

TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 21st November 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, J F Creek, G J Davis, P Edwards, Mrs C E Goodman, B Hobbs, L E Keise, Miss J L Kinsman, Mrs J M Martin, Mrs R A Southworth, J Tivnan and Mrs C I A Trueman plus the Town Clerk.

90-13 Apologies for Absence:-

Apologies for absence were submitted on behalf of Councillors Mrs K Brownhill, Mrs C A Jackson and the Police representative.

91-13 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.

Councillor E H Andrews – matters relating to the Archives as a Friend of the organisation.

Councillor J F Creek - matters relating to the Archives as a friend of the organisation.

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

92-13 Police Report:-

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

39 crimes in the town consisting of

6 thefts

14 assaults

8 criminal damage

2 communication offences

4 public order

3 burglaries (1 dwelling, 1 holiday let and 1 business premises)

2 animal-related incident

Councillor J Tivnan reported receipt of a letter from the police on policing matters in the town following his complaint to the authority.

93-13 Minutes of the previous meeting:-

The minutes of the meeting held on Thursday 17th October 2013 were taken as read, confirmed and signed by the Mayor.

94-13 Matters arising from the Minutes:-

a) Police Report:-

Pursuant to minute 78-13 receipt was reported of a letter from Devon and Cornwall Constabulary confirming that the points raised by this Council are being investigated and further contact will be made within 28 days.

b) Minutes of the Finance and General Purposes Committee:-

Pursuant to minute 80-13 (a) (Annexe) the Clerk reported that he has written to the Torpoint Archives Committee confirming that the Council requests the Torpoint Archives Committee wishes occupancy of the Annexe as from the 1st November 2013. It was further confirmed that the Torpoint Archives Committee are seeking non-domestic business rate relief for the area from Cornwall Council. Pursuant to minute 80-13(a) the Clerk confirmed that he still has to contact the retired engineer to discuss proposals for the servicing of the clock at St James Church. The Clerk would investigate these proposals further. Pursuant to minute 80-13(a) the Clerk reported that he has now finalised the lease on behalf of the Town Council.

c) Minutes of the Forward Planning Committee:-

Pursuant to minute 80-13 (b) the Clerk confirmed that he has discussed the proposals with the bridge and Ferry Manager and is awaiting contact from the Engineer to sign off the management agreement.

d) Planning Applications:-

Pursuant to minute 82-13 Councillor B Hobbs reported on a conversation with the planning officer at Cornwall Council on this application (PA13/08680). It is understood that the previous application for this location had been refused on appeal and it is understood that in the opinion of the planning officers the current proposal does not make a convincing or adequate case for approval. Councillor Hobbs also suggested that hard copies of the previous application were not made available with the current proposals. Councillor Hobbs reported that information is available on-line although the Clerk pointed out that access to the current portal is available for members to view planning documents. After considering the matter it was **resolved** that the Council would make no further comment on the application.

e) Torpoint RNA – Request for financial assistance:-

Pursuant to minute 83-13 (c) the Clerk reported receipt of additional information from the organisation that he will review in line with the terms that this Council had set for granting financial assistance.

f) Cornwall Council Report:-

Pursuant to minute 88-13(a) Councillor J Tivnan reported that he has had a reply from the Land Registry confirming that there is no known owner of Adela Road. It is understood the matter is with Cornwall Council who have the relevant information and will process it accordingly.

95-13 Mayors Communications:-

Mayor and Mayoress' Diary 18th October – 11th November

18th October Seventeen –Thirty Club presentation at the Kings Arms to the Junior Members of the Torpoint Mosquito Club.

19th October RNA Trafalgar Dinner at the Council Chambers.

21st October ROAB Trafalgar Night Dinner at the Whitsand Bay Hotel.

24th The Poppy Appeal Launch at St James Church.

25th October Torpoint Community College 50th Anniversary Celebrations.

26th October Official opening of Rendel Park

8th November Visit and Tour by the Cornwall Council Chief Executive Paul Masters and Chairman of the Cornwall Council John Wood.

Invited to Lunch at Trevol House and then watched the Passing Out Parade.

Evening attended the Ex Service Association Remembrance Service – Plymouth Pavilions.

10th November Torpoint's Remembrance Service – Eliot Square.

11th November The 2mins Remembrance silence at Sparrow Park.

Next Saturday 30th - A sale to help the Philippines/Shelterbox Council Chambers 10 – 1pm if you have anything we can sale or any help would be appreciated.

Christmas Lights Switch on at 6pm and after a Family disco in the Council Chambers 7pm – 9.30. There will be an adult's bar. Tickets £2.

An invite from the Ferryboat Entertainers to their Christmas Show on Thursday 5th December at 7.30pm all welcome.

Congratulations to the Torpettes choir from Torpoint Community College who entered their first singing festival and won the cup. Pride of Our Sands' wrote by music teacher Emma Luing initially for the

international Co-Operatives conference in Manchester. The gifted and talented Students were filmed performing the song which is now being used to promote Cornwall on the visit Cornwall website <http://www.visitcornwall.com/>

Congratulations to Mike O'Mahoney for winning the Burnard Hitchens Memorial Trophy for the 5th time which is presented to the best Standard Bearer in Cornwall.

Congratulations to The Coppola School of Performing Arts for winning trophies at the UDO competition at Brean Sands Holiday Park Pontins.

I would like to thank Simon Nicholls of the Devonport Royal Naval Volunteer Band who was performing with his band at the Remembrance Service at the Menin Gate and he kindly organised wreaths to be laid there on behalf The Branch of the RBL and on behalf of Torpoint. The RBL wreath was laid at the 11am service on the 11th by Dave Neale who is a 15 year old Royal Marine cadet from RMVCC at Stonehouse Barracks and The Torpoint Town wreath was laid at the last post ceremony at 1800 on the 11th by AB Caroline Penrose from HMS Ocean and who was suitably Cornish.

96-13 Planning Applications:-

None.

97-13 Minutes of the Finance and General Purposes Committee:-

It was **resolved** that the minutes of the meeting held on Monday 4th November are received and the recommendations in minutes 53-13FGP (a) (Square footage Charges), 53-13FGP (c) (Hiring charges) are received and adopted. Pursuant to minute 53-13 FGP (b) (Torpoint Archives) the Deputy Town Mayor voiced confirmed that he would not support the recommendation from the Committee that the Torpoint Archives are charged the full occupiers fees for rooms 3 and 4 for the 2014-15 financial year with no discounts allowable. The Deputy Town Mayor was of the opinion that the Archives formed an important aspect of historical importance in the town and noted that it also has a worldwide reputation. Councillor B Hobbs supported the Deputy Town Mayor reminding members that it was not so long ago that this Council were considering purchasing a property in the town as a base to use as a museum/archive and confirmed that the current space available is insufficient. Councillor J Tivnan confirmed he was unaware that the Council intended to purchase additional accommodation and also opined that he did not wish to see the town lose the Archives. Councillor Mrs. J M Martin suggested that the issue is not that this Council does not support the Archives but assumed that the Annex was sufficient for the current requirements and also gave additional space. Councillor Mrs. C I A Trueman did not support allowing free of charge use. Councillor G J Davis spoke of the need to maximise revenue but balanced with this with acknowledging the importance of the Archives. Councillor Miss J L Kinsman sought clarity on the current arrangement of the room charge plus the ability of re-claiming the occupier's fee. Following further discussion the recommendation did not receive a proposer or seconder and it was subsequently **resolved** that the Council allows the Archives use of rooms 3, 4 and Annex at an annual fee of £76 for each space with the opportunity to reclaim the fee on each space as grant assistance using the same process as the 2013-14 financial year. The vote was 7 votes in favour with 0 votes against and 4 members abstained. The amended charges are appended to these minutes.

(The Town Mayor and Councillors E H Andrews, J F Creek and Mrs. R A Southworth all declared a non – registerable interest (as declared in minute 91-13) and left the chamber whilst the above minute was debated - The Deputy Town Mayor took the Chair). Pursuant to minute 54-13FGP (To recommend the budget for the 2014-15 financial year) apart from noting and confirming the staff salaries it was **resolved** to defer a decision on this matter until further information on the Council Tax Support Grant (CTSG) and proposed financial support for the Public Conveniences is forthcoming from Cornwall Council.

98-13 Minutes of the Forward Planning Committee Meeting

It was **resolved** that the minutes of the meeting held Thursday 7th November 2013 and 86-13FP (Accounts for payment) are adopted and implemented. Pursuant to minute 80-13FP (Health and Safety) Councillor J

Tivnan spoke on the recent Fire Risk management inspection confirming that there were no serious matters of concern and the small matters that were identified would be corrected. Councillor Tivnan also confirmed that the hard wire tests are due shortly. Pursuant to minute 81-13FP (Localism) the Council **resolved** to adopt the draft letter drawn up by the Clerk on registering the Neighbourhood Plan area (the parish of Torpoint) is adopted and implemented. The Clerk would register the area with Cornwall Council. Pursuant to minute 84-13FP (War Memorials Trust) Councillor Tivnan reported that he is meeting with Sir Richard Carew Pole to investigate improving the current memorial. Councillor Tivnan reported that the addition of wires to the memorial on the Church will not now proceed. Pursuant to minute 86-13FP (Accounts) the Clerk confirmed that the request for free of charge use of the kitchens for children is likely to be repeated. It was suggested that the date required is unsuitable due to a large function using the facility the night before and that more information is required. It was **resolved** that this matter is referred to the Finance and General Purposes Committee for further consideration.

99-13 Committee Terms of Reference:-

The Clerk referred to the documents (as circulated) containing proposed terms of reference for the three Committees (Finance and General Purposes, Forward Planning and Localism and Development). It was also noted that following the first meeting of the new Localism and Development Committee Standing Orders should be amended to incorporate not only this new Committee but to also allow for the introduction of the substitute system for Committees. Members suggested some amendments including a proposed change of name for the Forward Planning Committee. Following further discussion it is **recommended** that the Council adopt the proposed terms of reference in principle subject to each committee considering the terms within the current cycle and that a formal adoption is made at the December meeting of this Council following recommendations from each Committee.

100-13 Financial Comparison

It was **resolved** that the October 2013 financial comparison is received and adopted. The Clerk answered questions on the accounts. Councillor J Tivnan reported that following advice from the Highways agency the Christmas Lights infrastructure has to be improved to accommodate a possible change in legislation at a cost of £334. It was **resolved** to delegate this matter to the Finance and General Purposes Committee for further consideration and if appropriate delegation to pay the invoice. It was noted that this would be a section 137 payment if approved.

101-13 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
British Telecom	Phone Line	27.21	4.53	22.68
CORY Environmental	Wheelie Bin	84.17	14.03	70.14
Cornwall Council	Non Domestic Rates (Dec)	1,080.00	0.00	1,080.00
British Telecom	Phone line	57.90	9.65	48.25
CORY Environmental	Confidential Sacks	54.00	9.00	45.00
SLCC	Clerks Subscription	279.00	0.00	279.00
B A Walsh	Plumbing Repairs	240.00	0.00	240.00
ITEC*	Photocopying	331.63	55.27	276.36
Waterwise	Drain Covers	41.86	6.98	34.88
S Parkin (reimbursement)	Postage/Refreshments	4.69	0.00	4.69
Curtis Whiteford Crocker	Legal Services Antony Road	523.00	80.00	443.00
Curtis Whiteford Crocker	Legal Services Thanckes Park	523.00	80.00	443.00
Cornwall Council	Rates Annexe - 31.12.12-31.3.13	478.85	0.00	478.85
Cornwall Council	Rates Annexe - 01.04.13-31.10.13	1,329.94	0.00	1,329.94
BUNZL	Cleaning Supplies	45.85	7.64	38.21
British Gas	Electricity - Antony Road Toilets	19.83	0.94	18.89
NDF Civils and Property Servs	Grass Cutting/Weed Removal	135.00	0.00	135.00
Orange	Telephone	38.70	6.45	32.25
Information Commissioner	Data Protection Registration	35.00	0.00	35.00
EDF Energy	Electricity Council Chambers	730.01	121.67	608.34

➤ *RBL has been invoiced £252 for Remembrance Day leaflet production.

102-13 Correspondence

a) Katie Shimell – Litter Collection (Torpoint beaches).

Noted. Members considered that this matter would be better dealt with by Cornwall Council. The letter was passed to the Town Mayor in his capacity as a Cornwall Councillor for further consideration and also Councillor Miss J Kinsman would also be in contact. Members raised issues with the contents of some of the detritus washed up on the river bank.

b) Cornwall Council – Planning Consultations.

Noted. It was further noted that the consultation period ends on Friday 20th December 2013.

c) Security Dynamics – Quotation for Additional CCTV camera Reports.

Noted. The Clerk reported that as the amount exceeded the ceiling in Financial Regulations further work needed to be done and the Town Administrator would be requested to pursue this further.

103-13 Reports

a) Cornwall Council:-

Councillor B Hobbs informed the meeting that the grant application to renovate Albion Court was unsuccessful and Cornwall Council are now considering options on how to proceed. Councillor Hobbs also confirmed that following complaints with dog bins becoming overfilled on the foreshore, he has reported this issue to the appropriate department at Cornwall Council. In response Councillor E H Andrews commented that Cornwall Council should consider providing larger bins. The Deputy Town Mayor drew attention to a drain at the junction of Macey Street and Tamar Street complaining that it was overflowing on a frequent basis. Councillor Hobbs suggested that this was due to the inordinate amount of grease and fat that was in the system.

Councillor M N Pearn informed the council that the budget setting meeting of Cornwall Council that would inform the Council tax for the 2014-15 financial year would be held on Tuesday 26th November. Councillor Pearn then presented the Ferry report.

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

DATE	EFFICIENCY %	CROSSINGS
w/c 14 th October	99.4% efficient	19 crossings out of 1320 lost
w/c 21 st October	99.4% efficient	8 crossings out of 1320 lost
w/c 28 th October	100% efficient	0 crossings out of 1320 lost
w/c 4 th November	99% efficient	13 crossings out of 1320 lost
w/c 11 th November	100% efficient	0 crossings out of 1320 lost

Target is 99%. Average since last report 99.4%. Average so far this calendar year 99.5%
 It was also worth noting that the service ran through the severe weather last month
 Councillor Mrs C I A Trueman claimed that some ferries were leaving early and additionally cited an example of the ferry carrying three buses. Councillor Pearn would investigate this complaint together with a request to respond as to why one ferry was inoperable on the day of the meeting.

b) Systems and Procedures Working Party:-

It was resolved that the report of the Working Party held on Monday 4th November 2013 is considered with the public and press excluded due to matters being considered involving staff contracts and other personnel matters.

c) Torpoint Town Partnership (TTP):-

The Town Mayor reported that the meeting considered principally the Gorsedh preparations and was well attended by organisations from the town. Councillor Mrs J M Martin drew attention to a booklet circulated by the Torpoint Nursery and Infants School reflecting responses to the consultation exercise. It was concluded that the school is an important organisation and service in the town. Councillor Mrs Martin also drew attention to a paper that acknowledged a contribution made by the school to which the Mayor passed on his and the Council’s congratulations.

104-13 Date of the next meeting.

Thursday 19th December 2013.

105-13 Adjournment of the Meeting

It was **resolved** that the meeting stand adjourned until after the Public Forum. It was further resolved to exclude the Public and Press as items to be discussed involved staff and staffing matters (Public Bodies (Admission to Meetings) Act 1960). The minutes are listed as confidential and appended to these minutes.

Meeting closed at 8.55p.m.Town Mayor

OPEN FORUM

Mrs R Pellew – Was introduced as the Chairman of the Torpoint Archives Committee and thanked the Mayor and Councillors for their support for the organisation. Mrs Pellew detailed the structure of the organisation, the status and how finances were raised. Mrs Pellew confirmed that the organisation held many documents and artefacts illustrating the history of the town and drew attention to the worldwide reputation of the organisation. Mrs Pellew concluded by demonstrating the number of visitors and also the geographical location from where they lived.

Mr Pyne – Claimed that the spoil at the Mill was carcinogenic and spoke on the history of the material being deposited.