



TORPOINT TOWN COUNCIL

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

MINUTES of the meeting of Torpoint Town Council held on Thursday 16th December 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. C E Goodman, L E Keise, Mrs. J M Martin, Mrs. K L Partridge, L J Sanderson, 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>152-21 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor Mrs. L Fellows and B A Walsh. (Cornwall) Councillor Mrs. K Ewert submitted her apologies for the meeting.</p>	
<p>153-21 Declarations of Interest relating to items on the Agenda</p> <p>a) Councillor Mrs. J M Martin and the Mayor (Councillor Miss. R A Evans BEM) declared a non-Pecuniary interest in Agenda item 16 a) (Licensee rental charges – Torpoint Community Cinema due to being members). Councillor Mrs. J M Martin declared a non-Pecuniary interest in the same Agenda item as being related to the Licensee occupying Room 11 (Coppola School of Performing Arts).)</p> <p>b) Councillor J Tivnan BEM declared a non-Pecuniary interest in Agenda item 16 a) (Licensee rental charges – Royal British Legion due to being a member).</p> <p>c) Deputy Mayor (Councillor G J Davis declared a non-Pecuniary interest in Agenda item 16 a) (Licensee rental charges – Isla Sell Physiotherapy due to knowing the licensee personally). Councillor G J Davis also declared a non-pecuniary interest in Agenda item 3 b) PA21/11757 Single storey extension to rear of property – 14 Carbeile Road, due to having a close personal relationship with the proprietor.</p>	
<p>154-21 Planning Applications: -</p> <p>a) 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. – Councillor Mrs. J M Martin expressed how refreshing it was to receive a response addressing all the points which had been previously highlighted, members subsequently resolved there are now no further objections or observations and recommend planning approval.</p> <p>b) PA21/11757 – Single-storey rear extension and internal alterations. 58 North Road, Torpoint Cornwall PL11 2DU. No objections or observations. The Deputy Mayor (Councillor G J Davis) left the meeting for this agenda item.</p>	
<p>155-21 Cornwall Council Report: - Councillor J Tivnan BEM had previously circulated a written report for the Council's consideration. Deputy Mayor (Councillor G J Davis) requested an update regarding the ferry toll planned increases, Councillor Tivnan BEM responded that they had reluctantly recommended an increase in the charges however, they are looking into what can be done to stop further increases in the future. Councillor J Tivnan BEM informed members that the three Enforcement Notices served on</p>	

<p>the Fisgard Site are open for comments if anyone has any questions regarding further updates. At this point the Deputy Mayor (Councillor G J Davis) declared a non-pecuniary interest in this matter and left the room due to former hostile correspondence and communication received from the resident in question. The Mayor (Councillor Miss. R A Evans BEM) explained there had been a breach and Cornwall Council will not be bringing this forward. The Mayor continued that she understands the Lamorna Park residents' are quite distressed about this outcome, giving much detail about the history of the planning application at this site, adding that she understands the comments received from the enforcement officer, acknowledging there is nothing further this council can do. Councillor Tivnan responded, it is paramount that everyone has the opportunity to voice their opinion however, no matter what the council do, we [the town council] are unable to keep everyone happy. (The Deputy Mayor (Councillor G J Davis) returned to the meeting at this point.)</p> <p>Councillor Mrs. K Ewert had previously circulated a written report for the Council's consideration.</p>	
<p>156-21 Police Activity Report: - a) Local update. The Police activity report is noted. The Mayor (Councillor Miss. R A Evans BEM) wished them all a Merry Christmas and a Happy New Year.</p>	
<p>157-21 Minutes of the previous meeting: - The minutes of the previous meeting held on Thursday 18th November 2021 (as circulated) were taken as read, confirmed and signed by the Mayor (Councillor Miss. R A Evans BEM).</p>	
<p>158-21 Matters arising from the minutes: - a) Memorial bench Chapeldown Road – Mrs D Toms: - Pursuant to minute 149-21 (a) Mrs D Toms the Clerk explained telephoning the office in tears the morning about the November council meeting, thanking the council for agreeing to a memorial bench in honour of her late husband. The Clerk informed members the procedures to seek permission from Cornwall Council is now progressing.</p>	
<p>159-21 Mayor's Communications The Mayor (Councillor Miss. R A Evans BEM) thanked everyone for their efforts this year. "It has been a challenging year and looks like we may have another ahead, however, you should all be proud of yourselves, I am very grateful to you all. It has been a busy schedule in the Mayoral diary recently and so many of you turn up to help, we could not do many of these events without your continued support. I would like to wish you all a very Merry Christmas and a Happy New Year. I would also like to say a special thank you to the Clerk Milly, the Operations team and Danielle for their hard work and wish those who are unable to attend after the meeting a very Merry Christmas".</p>	
<p>160-21 Minutes of the Asset Management and Operations Committee It was resolved the minutes of the meeting held on Thursday 29th November 2021 (as circulated) are received, there are no recommendations in the minutes.</p>	
<p>161-21 Minutes of the Finance and Personnel Committee It was resolved the minutes of the meeting held on Monday 29th November 2021 (as circulated) are received and the recommendation in the minutes: 81-21F&P (To consider the Hiring and Letting Charges for the 2022-23 financial year x 3 recommendations), 82-21F&P (To consider the Council Budget for the 2022-23 financial</p>	Clerk

<p>year), 85-21F&P (a) (Pay and Conditions Policy), 85-21F&P (b) (Civic Protocols) and 89-21F&P (d) (S137 Grant Funding application – Beat4Autism CIC), (as circulated) are adopted and implemented.</p> <p>The Finance and Personnel Committee meeting Minutes are copied here for transparency and:</p> <p><i>It is resolved that the notes appended to these minutes containing the proposed licensee charges at Appendix 1 are all increased by 5% for the 2022-23 financial year, excluding Coppola School of Performing Arts and Torpoint Community Cinema.</i></p> <p><i>Members considered the hiring room charges and it is resolved that the notes appended to these minutes containing the proposed hiring charges at Appendix 1 are increased as follows: -</i></p> <p><i>Council Hall – from £14.00 to £15.00 per hour</i> <i>Committee Room – from £8.50 to £9.00 per hour</i> <i>Mayor’s Parlour - from £5.50 to £6.00 per hour for the 2022-23 financial year.</i></p> <p><i>Members considered the hiring charges for Bénodet Park tea hut and Park and it is resolved that the notes appended to these minutes containing the proposed hiring charges for Bénodet Park tea hut and Park at Appendix 1 are increased as follows: -</i></p> <p><i>Hourly charge – from £2.50 to £9.00 per hour</i> <i>Half day charge - £30.00</i> <i>Full day charge - £60.00 for the 2022-23 financial year.</i> <i>An hourly rate to hire the Library and Community Hub will now be recorded as 'not applicable' and any budget (2022-23) for hiring income is removed.</i></p> <p>a) Budget Report (for Cornwall Council) for consideration: -</p> <p>The Finance and Personnel Committee meeting Minutes are copied here for transparency and following a proposal by Councillor Mrs. J M Martin, which was seconded by Councillor Mrs. K Brownhill it is resolved that the notes appended to these minutes containing the proposed Council budget for the financial year 2022-23 at Appendix 2 are approved by the Town Council. Based on the proposed budget, this would result in an increase from the existing precept of £355,820, rising to a proposed precept of £379,981, an increase of £24,161, using the tax base for 2022-23 this is approximately a 4.02% increase. This will result in an increase on a Band “D” property of £6.22 per annum (£0.12 pence per week).</p> <p>Councillor Mrs. J Martin minuted her thanks to all those who had attended and contributed to the budget/precept discussions and it is agreed to delay the presentation to be given from St. Columba Rugby Ltd. until the March 2022 meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>162-21 Minutes of the Development and Localism Committee</p> <p>It was resolved the minutes of the meeting held on Thursday 2nd December 2021 (as circulated) and the minutes of the meeting held on Thursday 4th November 2021 are received and the recommendations in the minutes 103-21 (a) (Development Plan Strategy) and 86-21D&L b) (Budget requirements for 2022-23 - Allocated Reserves) and 86-21D&L (b) (Unallocated Reserves Skate Park Project 2022-23 are adopted and implemented.</p> <p>Clerk to amend the Strategy to read “HMS RALEIGH exercised their right to the Freedom of the Torpoint.”</p>	<p>Clerk</p>

163-21 Questions of which notice has been given or notice of motion.					
None.					
164-21 Torpoint Ferry statistics					
The Torpoint Ferry availability statistics were noted.					
165-21 Financial Information					
a) It is resolved that the November 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.					
166-21 Accounts for Payment					
Contact Name	Invoice Number	Total	VAT	NET	Description
Cornwall Council	Invoice 98267798	12.00	0.00	12.00	Planning training Liskeard - T Morris 2019 - bill not received in 2019
We Print Lanyards	Invoice 47226	64.50	10.75	53.75	Torpoint Town Council lanyards
Outersight (UK) Ltd*	INV-1765	129.00	19.00	110.00	Generator for Christmas Lights
Little Mops	Invoice 1540	119.22	19.87	99.35	Cleaning supplies
Complete Business Solutions Group Ltd	Inv SINV02986992	33.58	5.60	27.98	A4 paper pk2500 - library
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Don Benson	Invoice 21	48.00	0.00	48.00	Clock winding 03.11.21 10.11.21 17.11.21 24.11.21
Westcare Limited	Inv SINV00186617	414.00	69.00	345.00	Lateral flow tests
Kathy's Fruit & Veg	Invoice 72	24.70	0.00	24.70	Café provisions
Sports & Play Consulting Ltd	Invoice 006	3,750. 00	625.00	3,125.00	Playground re- development
Cornwall Council Bus Rates - Room 7	802850097	77.00	0.00	77.00	Bus Rates Room 7 December 2021

Cornwall Council - Rm 6 – Bus Rates	802720466	125.00	0.00	125.00	Bus Rates December 2021
Cornwall council - Bus Rate Library	802712760	384.00	0.00	384.00	Library Bus Rates December 2021
Cornwall Council - Bus Rate Chambers	802311466	1,509.00	0.00	1,509.00	Business Rates December 2021
Vickery Holman	Invoice INV012080	3,000.00	500.00	2,500.00	Inspection and production of a market rent report for Council Chambers
ESP Training & Consultancy	Invoice 6151	50.00	8.33	41.67	Emergency First Aid training – G Hunt
Cornish Tea & Cornish Coffee Co Ltd	Invoice SL55366	309.70	0.00	309.70	Café provisions
Richards Builders Merchants Ltd	Inv 799093	36.38	6.06	30.32	Christmas lights provisions
Cornwall Council - Sea Gull Proof Sacks	Invoice 8100197007	90.00	0.00	90.00	Seagull proof sacks
Spot On Supplies	Invoice 21529546	190.80	31.80	159.00	Entrance mats
Richards Builders Merchants Ltd	Inv 797304	7.97	1.33	6.64	Bench maintenance
Richards Builders Merchants Ltd	Inv 797027	37.34	6.22	31.12	Bench maintenance
Richards Builders Merchants Ltd	Inv 796385	16.43	2.74	13.69	Park repairs & maintenance
Richards Builders Merchants Ltd	Inv 796274	33.76	5.64	28.12	Park repairs & maintenance
Spot On Supplies	Invoice 25128100	65.27	10.88	54.39	Compostable sacks
Cornwall Council - Dog Waste Bags	Invoice 8100185646	25.02	4.17	20.85	Dog Waste Bags
Safelincs Ltd.	SL1646930	1206.28	201.05	1005.23	P50 Fire Extinguishers & Signs

Rame Refuse	Invoice 4405	50.00	8.33	41.67	Remove and dispose of pallets, Christmas lights and waste
Western Web Limited	Invoice 22888	54.00	9.00	45.00	Collection and delivery of library printer for out of warranty repair
Cotswold Archaeology	9004743	3,492.00	582.00	2910.00	50% of fee value for production of draft reports for heritage assessment work in support of Neighbourhood Plan.
Print Options	INV-13199	850.00	25.00	825.00	3500 x 8pg A5 booklets
Every Corner Distribution Ltd	Invoice TTCECD002	588.00	98.00	490.00	GPS tracked delivery of up to 3500 leaflets
RD Johns Ltd	Invoice 668418	38.28	2.64	35.64	Café provisions
SSE SWALEC - Library- Elec	DD Inv 51789712 / 0039	256.21	42.71	213.50	Electricity Library 02.11.21 - 01.12.21
Everflow Water	DD Inv 1286378	195.02	12.87	182.15	Public Conveniences Water Rates - Water 18.01.22 - 17.02.22
SSE Southern Electric - Chambers- Elec	DD acc 3861778310	848.49	141.42	707.07	Charges 02.09.21 - 30.11.21
SSE Southern Electric -Library Gas	DD Inv 91812424/0027	581.38	96.89	484.49	monthly charge NOV 2021
Sainsburys	CC Stamps	40.80	6.80	34.00	4 x 12 first class stamps
Sainsburys	CC Cafe supplies	17.00	2.83	14.17	Cafe supplies
EE	DD V01941190521	101.86	16.98	84.88	4 x staff mobiles
Corona Energy - Chambers- Gas	DD Inv 16610943	1,403.80	233.97	1,169.83	Gas Usage Council Chambers Nov - Dec 21

ALD Automotive Limited t/a Ford Lease	DD December 2021	441.44	73.58	367.86	Monthly lease payment for vehicle December 2021
Sam's Ironing Service	CC Inv 55	6.24	0.00	6.24	Tea towels
Sainsburys	CC Cafe supplies	22.45	3.74	18.71	Cafe supplies
Adobe Systems Software Ireland Ltd	CC December 2021	12.64	0.00	12.64	Monthly subscription December 2021
Amazon	CC INV-GB-180375331-2021-8752	9.85	1.64	8.21	Bug Zapper Insect Attracting Lamp UVA replacement tube
Amazon	CC INV-GB-131091041-2021-10168	9.60	1.60	8.00	Yellow and Black Wet Paint
Amazon	CC INV-GB-10000251-2021-46795	22.49	3.75	18.74	Storage boxes for radios
Amazon	CC DS-ASE-INV-GB-2021-284983824	20.98	3.49	17.49	Desktop File Organiser
Amazon	CC DS-ASE-INV-GB-2021-284086577	6.39	1.07	5.32	Fluorescent Lamps for Kitchen
Shire Leasing PLC	DD December 2021 Quarterly Payment	300.55	50.09	250.46	Rental December 2021

* Net amount of invoice to be charged to Torpoint Town Partnership

167-21 Correspondence

- a) Employer Newsletter December 2021 – Cornwall Pension Fund: -
The Mayor (Councillor Miss. R A Evans BEM) highlighted that Councillor Mrs. J M Martin is 'mentioned' in the newsletter as the new appointee for the Employer Representative on the Pension Committee.
- b) Springboard documents Posters and map for Torpoint – School for Social Entrepreneurs – via Cornwall Council: -
The documents will be publicised on social media in the New Year.
- c) Vacancies to support weddings in local towns and communities – Cornwall Council: -
Noted.

168-21 Reports

- a) Climate Emergency Report from the inaugural meeting of the Working Party group (as circulated):-

<p>The Climate Emergency Report was accepted and the date of the next meeting is Wednesday 12th January 2022 at 4.00pm.</p> <p>b) Neighbourhood Plan: - Date of next steering group meeting is: Tuesday 21st December 2021.</p> <p>c) Torpoint Town Partnership (TTP): - The Mayor (Councillor Miss. R A Evans) noted a meeting will not be set until the New Year. It has been an extremely busy year for the TTP so members will be pushing for new volunteers for further help.</p> <p>d) Town Team Project Board: - Minutes of the meeting held Tuesday 23rd November 2021 were accepted. Date of next meeting: Thursday 6th January 2022 at 6.00pm. A meeting was held with a consultant and the report will be sent to all members over the Christmas period, a further meeting has been agreed for the New Year.</p> <p>e) Reports from delegates to outside bodies:-</p> <ul style="list-style-type: none"> ➤ Councillor M J Spurling wished to thank the Friends of Thanckes Park group for their generous donation towards a trampoline in Thanckes Park Play Park. ➤ Councillor Mrs. C E Goodman informed members about "Activity week", which is being held at the Library during the February 2022 half term, where they will be making a turtle out of sea glass and shells. There will be a collection point set up at the Library for people to donate any sea glass and shells they find. 	
<p>169-21 Date of next meeting: - Thursday 20th January 2022 at 7.00pm.</p>	
<p>Meeting closed at 8.01pm..... Town Mayor</p>	