



TORPOINT TOWN COUNCIL

Mayor's Chaplain Father Michael Brown led prayers before the meeting.

Councillor Mrs. K Ewert (Rame Peninsula and St Germans Division) attended the meeting.

MINUTES of the meeting of Torpoint Town Council held on Thursday 18th November 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, Mrs. K L Partridge, C R Sawyer, M G Spurling, C R Still, J Tivnan BEM, M Thomson-Neall and R M Willoughby, plus the Town Clerk & RFO (Clerk) and Town Council Support Officer in attendance.

	ACTION
<p>133-21 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor L E Keise, L J Sanderson and B A Walsh.</p>	
<p>134-21 Declarations of Interest relating to items on the Agenda a) Councillor Mrs. L Fellows declared a non-Pecuniary interest in Agenda item 10 (Section 137 Grant funding – St. Columba Rugby Ltd as newly appointed Trustee). b) Councillor C R Still declared a non-Pecuniary interest in Agenda item 17 g) (Previous request for Financial Assistance for the all-weather pitch, update – Torpoint and Rame Active Community Sports Network due to C R Still's role as Chairman). c) Councillor Mrs. C E Goodman declared a non-Pecuniary interest in Agenda item 17 g) (Previous request for Financial Assistance for the all-weather pitch, update – Torpoint and Rame Active Community Sports Network due to Mrs. C E Goodman's role as Secretary of Torpoint and Rame Active Community Sports Network).</p>	
<p>135-21 Planning Applications: - a) PA21/10373 – Single storey extension to rear of property – 14 Carbeile Road, Torpoint, PL11 2EB. – No comments and no observations. b) PA21/10454 – Construction of new coach house style dwelling with associated services, using existing access off street. Land East Of 14 Fore Street Torpoint Cornwall. Deputy Mayor (Councillor G J Davis) recommended refusal on the premise; the proposed development would be overbearing and too close to the road with no immediate access for pedestrians at a point where the road narrows with parked vehicles opposite. There is limited space for vehicles to turn into and access the property from the road. The overall sizing of the property with two bedrooms planned is considered too small with limited living space in the kitchen/lounge room once appliances and furniture is in place. The main door entrance to the property proposed to open out onto the shared driveway is considered dangerous. The council would be inclined to support a suitably designed development in the space, and encourage the applicant to consider setting the property back slightly from the road, and increasing the property size to allow for a larger living space. It is further suggested that parking provision would not be essential for a small property with access to public transport and accessibility to local amenities close by. The proposal was seconded by Councillor Mrs. J M Martin and it resolved to reply to the</p>	

<p>Cornwall Council Planning Department with these consultee comments and await next steps.</p>	
<p>136-21 Cornwall Council Report: - Councillor J Tivnan BEM had previously circulated a written report for the Council's consideration.</p> <p>Councillor Mrs. K Ewert had previously circulated a written report for the Council's consideration. Councillor Mrs. J M Martin expressed delight with the positive outcome for Saltash Leisure Centre's petition, that is currently being circulated and the number of signatures they have received to date. If they receive 5,000 signatures it is likely this will be considered by Cornwall Council's full council. The Mayor (Councillor Miss. R A Evans BEM) proposed to suspend standing orders, this was seconded by Councillor Mrs. J M Martin and it is resolved to suspend standing orders to permit Councillor Mrs. K Ewert to speak. Councillor Mrs. K Ewert responded highlighting that 5,000 signatures does not necessarily mean it will go to full council, but it will apply pressure and make Cornwall Council more aware of the situation.</p> <p>Councillor Mrs. K Ewert reported having visited local residents in Sycamore Drive who highlighted their concerns about the works being carried out by Wildanet. All residents Councillor Ewert had spoken to, said that they had not received any communication from Wildanet informing them of the proposed works and the disruptions it would cause. Councillor Mrs. K Ewert assured residents a formal complaint had been made. Standing Orders were resumed at 7.20pm.</p>	
<p>137-21 Police Activity Report: - The Police activity report is noted.</p>	
<p>138-21 Minutes of the previous meeting: - The minutes of the previous meeting held on Thursday 21st October 2021 (as circulated) were taken as read, confirmed and signed by the Mayor (Councillor Miss. R A Evans BEM), with typing corrections on Minute numbers 126-21 and 131-21.</p>	
<p>139-21 Matters arising from the minutes: - None.</p>	
<p>140-21 Mayor's Communications The Mayor (Councillor Miss. R A Evans BEM) thanked everyone who showed their support on Remembrance Sunday, it was a phenomenal turnout from the community. The event was brilliantly executed by the Royal British Legion and she minuted thanks to everyone for organising such a special day, adding "we do our veterans proud". The Mayor reminded Members that Wildanet plan to return to Fore Street and she has asked Wildanet to provide a planning map so residents are made aware and highlighted that she will continue communication with Wildanet. The Mayor asked Members if they would like to volunteer for the yearly Christmas Tree Festival being held at St. James Church. The Mayor expressed her enjoyment about the event as it is very popular every year and brings the town together.</p>	
<p>141-21 Minutes of the Asset Management and Operations Committee It was resolved the minutes of the meeting held on Thursday 28th October 2021 (as circulated) are received and the recommendations 62-21AMOC (b) (Electrical quotation for 5 year survey of Council Chambers), 63-21AMOC (c) (Budget requirements for 2022-23 – Town Clerk repairs) and 66-21AMOC (a) (P50 Fire Extinguisher's), are adopted and implemented.</p>	

<p>142-21 Minutes of the Finance and Personnel Committee It was resolved the minutes of the meeting held on Monday 1st November 2021 (as circulated) are received and the recommendation in the minutes 73-21F&P (d) (Section 137 Grant funding - St. Columba Rugby Ltd.) is adopted and implemented. (Councillor Mrs. L Fellows left the room for Section 137 Grant funding - St. Columba Rugby Ltd). Councillor Mrs. J M Martin reminded members that a presentation from St. Columba Rugby Ltd will be made at the next Committee meeting. All Members invited to attend at 6.30pm at Torpoint Library and Community Hub.</p>																																									
<p>143-21 Minutes of the Development and Localism Committee It was resolved the minutes of the meeting held on Thursday 4th November 2021 (as circulated) are received and the recommendations in the minutes 83-21D&L (c) (Local Devolution Fund spending), 83-21D&L (d) (Lease on the Library building) and 89-21D&L (a) (Tender for Parks Improvement – as issued by Sports and Play Consulting) are adopted and implemented. Deputy Mayor (Councillor G J Davis) explained the recommendations 86-21D&L (b) (Budget requirements for 2022-23 - Allocated Reserves), 86-21D&L (b) (Unallocated Reserves Skate Park Project 2022-23), 88-21D&L (a) (Development Plan Strategy) will be put at the December council meeting, after the budget meeting has taken place.</p>																																									
<p>144-21 Questions of which notice has been given or notice of motion. None.</p>																																									
<p>145-21 Torpoint Ferry statistics The Torpoint Ferry availability statistics were noted.</p>																																									
<p>146-21 Meeting Schedule 2022 Noted. The location changes to Torpoint Library and Community hub for two of the meetings has been brought to the attention of all members.</p>																																									
<p>147-21 Financial Information a) It is resolved that the October 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.</p>																																									
<p>148-21 Accounts for Payment</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>C F Southworth - Reimbursement</td> <td>Co-op repayment</td> <td>19.45</td> <td>3.24</td> <td>19.45</td> <td>Cafe Supplies</td> </tr> <tr> <td>Complete Business Solutions Group Ltd</td> <td>SINV02943098</td> <td>81.34</td> <td>13.56</td> <td>81.34</td> <td>Stationery supplies</td> </tr> <tr> <td>Complete Business Solutions Group Ltd</td> <td>Invoice SINV02943097</td> <td>49.38</td> <td>8.23</td> <td>49.38</td> <td>Stationery supplies</td> </tr> <tr> <td>Cornwall Council - Garage</td> <td>Invoice 34190700166</td> <td>58.88</td> <td>9.82</td> <td>58.88</td> <td>Garage Rental 15.11.21 - 12.12.21</td> </tr> <tr> <td>Corner News</td> <td>Invoice 10195</td> <td>62.40</td> <td>0.00</td> <td>62.40</td> <td>Newspapers for the library</td> </tr> </tbody> </table>						Contact Name	Invoice Number	Total	VAT	NET	Description	C F Southworth - Reimbursement	Co-op repayment	19.45	3.24	19.45	Cafe Supplies	Complete Business Solutions Group Ltd	SINV02943098	81.34	13.56	81.34	Stationery supplies	Complete Business Solutions Group Ltd	Invoice SINV02943097	49.38	8.23	49.38	Stationery supplies	Cornwall Council - Garage	Invoice 34190700166	58.88	9.82	58.88	Garage Rental 15.11.21 - 12.12.21	Corner News	Invoice 10195	62.40	0.00	62.40	Newspapers for the library
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D J W Window Cleaning	Invoice 0041	18.00	0.00	18.00	Bus shelter window cleaning
Western Web Limited	Invoice 22832	36.00	6.00	36.00	Swimming Pool feasibility study page added to website
Spot On Supplies	Invoice 21528484	7.02	1.17	7.02	Cleaning supplies
Spot On Supplies	Invoice 21528482	26.11	4.35	26.11	Cleaning supplies
SMP Pipe Systems Limited	Invoice 3675	450.00	75.00	450.00	Boiler servicing and gas safety checks
Macwhirter Western Ltd	Invoice 003566	293.86	48.98	293.86	Air conditioning repairs
C F Southworth - Reimbursement	Cabinet meeting	20.00	0.00	20.00	Air conditioning repairs
Torpoint Sea Cadets	Invoice 2	100.00	0.00	100.00	Sea Cadet Band for Civic
KF Bartlett Ltd	Invoice 157397	108.84	18.14	108.84	Warming oven repairs
Corner News	Account 10361	52.00	0.00	52.00	Newspapers for the library
Cornwall Council Bus Rates - Room 7	802850097	77.00	0.00	77.00	Bus Rates Room 7 November 2021
Cornwall Council - Rm 6 Bus Rates	802720466	125.00	0.00	125.00	Bus Rates November 2021
Cornwall council - Bus Rate Library	802715760	384.00	0.00	384.00	Library Bus Rates November 2021
Cornwall Council - Bus Rate Chambers	802311466	1,509.00	0.00	1,509.00	Business Rates November 2021
Don Benson	Invoice 20	48.00	0.00	48.00	Clock Winding 06.10.21 13.10.21 20.10.21 27.10.21
ITEC	Invoice 635869	136.07	22.67	136.07	ITEC Monthly fee Gold Support
Spot On Supplies	Invoice 25128100	65.27	10.88	65.27	Cleaning supplies
WPS Hallam Insurance	Invoice 510596874	481.84	0.00	481.84	Allianz Engineering Insurance 30.10.21 - 29.10.22

PPL PRS Ltd	Invoice SIN1860576	405.48	67.58	405.48	Music license fees
Carew Lodge 1136 Club Account	Invoice 15102021	634.50	0.00	634.50	Refreshments for Freedom & Civic
Richards Builders Merchants Ltd	Invoice 794097	13.34	2.22	13.34	Bench repairs
SSE SWALEC -Library- Elec	DD Invoice 51789712/0038	245.07	40.85	204.22	Electricity Library 02.10.21 - 01.11.21
Everflow Water	DD Invoice 1241317	140.53	9.01	131.52	Public Conveniences Water Rates - Water 18.12.21 - 17.01.22
ALD Automotive Limited t/a Ford Lease	DD November 2021	441.44	73.58	367.86	Monthly lease payment for vehicle November 2021
Co-Op	CC Cafe supplies	19.55	3.26	16.29	Cafe supplies
Amazon	CC INV-GB-140579851-2021-81484	21.77	3.63	18.14	Boiler room signs
Amazon	CC INV-GB-122236881-2021-66079	31.49	5.25	26.24	Buffing pads
Amazon	CC INV-GB-118462441-2021-8163	5.89	0.98	4.91	Warning sign water and gas meter room
Adobe Systems Software Ireland Ltd	CC November 2021	12.64	0.00	12.64	Monthly subscription November 2021
XERO	CC October 2021 subscription	31.20	5.20	26.00	Monthly accounting software subscription October 2021
Sainsburys	CC Cafe supplies	15.81	2.63	13.18	Cafe supplies
SSE Southern Electric - Public Con- Elec	DD invoice 561785554/0026	39.62	1.90	37.72	Electricity at Cambridge field 03.07.21 - 31.08.21
149-21 Correspondence					
a) Memorial bench request, Chapeldown Road – Mrs Doreen Toms – it is resolved to					
i. seek permission from Cornwall Council to locate a memorial bench on Chapeldown Road					
ii. Purchase a memorial bench on behalf of Mrs Toms, in memory of her husband					
Clerk					

<ul style="list-style-type: none"> iii. Install a memorial bench on Mrs Toms behalf and charge accordingly iv. Once installed add the memorial bench to the councils fixed asset register v. Maintain the bench on behalf of Mrs Toms <ul style="list-style-type: none"> b) Safe38 is declaring an A38 Road Safety Emergency – Call to Action! – Chairman of Safe38 – Councillor Mrs. J M Martin highlighted that all are aware how dangerous the A38 is, however, the A374 is also a dangerous road, the Council is supportive of what Safe 38 is doing, however, the focus should be on roads in close proximity to the town. c) Clean Cornwall – Let’s Talk Rubbish! – Short survey – Mayor (Councillor Miss. R A Evans BEM) is happy for the Support Officer to share this on the Town Council social media to bring awareness and help promote the survey. d) Planning training for Local Councils: 30th November 9.30-10.30am – Cornwall Council – Noted. e) Parish and Town Council Precepts for the 2022/23 Financial Year including Council Tax Support Grant – the Mayor (Councillor Miss. R A Evans BEM) informed Members the precept and budget will be discussed at the next Finance and Personnel Committee meeting and requested all Members to attend. f) Climate Emergency Development Plan Document (DPD) Update – Climate Emergency DPD Team, Cornwall Council – Noted. g) Previous request for Financial Assistance for the all weather-pitch, update – Torpoint and Rame Active Community Sports Network. The Mayor (Councillor Miss. R A Evans BEM) questioned the Chairman of the Torpoint and Rame Active Community Sports Network (Councillor C R Still), asking about what publicity had been undertaken about this project and suggested that the community should be updated. Councillor C R Still responded highlighting that they are now in a position to take the group forward and will update the public in due course. The Deputy Mayor (Councillor G J Davis) wished to now make a proposal. (Councillors C R Still and Mrs. C E Goodman left the room at this point. Following a recommendation put by the Deputy Mayor (Councillor G J Davis) and seconded by Councillor J Tivnan BEM, it is resolved to continue to hold £10k in reserves for the Torpoint and Rame Active Community Sports Network. Councillor C R Still and Councillor Mrs. C E Goodman returned to this room at this point. h) Framework Convention for the Protection of National Minorities (FCNM) – how it is being implemented – J Fox & A Angove (Researchers) – Noted. i) Monitoring Officers Meeting – update from the Chairman of the Standards Committee at Cornwall Council, Councillor Paul Wills – Cornwall Council – Noted. j) Latest news at Cornwall Building at Risk – Noted. k) Warning Sirens – H M Naval Base Devonport – Councillor Mrs. J M Martin highlighted, residents will already be aware of any emergency happening before the siren is heard, residents need not be alarmed if they do not hear the siren. Councillor J Tivnan BEM concurred and added the siren is purely an escalation of an emergency. The Mayor (Councillor Miss. R A Evans BEM) directed the Support Officer to circulate the link and information provided on social media. l) Wellbeing Hub drop-in Torpoint Library and information – Jessica Hirons – the Mayor highlighted this is a great initiative in the town. 	
<p>150-21 Reports</p> <ul style="list-style-type: none"> a) Climate Emergency Report from the inaugural meeting of the Working Party group (as circulated). 	

Councillor Mrs. C E Goodman thanked the Members involved with the Working Party for their efforts leading to a successful first meeting and questioned whether non councillors are invited to this group. Councillor M Thomson-Neall stated he believes it should be open to members of the public to assist with decision making. The Deputy Mayor (Councillor G J Davis) highlighted his uncertainty about involving the public without understanding what they council are going to do and what can change. The Deputy Mayor continued, the working party needs to form an emergency plan and come to the next meeting with a proposal on the way forward. Councillor Mrs. C E Goodman confirmed the working party meeting is on Wednesday 8th December, the points raised will be discussed and reported back to the next full council meeting on Thursday 16th December.

b) Neighbourhood Plan.

Date of next meeting: Tuesday 7th December.

Deputy Mayor (Councillor G J Davis) informed members the Clerk and Support Officer will be unavailable on Friday 19th November due to dedicating this day to work on the Neighbourhood Development Plan evidence base.

c) Torpoint Town Partnership

Saturday 27th November the Christmas Lights Switch On event will be held in Fore Street. The Mayor (Councillor Miss. R A Evans) announced more volunteers and marshals are needed. Councillor Mrs. K Brownhill expressed her delight about the very successful Lantern Workshop held on Saturday 13th November at the Council Chambers. A total of 36 lanterns were made. Councillor Brownhill apologised as she is unable to attend the Lantern Parade being held at the Christmas Lights Switch on. The Mayor informed members the Citizen of the Year will be switching the Christmas lights on at 6.00pm, with the lights being installed in Fore Street on Sunday 21st November. Councillor R M Willoughby offered his assistance to the Deputy Mayor (Councillor G J Davis) and others who will be carrying out the installations.

The Mayor highlights two forthcoming events at St. James Church – Sunday 12th December - Christingle at 4.00pm and Sunday 19th December – Nine Carols and Lessons and 6.00pm.

d) Town Team Project Board. Minutes of the meeting held Wednesday 20th October 2021.

Date of next meeting: Tuesday 23rd November 2021 at 6.00pm

e) Reports from delegates to outside bodies.

Councillor Mrs. C E Goodman informed Members that the minutes of the Rame Peninsula Transport Users Group have been circulated.

151-21 Date of next meeting: -
Thursday 16th December at 7.00pm.

Meeting closed at 8.34pm..... Town Mayor