

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 17<sup>th</sup> October 2013 at 7.00 p.m. in the Council Committee Room, 4 York Road, Torpoint.

**Present:** - Town Mayor (Councillor M N Pearn MBE), Deputy Town Mayor (Councillor M J Crago), Councillors E H Andrews, Mrs K Brownhill, J F Creek, G J Davis, Mrs C E Goodman, B Hobbs, Mrs C A Jackson, L E Keise, Mrs R A Southworth and J Tivnan and plus the Town Clerk.

### **76-13 Apologies for Absence:-**

Apologies for absence were submitted on behalf of Councillors P Edwards, Miss J L Kinsman, Mrs J M Martin, Mrs C I A Trueman and the Police representative.

### **77-13 Declarations of interest relating to items on the agenda:-**

Non-Registerable Interests were declared on the following:-

Town Mayor (Councillor M N Pearn) – matters relating to the Torpoint Archives as a member of the Committee and also agenda item 13(e) as a Friend of the RNA.

Councillor E H Andrews – matters relating to the Archives as a Friend of the organisation and also agenda item 13(e) as a Friend of the RNA. Councillor Andrews also wished it to be noted that he no longer sat as a member of the Conservative Party on this Council but was now an independent member.

Councillor J F Creek - matters relating to the Archives as a friend of the organisation and also agenda item 13(e) as the Chairman of the RNA.

Councillor L E Keise - Agenda item 13(e) as a Friend of the RNA.

Councillor Mrs R A Southworth - Matters relating to the Torpoint Archives as the Treasurer of the Committee.

Councillor J Tivnan - Agenda item 13(e) as a Friend of the RNA.

### **78-13 Police Report:-**

In the absence of a police representative, members were reminded that the September policing bulletin had been circulated and was available. The report confirmed that during the month of September 2013 there were

**23** crimes in the town consisting of

**4** thefts

**5** assaults

**7** criminal damage

**1** breach of a restraining order

**1** public order

**4** burglaries (all dwellings)

**1** animal-related incident

Councillor B Hobbs reported that following further reorganisation of the force this has resulted temporarily in just one officer in the town although Councillor Tivnan reported there are plans to install another officer. Councillor Hobbs reported that he has emailed the Chief Constable and Commissioner and was awaiting a reply. Councillor Tivnan replied that Torpoint had a very low crime rate and that the Beat Manager's hands were tied during this period of only having one officer. Councillor E H Andrews supported Councillor Hobbs in complaining to the Chief Constable and Commissioner drawing attention to the amount of money spent on support and back office staff when front line services were not increased. Councillor Mrs C E Goodman reported on problems in Defiance Field and claimed that a high visibility police presence would act as a

deterrent. Following further discussion it was **resolved** that a letter would be sent to the Chief Constable and commissioner for Devon and Cornwall Constabulary with a copy to the local MP complaining at the paucity of front line policing even for a temporary time period.

### **79-13 Minutes of the previous meeting:-**

The minutes of the meeting held on Thursday 19<sup>th</sup> September 2013 were taken as read, confirmed and signed by the Mayor subject to amendment in minute 68-13 of Councillor E H Andrews's interest being that of a Friend of the Torpoint Archives and not a member of the Committee.

### **80-13 Matters arising from the Minutes:-**

#### a) Minutes of the Finance and General Purposes Committee:-

Pursuant to minute 68-13 (Annexe) the Clerk reported receipt of a letter from the Torpoint Archives Committee confirming acceptance of this Council's offer of use of the Annexe and thanking the Council for continued support. The Clerk sought an occupancy commencement date given the non-domestic Council tax on this facility. The Council suggest an occupancy date commencing the 1<sup>st</sup> November 2013 and the Clerk would convey this date to the Archives Committee. Pursuant to minute 68-13 (Town Clock) the Clerk reported receipt of a letter from St James Church PCC concurring with this Council's observation of the current maintenance situation with the clock and suggesting that a codicil is included in the agreement to confirm the use of a local contractor subject to the necessary health and safety caveats being put in place. The Clerk suggested that the retired engineer is contacted and together with Councillor Tivnan arrange for the necessary processes and documentation are implemented. Pursuant to minute 68-13 (Public Conveniences) the Clerk sought permission from the Council to conclude negotiations with the solicitors and Cornwall Council to implement the lease arrangements. After due consideration the Council **resolved** to delegate to the Clerk authority to conclude the negotiations and implement the lease.

#### b) Minutes of the Forward Planning Committee:-

Pursuant to minute 69-13 the Clerk reported receipt of an email from the Manager of the Torpoint Ferry inviting him to a meeting to discuss the management of Rendel Park. The Clerk reminded members that the Council will be engaging with a suitably qualified gardener to undertake the vegetation management and control for the 2014 year. It was noted that the grass has been cut and weeds controlled in preparation for the official opening on Saturday 26<sup>th</sup> October 2013. The Clerk also sought authority from the Council to sign off the management agreement with the Bridge and Ferry joint committee. After due consideration the Council **resolved** to delegate to the Clerk authority to sign off the management agreement.

#### c) Financial Comparison:-

Pursuant to minute 70-13 the Clerk reported on the free of charge use of the council facilities during September 2013. It was reported that the Town Administrator would include this in a spreadsheet for future reference. Councillor Mrs R A Southworth suggested that this item is included in the Council supporting statement in the financial accounts.

#### d) Cornwall Council report:-

Pursuant to minute 73-13 Councillor Mrs R A Southworth reported that a representative from City Bus will address the next meeting of the Rame Peninsula Transport Users Group when any issues and problems with the current service would be raised. It was noted that as from the 3<sup>rd</sup> November 2013 there would be no buses running to Milehouse and further noted that there was no promotional material from City bus. Councillor Mrs Southworth would report on the City Bus meeting and also request that minutes of the group meetings would be circulated to this Council. Councillor E H Andrews informed the meeting that return tickets are not transferable and asked if this issue could be raised. Councillor B Hobbs reported that 46 buses a day use Goad Avenue chasing the few passengers that were available. Councillor Hobbs drew attention to the absurdity of the situation especially when issues with the number of buses using the ferry were raised. The Town Mayor reported receipt of an email from First Bus informing him that it was intended to make timetable changes. The Town Mayor also reported receipt of an email from the Ferry and Bridge Committee on ferry punctuality. The email covered departure timings and loading/unloading vehicles and

cycles. The email concluded that checking through a sample month when there were three ferries in operation, the 0700 ferry service from Torpoint does not stand out as a service that is later leaving than any other service. Compared to the 0630 service the 0700 will be busier and as such there is more chance of it leaving later. It was also noted that the 15 minutes turnaround time is achievable when operating a full capacity and the controller does have the authority to put in a fast crossing, which can save up to two minutes, to regain the scheduled timetable.

e) Systems and Procedures and Internal Audit Working Party Reports:-

Pursuant to minute 75-13 the Clerk reported that the Principal authority had suggested that the Council might consider that a procurement card is used to facilitate internet purchasing. It was also confirmed that the Internal Audit self-assessment document as drawn up by the RFO would be implemented.

### **81-13 Mayors Communications:-**

#### The Mayor's Diary from 25<sup>th</sup> September 2013

26<sup>th</sup> September 2013 - Attended Lloyds Bank Torpoint cut the ribbon to change the name from Lloyds TSB back to Lloyds Bank.

26<sup>th</sup> September 2013 – Flew to Guernsey to attend the 70<sup>th</sup> anniversary weekend of the sinking of HMS Charybdis and HMS Limbourne.

27<sup>th</sup> September 2013 – Attended the 70<sup>th</sup> Anniversary Dinner in the presence of Lt Governor of Guernsey Air Marshall Peter Walker, Bailiff Richard Collas and Commodore Jamie Miller with four survivors of HMS Charybdis and two from HMS Limbourne plus members and families of 21 crew members who were washed up on Guernsey's shore in 1943.

28<sup>th</sup> September 2013 – Social evening with Charybdis/Limbourne Association and the Guernsey Association of the Royal Navy and Royal Marines.

29<sup>th</sup> September 2013 – Service of Remembrance at the Le Foulon cemetery where 21 bodies were buried that were washed up in Guernsey and where I laid a wreath on behalf of the residents of Torpoint in memory of Frank Bradford (HMS Charybdis) son of William John and Kate Jane Bradford and husband of Ellen Patricia (Nellie) Bradford who lived in Torpoint.

4<sup>th</sup> October 2013 – Opening of the Quickstore Office suite at Saltash.

6<sup>th</sup> October 2013 – Cornerstone Church Service, Churches Together, Torpoint – Walk Cornwall 2 Mission Week.

11<sup>th</sup> October 2013 – Meeting with the bards in connection with their book and the tour of the sites.

12<sup>th</sup> October 2013 – Visited Mrs Dolly Jago of Cawsand on the occasion of her 100<sup>th</sup> birthday

14<sup>th</sup> October 2013 – Visited Antony School to read a story in aid of Book Week.

15<sup>th</sup> October 2013 – Lord Lieutenant Awards presentation evening at Truro to the members of the Wessex Regiment Reserves and Cadet Association also the Duke of Edinburgh awards and the choosing of the Lord Lieutenant Cadets for the forthcoming year.

- The Mayor announced that a "Keep Britain Tidy" event is being held at the Cornerstone Church on the 27<sup>th</sup> October and appealed for Councillors to assist.
- The Mayor also announced that the Poppy Appeal Concert would be held on the 24<sup>th</sup> October at 7.30pm.

### **82-13 Planning Applications:-**

a) PA13/08680 – 23, Roeselare Avenue – Demolition of garage and construction of two flats. Support.

### **83-13 Minutes of the Forward Planning Committee Meeting**

It was **resolved** that the minutes of the meeting held Thursday 3<sup>rd</sup> October 2013 are received and the recommendations in minutes 64-13FP (b) (Localism) and 73-13FP (Any Business that has been disclosed to

the Chairman and members prior to the meeting) are adopted and implemented. Pursuant to minute 62-13FP (b) (Heating System) Councillor J Tivnan spoke on the quotations received to date and in particular on the air to air system recommending that a further quotation is obtained from a local supplier. Councillor G Davis reviewed the responses to date and suggested that a further investigation is undertaken on the total costs of the systems. Councillor Davis suggested that specifications on the proposed systems are evaluated especially if one of the key criteria is the reduction in noise in addition to the reduction in costs. The green credentials of the suggested air to air system was also highlighted. Councillor B Hobbs suggested that the council buy in officer time from Cornwall Council to design specifications for the proposed system. Although the Deputy Town Mayor drew attention to previous experiences with using principal authority services, Councillors E H Andrews and J Tivnan were supportive of the call. It was therefore **resolved** that the Town Council would engage with an officer from the principal authority to issue specifications for a heating system in the main hall with particular emphasis on criteria such as green credentials, efficiency and noise reduction. The Mayor would furnish the Clerk with the contact details. Pursuant to minute 65-13FP Councillor Tivnan confirmed that whilst there was nothing to report he is working on additional sections to the Health and Safety policy. Pursuant to minute 70-13FP (Accounts for payment) receipt was reported of a letter from the Brock family thanking this Council for arranging for the purchase and installation of the memorial bench in Marine Drive. The Clerk also noted that the Town Administrator is pursuing quotations with a utility and telecom broker. Pursuant to minute 72-13 FP (Any Business that has been disclosed to the Chairman and members prior to the meeting), The Town Mayor explained that the proposed garage could house equipment such as the beacon and scaffolding tower. In response to a question posed by Councillor B Hobbs, the Mayor confirmed that the burners would be housed with the beacon making it a complete unit. Pursuant to minute 72-13FP Councillors Andrews detailed the procedures in support of the call for substitutes to be allowed at Committee meetings.

#### **84-13 Committee Restructuring:-**

Councillor E H Andrews raised this agenda item drawing attention to the current structure of the Finance and General Purposes and Forward Planning Committees that had been in operation for some 14 years. Councillor Andrews, whilst conceding there was still a place for the current committees, suggested that with the advent of Localism and Neighbourhood Planning there was probably the need and requirement to form another Committee as the current committees did not have the capacity to take on the new projects of Localism, Neighbourhood and Development Plans. The current committees could continue with the current remit but the new projects would form the core of a new committee that of the Development and Localism Committee. The Clerk reminded members that the current committees worked with no terms of reference and urged the council to adopt terms of reference for each committee to prevent duplication of effort and clear delineation between them. It was noted that as part of the Neighbourhood Plan delivery process it was necessary to involve public consultation and it was suggested that this could be dealt with within the terms of reference. In response to a question from Councillor Mrs. R A Southworth on additional secretariat to service the Committee the Clerk replied that he would review his current allocation arrangement and meet make the necessary adjustment. Following further discussion it was then **resolved**

- That a new Committee is formed named the Development and Localism Committee.
- Relevant terms of reference are produced for approval by Council prior to the first meeting of this Committee (and also the other Committees).
- The initial composition of the Committee will be:- The Town Mayor (ex-officio), Councillors E H Andrews, J F Creek, G J Davis, Mrs. C E Goodman, B Hobbs, Mrs. C A Jackson, L E Keise, Miss J L Kinsman, Mrs. J M Martin, Mrs. R A Southworth and J Tivnan.
- The first meeting will be held on the fourth Thursday of November (Thursday 28<sup>th</sup> November 2013) when a permanent meeting date will be confirmed.
- That Standing Orders are amended following the first meeting of this Committee.

## 85-13 Financial Comparison

It was **resolved** that the September 2013 financial comparison is received and adopted. The Clerk answered questions on the accounts.

## 86-13 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
British Telecom	Phone Line	26.97	4.49	22.48
CORY Environmental	Wheelie Bin	86.92	14.49	72.43
Cornwall Council	Non Domestic Rates (Nov)	1,132.00	0.00	1,132.00
Cornwall Council	Salaries	20,721.36	0.00	20,721.36
BS Embroidery	Uniforms	184.70	30.78	153.92
British Telecom	Telephone	57.17	9.53	47.64
Cornwall Council	Salaries (VAT only)	0.00	0.24	0.24
SW Water	Water/Sewerage	365.55	0.00	365.55
ITEC	Photocopying	36.13	6.02	30.11
British Gas	Elect - Antony Rd Toilets	35.61	1.70	33.91
NDF Civils & Property Services	Grass Cutting/Weed Control	85.00	0.00	85.00
Orange	Telephone	39.11	6.52	32.59

## 87-13 Correspondence

a) UK Debt Office – Payment Facilities.

Noted. The Clerk explained that the PWLB had requested the Council re-pay the loan using the Direct Debit method rather than the current method of cheque payment. The Council **resolved** to pay the loan by cheque and the Mayor and Deputy Mayor as cheque signatories were authorised to sign the direct debit on behalf of the council.

b) CHICKS – Mayoral Charity.

Noted. Passed to the Town Mayor for further consideration.

c) Torpoint RNA – Request for Financial Assistance.

Noted. The Council considered the request that was for £2,850. It was further noted that neither the bank statements nor the organisation's accounts accompanied the request despite an email requesting them. Councillor Mrs R A Southworth considered the amount requested was too large given the amount of money that the Council had allocated to section 137 grants this year. Councillor G J Davis considered that the Council should support this initiative given that the HQ is in Torpoint. It was also noted that the geographical area covered included the Rame peninsula and the council suggested that the parish councils on the Rame peninsula should also be approached to support the initiative. It was therefore **resolved** that the Council would pledge £1,500 to support the project and the funding would only be released when:-

- i) It is demonstrated that the outstanding funding required to complete the project had been secured and was in place
- ii) Evidence that financial assistance from the parish council's on the Rame peninsula had been requested
- iii) Satisfactory receipt of the requested bank statements/accounts for the organisation have been received.
- iv) The grant was also subject to the usual terms of reference.

(The Town Mayor and Councillors E H Andrews, J F Creek, L E Keise, and John Tivnan all declared a non-registerable interest and left the chamber whilst the above item was discussed).

d) Torpoint Archives – Request for Grant Assistance.

Noted. This was in response to the approval in minute 103-12 (Meeting date Thursday 15<sup>th</sup> November 2012). After discussion it was resolved to grant the request for an amount equal to the fee paid to this Council for the occupancy of rooms 3 and 4 (and also subsequently the annexe when occupied) for the financial year 2013-14.

The Town Mayor and Councillors E H Andrews, J F Creek and Mrs R A Southworth all declared a non-registerable interest and left the chamber whilst the above item was discussed).

e) Cornwall Council – Know Your Rights Roadshow.  
Noted.

## 88-13 Reports

a) Cornwall Council:-

Councillor B Hobbs informed the meeting that the planning application at the Gardens in Antony Road had been approved. It is understood that there has been a pledge of £30,000 of section 106 money and suggested that the money could be used toward upgrading Adela Road that could be used to supplement further additional money. A discussion again ensued on ownership of the road and following the Town Mayor's report the previous month on this matter, Councillor J Tivnan reported that he is still awaiting a reply from the Land Registry. Councillor Hobbs also advised that the Torpoint Youth Advisory Centre services have now been amalgamated with Saltash with meetings alternating between the two towns. Councillor Hobbs reported that one member of staff required specialist training and he is hoping that money is available from the community fund to finance the training. Councillor Mrs R A Southworth asked if minutes from the Torpoint Youth Advisory Centre meetings could be sent to this Council. Councillor Hobbs reported that following discussions with the officer at Launceston Police Station, he had been asked if the Town Council would look at CCTV coverage in the town possibly linking with private providers and suggested that this might be a deterrent and tool to use for crime prevention. Councillor E H Andrews confirmed that the matter had been discussed previously and a cost of £20,000 being posited as the likely amount. Councillor Andrews continued that no evidence had been presented to confirm that this was money well spent and even suggested that it could be counterproductive. Councillor Andrews called for comparisons with other towns before this Council considers this matter. Councillor Mrs C A Jackson reported that 3 bedroom accommodation had been left empty for 2 years at Albion Court and sought an explanation on this matter. Councillor Hobbs understood that the accommodation was to be split into two flats as part of the £1 million pound scheme to upgrade Albion Court. In response to a question from Councillor E H Andrews on future intentions with the flats, Councillor Hobbs confirmed that the intention is to rent the flats and not dispose of them.

Councillor M N Pearn MBE read the ferry report to members

Since the last council report the following Ferry weekly efficiencies have been achieved:

DATE	EFFIENCY %	CROSSINGS
w/c 16 <sup>th</sup> September	99.8% efficient	2 crossings out of 1120 lost
w/c 23 <sup>rd</sup> September	100% efficient	0 crossings out of 1120 lost
w/c 30 <sup>th</sup> September	100% efficient	0 crossings out of 1120 lost
w/c 7 <sup>th</sup> October	100% efficient	0 crossings out of 1120 lost

Target is 99%. Average since last report 99.95%. Average so far this calendar year 99.6%

Councillor M N Pearn also reported receipt of an email from an officer of Cornwall Council on the subject of the tennis courts at Thanckes Park. The email confirmed that although the tennis club had in fact folded, the tennis courts were suitable and available for casual use but not for competitive matches. It was suggested that the courts are left open for a trial period during half term. Councillor Mrs C E Goodman posited the suggestion that management of this facility could be undertaken by the Sports Centre and would pursue this suggestion further. Councillor Pearn continued by informing members that a new Dog

Warden and Enforcement Officer had been appointed. Councillor Mrs C E Goodman drew attention to issues with dog fouling in Defiance Field that was causing problems for the rugby club. It was also noted that other detritus including discarded bottles were also an issue. Councillor Mrs Goodman concluded by confirming that it is intended for the rugby club to seek an order to exclude dogs from Defiance Field. The Mayor reported receipt of an email on the matter of helicopter flights in and out of HMS Raleigh. The Mayor confirmed that the latest information indicated 40 flights per month even though the licence was for 100 flights and that there were none during August. The Mayor also confirmed that the flights were from 8.15 am until sunset and that some of the larger helicopters no longer used the base. The Deputy Town Mayor thanked the Mayor for sorting out the issue of cars using the lower end of Tamar Street between the Queens public house and traffic lights at the ferry. The Mayor confirmed that this section of road was owned by the ferry and that the prohibition was to prevent vehicles jumping the ferry queue. Unfortunately this prevented all cars from using this slip even those collecting passengers from the ferry. The Mayor reported that the problem had now been resolved.

b) Torpoint Town Partnership (TTP):-

The Town Mayor noted that the meeting primarily considered preparations for the Gorsedh ceremony and the minutes were awaited. The next meeting of the TTP would be held on the 12<sup>th</sup> November again to primarily consider the Gorsedh arrangements. It was also noted that the Christmas Lights switch on would be held on the 30<sup>th</sup> November 2013 and that the road would be closed the previous Sunday for the lights to be erected. Councillor J Tivnan also announced that Torpoint had received a commendation for the entry into the Cornwall in Bloom Competition. Councillor E H Andrews proposed a vote of thanks to Councillors Tivnan and Mrs K Brownhill.

**89-13 Date of the next meeting.**

Thursday 21<sup>st</sup> November 2013.

Meeting closed at 9.21p.m. ....Town Mayor

**OPEN FORUM**

M Howells – Thanked the Torpoint Fire Brigade for attendance at a recent incident at his house. Mr Howells also voiced concern at the number of buses now using the town with not many passengers. Mr Howells feared that the town might lose both services if these proved to be uneconomical to run on what is a non-subsidised route and residents might have to revert to catching buses at Pottery Quay.

R Pyne –Voiced concern at the infill of the Mill claiming the spoil and waste use was carcinogenic. Councillor B Hobbs would convey the problem to the Environment Officer.