contractor, and 49-21AMOC (Enforcement – flexible approach) is adopted and implemented.</p>	
<p><b>124-21 Minutes of the Finance and Personnel Committee</b> It was <b>resolved</b> the minutes of the meeting held on Monday 4<sup>th</sup> October 2021 (as circulated) are received, there were no <b>recommendations</b> in the minutes.</p>	
<p><b>125-21 Minutes of the Development and Localism Committee</b> It was <b>resolved</b> the minutes of the meeting held on Thursday 7<sup>th</sup> October 2021 (as circulated) are received and 68-21D&amp;L (a) (Community Hub and Library – Abolishment of fines) and 74-21D&amp;L (a) (Devolved sites/tennis courts) to work in partnership with the LTA to install the Lite gate, instead of the Premium gate as formerly detailed, are adopted and implemented.</p>	

<p>Pursuant to minute 73-21D&amp;L (a) (Development Plan Strategy), the Clerk explained the updates to the Council's Strategy are not yet completed and it is agreed to defer this to the next meeting.</p>																														
<p><b>126-21 Questions of which notice has been given or notice of motion.</b>          "The time is right for Torpoint Town Council to declare a Climate Emergency. Climate Change is already being felt across our County. 'Ambitions action is undoubtedly needed from Governments and Industry but bottom-up change is crucial too, and if enough of us act it really can have a huge combined impact.' Cornwall Climate Care. Our aspirations for the regeneration of the lower end of town, the electric ferry water taxi work on cycle and walk routes and improvement in transport connectivity all have their routes in sustainability and reducing the carbon footprint in our town and the peninsula and demonstrate that there is a Climate Emergency and that steps need to be taken to deduce our carbon footprint. Declaring a Climate Emergency will be pivotal in widely encouraging and increasing community engagement with environmental and sustainability issues. I believe, as a Council, we have a duty to take the lead and declare a Climate Emergency now."  <b>Proposer:</b> Councillor Mrs. C E Goodman – signed 14<sup>th</sup> October 2021. <b>Seconder:</b> Councillor C R Sawyer – signed 15<sup>th</sup> October 2021.          Following the proposition being put, this was seconded by Councillor Sawyer who detailed his reasoning, an in-depth discussion took place. All Members were given an opportunity by the Chairman to ask questions and give their opinions and it <b>resolved</b> for Torpoint Town Council to Declare a Climate Emergency.           Following the Council's decision, the Chairman asked what next steps are planned and it is <b>resolved</b> to set up a Climate Emergency working party group. Members volunteering for the group are: Councillors Mrs. K Partridge, Mrs. C E Goodman, M Thomson-Neall and R M Willoughby, with the Town Mayor (Councillor Miss R. A. Evans BEM) invited to attend. This will now be a standing Agenda item on all future Council meetings, with a brief report provided by the working party for each Council meeting.</p>						Clerk																								
<p><b>127-21 Torpoint Ferry statistics</b>          The Torpoint Ferry availability statistics were noted. The Clerk is to acknowledge and thank the Officer for providing these statistics.</p>																														
<p><b>128-21 Financial Information</b>          It was agreed for the October 2021 Budget Variance to be referred back to the Finance and Personnel Committee, the Clerk apologised as this information had been omitted from the papers.</p>						Clerk																								
<p><b>129-21 Accounts for Payment</b></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>SSE SWALEC - Library- Elec</td> <td>Inv 51789712/0037</td> <td>241.05</td> <td>40.18</td> <td>200.87</td> <td>Electricity Library 02.09.21 - 01.10.21</td> </tr> <tr> <td>Complete Business Solutions Group Ltd</td> <td>Invoice SNINV02895091</td> <td>79.24</td> <td>13.21</td> <td>66.03</td> <td>Stationery supplies</td> </tr> <tr> <td>Andy Campfield</td> <td>Civic photographer</td> <td>30.00</td> <td>0.00</td> <td>30.00</td> <td>Civic photos</td> </tr> </tbody> </table>						Contact Name	Invoice Number	Total	VAT	NET	Description	SSE SWALEC - Library- Elec	Inv 51789712/0037	241.05	40.18	200.87	Electricity Library 02.09.21 - 01.10.21	Complete Business Solutions Group Ltd	Invoice SNINV02895091	79.24	13.21	66.03	Stationery supplies	Andy Campfield	Civic photographer	30.00	0.00	30.00	Civic photos	
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Cornish Pod	Invoice iz476	1,022.00	0.00	1,022.00	Civic food
Spot On Supplies	Invoice 21526669	127.52	21.24	106.28	Cleaning supplies
RD Johns Ltd	Inv 619981	5.76	0.96	4.80	Café supplies
ITEC	Invoice 626020	102.04	17.01	85.03	ITEC Monthly fee Gold Support
Francis Thomas Mobile Servicing Limited	Invoice 4126	554.28	92.38	461.90	Weibang pedestrian mower
RD Johns Ltd	Inv 618945	6.54	1.09	5.45	Café supplies
RD Johns Ltd	Inv 618824	60.63	8.55	52.08	Café supplies
Cornwall Council	Invoice 8100176708	48.00	0.00	48.00	Civic Parade Road Closure - 10th October 21
Richards Builders Merchants Ltd	Invoice 790964	6.35	1.06	5.29	Door handle repairs - main hall
Richards Builders Merchants Ltd	Invoice 790815	34.63	5.77	28.86	Chambers roof repairs
Richards Builders Merchants Ltd	Invoice 789701	120.46	20.07	100.39	Park supplies
Richards Builders Merchants Ltd	Invoice 789695	12.37	2.06	10.31	Ops supplies
Richards Builders Merchants Ltd	Invoice 789485	20.70	3.45	17.25	Ops supplies
Don Benson	Invoice 19	60.00	0.00	60.00	Clock Winding 01.09, 08.09, 15.09, 22.09, 29.09
BT Bar Phone	WW 3411 2427	77.20	12.87	64.33	Bar Area monthly bill September 2021
Gould Electronics	Invoice 105388	243.60	40.60	203.00	Radios for Freedom
Rubicon Industries Ltd	Invoice 210918	1,104.00	184.00	920.00	Skate Jam event 18.09.21

ITEC	Invoice 623260	63.41	10.57	52.84	ITEC Monthly fee
Cornwall Council Bus Rates - Room 7	802850097	77.00	0.00	77.00	Bus Rates Room 7 October 2021
Cornwall Council - Rm 6 Bus Rates	802720466	125.00	0.00	125.00	Bus Rates October 2021
Cornwall council - Bus Rate Library	802715760	384.00	0.00	384.00	Library Bus Rates October 2021
Cornwall Council - Bus Rate Chambers	802311466	1,509. 00	0.00	1,509.00	Business Rates October 2021
Rampost Services Ltd	Invoice 5898	223.20	37.20	186.00	Repair of bollard posts at Horson
Hampshire Flag Company	Invoice 0000172382	155.20	25.87	129.33	Union flag Chambers
Cornwall Council	8100182756	61,974 .91	72.00	61,902.91	Salaries and Mayor's Allowance July to September 2021
Xero	CC October 2021subscriptio n	31.20	5.20	26.00	Monthly accounting software subscription October 2021
SSE Southern Electric - Public Con- Elec	DD invoice 561785554/002 6	39.62	1.90	37.72	Electricity at Cambridge field 03.07.21 - 31.08.21
SSE SWALEC - Library- Elec	DD Inv 51789712/0037	241.05	40.18	200.87	Electricity Library 02.09.21 - 01.10.21
SSE Southern Electric - Benodet- Elec	DD Invoice 51785521/0010	223.03	10.63	212.40	Electricity Charges 04.07.21 - 31.08.21
Everflow Water	DD Invoice 1196381	384.56	26.36	358.20	Public Conveniences Water Rates - Water 18.11.21 - 18.12.21
Amazon	CC INV-GB- 599412635- 2021-1304416	8.99	1.50	7.49	Parks supplies
Amazon	CC INV-GB- 141289531- 2021-270448	52.93	8.83	44.10	Parks supplies

SSE Southern Electric -Library Gas	DD Invoice 91812424/0025	39.56	1.88	37.68	monthly charge SEP 2021
Screwfix	CC Inv A8537408705	37.99	0.83	37.16	Site Onyx Boots size 8
Sam's Ironing Service	CC Inv 11 & 20	131.98	0.00	131.98	Table cloths & tea towels
EE	DD Inv V01921243632	101.86	16.98	84.88	4 x staff mobiles
Amazon	CC INV-GB- 143327021- 2021-77637	12.94	2.15	10.79	Chalk pens - signage
Amazon	CC INV-GB- 131172001- 2021-254130	11.40	1.90	9.50	Café supplies
Corona Energy - Chambers- Gas	DD Inv 16428847	378.40	63.06	315.34	Gas Usage Council Chambers Sep - Oct 21
Zoom Video Communications Inc.	CC INV112311387	14.39	2.40	11.99	Standard Pro Monthly Subscription Oct - Nov 2021
ALD Automotive Limited t/a Ford Lease	DD October 2021	441.44	73.58	367.86	Monthly lease payment for vehicle October 2021
B&M	CC Civic trays	22.96	3.82	19.14	Civic supplies
Sainsburys	CC Civic supplies	21.00	3.48	17.51	Civic supplies
Sainsburys	CC Civic supplies	16.00	2.67	13.33	Civic supplies
Adobe Systems Software Ireland Ltd	CC October 2021	12.64	0.00	12.64	Monthly subscription October 2021
Indeed Ireland Operations Ltd	CC Inv 50696662	58.26	0.00	58.26	September 2021 Sponsored jobs
Sainsburys	CC Cafe supplies	20.76	3.46	17.30	Café supplies



<p><b>130-21 Correspondence</b></p> <ul style="list-style-type: none"> <li>a) Duchy Defibrillators Newsletter October 2021 - Noted.</li> <li>b) Cornwall ALC Ltd. Recommendations of the Board of Directors – Cornwall Association of Local Councils – Noted.</li> <li>c) Poppy Art by Mr Scott Falkiner – Councillor L E Keise had spoken with Mr Falkiner and fully commends what he is doing, raising funds for the RBL (Royal British Legion) and following consideration is it <b>resolved</b> the Council will purchase a “poppy art” to be displayed in the Council Chambers.</li> <li>d) Pilot of Community and Town Councils Self-Evaluation Toolkit – Expression of Interest – One Voice Wales and SLCC. – Noted.</li> <li>e) Cornwall Air Ambulance Newsletter Information – Noted.</li> <li>f) Operation Encompass Covid-19 Update – Noted.</li> <li>g) Free parking in Cornwall Council car parks on Saturday 4<sup>th</sup> December 2021 – Noted.</li> <li>h) Tamar Crossings Newsletter 6<sup>th</sup> October 2021 – Noted.</li> </ul>	<p>Clerk</p>
<p><b>131-21 Reports</b></p> <ul style="list-style-type: none"> <li>a) Neighbourhood Development Plan (NDP). Cotswold Archaeology visited Torpoint today undertaking further works on the Heritage Statement which it is anticipated will be provide to us by mid-November. The Chairman reiterated it is now a priority for the Clerk to complete the knowledge base in order for the NDP to be submitted to Cornwall Council as a priority. Councillor J Tivnan BEM repeated that this should be a priority before the end of the year.</li> <li>b) Torpoint Town Partnership. Councillor Mrs. J M Martin informed the Councillors of the Christmas Lights Switch On being held on Saturday 27<sup>th</sup> November with entertainment being provided by our local schools. There is also a lantern parade being run by Councillor Mrs. K Brownhill and the Mayor (Councillor Miss. R A Evans BEM).</li> <li>c) Town Team Project Board. Minutes of meeting held Tuesday 14<sup>th</sup> September 2021 and Tuesday 21<sup>st</sup> September 2021: - It is <b>resolved</b> to approve the minutes of the meetings. The Chairman (Councillor G J Davis) explained the Town Team Project Board Cornwall Cabinet visit went well and he will deliver the presentation prior to the next Development and Localism Committee meeting on Thursday 4<sup>th</sup> November 2021. Councillor Mrs. J M Martin questioned the next steps for communicating about the visit to the public, the Chairman replied an update can be included in the newsletter due out next month.</li> <li>d) Reports from delegates to outside bodies. <ul style="list-style-type: none"> <li>i) Torpoint Archives &amp; Heritage Centre (Report September 2021 as circulated). Councillor C R Sawyer had discussed with members of the Torpoint Archives &amp; Heritage Centre the need for more volunteers. They assured Councillor Sawyer, they are happy with how things are and do not feel the need for more volunteers.</li> <li>ii) Councillor Mrs. C E Goodman informed Councillors of the long meeting had with Rame Peninsula Transport Users Group more research is proposed for St Germans and Rame Transport Users Group to work with Plymouth University to try and gain more funding.</li> <li>iii) Councillor L E Keise requested a donation be made to the Sea Cadets on behalf of the Council and added they were very happy and pleased to have played at the Civic Service and Parade. Councillor Mrs J M Martin supported Councillor Keise’s requested explaining the Council cannot make a donation however, they can apply for a Section 137 Grant.</li> </ul> </li> </ul>	

<p><b>132-21</b>    <b>Date of next meeting: -</b> Thursday 18<sup>th</sup> November at 7.00pm.</p>	
<p>Meeting closed at 9.04pm..... Town Mayor</p>	

DRAFT