



## 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.

MINUTES of the meeting of Torpoint Town Council held on Thursday 17<sup>th</sup> February 2022 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, L E Keise, Mrs. J M Martin, Mrs. K L Partridge, C R Sawyer, M G Spurling, C R Still, M Thomson-Neall, J Tivnan BEM and R M Willoughby, plus the Town Clerk & RFO (Clerk) and Town Council Support Officer in attendance.

	ACTION
<p><b>186-21 Apologies for absence:</b> - Apologies for absence were submitted on behalf of Councillor L J Sanderson.</p>	
<p><b>187-21 Declarations of Interest relating to items on the Agenda</b> a) A NRI (Non Registerable Interest) was declare by: - Councillor J Tivnan BEM - (Agenda item 10 Finance and Personnel Committee meeting minutes, 101-21 F&amp;P (d) (Section 137 Grant Funding application – Kernow Connect Action for Children).</p>	
<p><b>188-21 Planning Applications:</b> - None.</p>	
<p><b>189-21 Cornwall Council Report:</b> - Councillor Mrs. K Ewert had previously circulated a written report for the Council's consideration.  Councillor J Tivnan BEM had previously circulated a written report for the Council's consideration. Councillor Tivnan BEM informed Members the Royal British Legion – Torpoint Branch had, over the last four months, raised £9,000.00 for the redecoration of St. James Church.</p>	
<p><b>190-21 Police Activity Report:</b> - The Police activity report is noted.</p>	
<p><b>191-21 Minutes of the previous meeting:</b> - The minutes of the previous meeting held on Thursday 20<sup>th</sup> January 2022 (as circulated) were taken as read, confirmed and signed by the Mayor (Councillor Miss. R A Evans BEM).</p>	
<p><b>192-21 Matters arising from the minutes:</b> - a) Letter to Lamorna Park residents': - Pursuant to minute 173-21, the Mayor (Councillor Miss. R A Evans BEM) explained a letter had been hand delivered to addresses in Lamorna Park. Following receipt, a resident had thanked the Council for issuing the letter and had also appreciated the Council's recognition of the issues caused, highlighting the importance of staying engaged with the residents', although the issues are the responsibility of Cornwall Council to investigate. b) Memorial bench Chapeldown Road – Mrs D Toms: -</p>	

<p>Pursuant to minute 176-21 (a), the Clerk explained the order for the memorial bench has now been placed, with delivery expected within the next six weeks. Upon delivery of the bench, it will be installed by the Operations Team. Agreed to remove this item from future meeting agendas.</p>	
<p><b>193-21 Mayor's Communications</b>  The Mayor (Councillor Miss. R A Evans BEM) informed members about the visit she made to Port Rouge Care Home to celebrate Phyllis Crowther's 102<sup>nd</sup> birthday. Phyllis had received over 105 birthday cards from members of the public and over 300 cards had been handmade from local children attending Carbeile Junior School.  The Mayor notified members of the Mayor's Charity Ball taking place on Saturday 2<sup>nd</sup> April 2022 at the Council Chambers, raising money for the Mayor's chosen charity: Cornwall Air Ambulance. The Mayor thanked those who have already purchased tickets.  Free Crazy Golf day now has been relocated to the Torpoint and Rame Community Sports Centre, due to Storm Eunice and it would be great to see support for this initiative. The Clerk highlighted the Torpoint and Rame Community Sports Centre have agreed a significant discounted rate for the hire of the facility for the day. The Mayor responded that she is very grateful.  The Mayor gave special congratulations to the Mayor's Cadet who will be travelling to South Korea next year for the 25<sup>th</sup> World Scouts Jamboree 2023.  The Mayor reported having virtually attended the Cornwall Mayors' meeting, which had been interesting and highlighted similar challenges across the county.  The Mayor highlighted the ongoing problems / disruption being caused by Wildanet, being experienced by residents' in the town and has attended a recent site meeting with them and the Cornwall Councillors.</p>	
<p><b>194-21 Questions of which notice has been given or notice of motion.</b>  None.</p>	
<p><b>195-21 Minutes of the Asset Management and Operations Committee</b>  It is <b>resolved</b> the minutes of the meeting held on Thursday 27<sup>th</sup> January 2022 (as circulated) are received, and the recommendations in the minutes: - 90-21AMOC (a) (Christmas Lights eye bolt testing), 93-21AMOC (a) (Results of tender for a 3 year Agreement for the delivery, collection and hire of Christmas Lights) and 96-21AMOC (a) (Audio Recordings Policy), as circulated are adopted and implemented.</p> <p>a) Local Maintenance Partnership 2022 – 23 Agreement (information as circulated).  It is <b>resolved</b> to accept the Local Maintenance Partnership 2022 – 23 Agreement from Cornwall Council.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>196-21 Minutes of the Finance and Personnel Committee</b>  Prior to consideration of the minutes of the Finance and Personnel Committee meeting, Councillor Mrs. J M Martin asked for an amendment to be made to minute 96-21 (c) (Budget discussions – salaries), the spinal point should be changed from 37 to 38.</p> <p>It is <b>resolved</b> the minutes of the meeting held on Monday 31<sup>st</sup> January 2022 (as circulated) are received, and the recommendations in the minutes: - 96-21 (c) (Budget discussions – salaries) is implemented.</p> <p>(The Clerk left the meeting at this point and Councillor Martin advised the Clerk of the resolved item for the purposes of recording the minutes).</p> <p>It is <b>resolved</b> the recommendations in the minutes: - 96-21 (d) (Council Staffing Report), 96-21F&amp;P (d) (Application to The Local Council Award Scheme), 97-21F&amp;P (a) (Equal</p>	<p>Clerk/ Cllr Martin</p> <p>Clerk</p>

<p>Opportunities Policy), 97-21F&amp;P (b) (Dignity at Work Policy), 97-21F&amp;P (d) (Complaints Policy), 97-21F&amp;P (e) (Training, Learning and Development Policy), 97-21F&amp;P (f) (Council Lettings Policy), 97-21F&amp;P (g) (Budget Monitoring Policy), 98-21F&amp;P (f) (Business Risk Management Plan, Best Value Statement and Operational Financial Risk Assessment) and 101-21F &amp;P (d) (Section 137 Grant Funding application – Kernow Connect Action for Children), as circulated are adopted and implemented.</p>																							
<p><b>197-21 Minutes of the Development and Localism Committee</b>  It is <b>resolved</b> the minutes of the meeting held on Thursday 3<sup>rd</sup> February 2022 (as circulated) are received, and the recommendation in the minutes 119-21D&amp;L (a) (Waive Financial Regulations 11. Contracts) as circulated is adopted and implemented.</p>						Clerk																	
<p>a) To consider any changes to the Parks Improvements plan, following the contractor site meeting: –  Pursuant to minute number 119-21D&amp;L (a) (Replacement surface underneath 'supernova', at Cambridge Field) and discussion to consider all the changes to the Parks Improvements plan and consideration of information supplied by the Clerk detailing the increase in the expenditure, it was unanimously <b>resolved</b> to enable these design changes at Cambridge Field. The new total with the surfacing and moving the Supernova is <b>£65,745.00</b> plus VAT, an increase of about £2,000 for this re-design.</p>						Clerk																	
<p>b) To consider the design proposal and quotation from CIA Fire and Security for the conversion of the existing tennis court gate with a LITE module (as supported by the LTA [Lawn Tennis Association]): -  Following consideration of the design proposal and quotation for the conversion of the existing tennis court with a LITE module it was unanimously <b>resolved</b> to accept the quotation of £2,850.00 plus VAT, with a maintenance cost of £320.00 plus VAT, per annum.</p>						Clerk																	
<p><b>198-21 Report of the Systems and Procedures meeting</b>  It was proposed by the Mayor (Councillor Miss R A Evans BEM), seconded by Councillor J Tivnan BEM and it is <b>resolved</b> the Report of the Systems and Procedures meeting held on Monday 7<sup>th</sup> February 2022, will be considered with the public and press excluded (Public Bodies (Admission to Meetings) Act 1960 1(2), see minute number 204-21.</p>																							
<p><b>199-21 Torpoint Ferry statistics</b>  The Torpoint Ferry availability statistics were noted and the Mayor minuted thanks to the Torpoint Ferry for providing the statistics.</p>																							
<p><b>200-21 Financial Information</b>  It is <b>resolved</b> that the January 2022 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><b>201-21 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>Wicksteed Leisure Ltd</td> <td>Invoice 0000814020</td> <td>274.20</td> <td>45.70</td> <td>228.50</td> <td>Swing for Cambridge Field</td> </tr> <tr> <td>Rikki Shepherd Plumbing &amp; Heating</td> <td>invoice 06022022</td> <td>580.00</td> <td>0.00</td> <td>580.00</td> <td>Supply and fit undersink water heater and sink tap</td> </tr> </tbody> </table>						Contact Name	Invoice Number	Total	VAT	NET	Description	Wicksteed Leisure Ltd	Invoice 0000814020	274.20	45.70	228.50	Swing for Cambridge Field	Rikki Shepherd Plumbing & Heating	invoice 06022022	580.00	0.00	580.00	Supply and fit undersink water heater and sink tap
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South West Hygiene	Invoice 263484	246.85	41.14	205.71	Sanitary disposal contract Unit 13 services 04.03.22 - 03.03.23 Council Chambers
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1582	38.38	6.40	31.98	Cleaning supplies
Cornwall Council - Garage	Invoice 34190700166	58.88	9.82	49.06	Garage Rental 07.02.22 - 06.03.22
Rame Refuse	Invoice 4571	100.00	16.67	83.33	Removal of waste
Don Benson	Invoice 23	48.00	0.00	48.00	Clock winding 05.01.22 , 12.01.22 , 19.01.22 , 26.01.22
Cotswold Archaeology	Invoice 9005027	3,468.00	578.00	2,890.00	Outstanding fees for production of draft reports for heritage assessment work in support of Neighbourhood Plan.
Kathy's Fruit & Veg	Invoice 70	11.70	0.00	11.70	Café provisions
Western Web Limited	Invoice 22968	120.00	20.00	100.00	Annual renewal of web space and content management license for website
Cornwall Council - Dog Waste Bags	Invoice 8100218282	25.02	4.17	20.85	Dog Waste Bags
Cornwall Council - Dog Waste Bags	Invoice 8100218280	25.02	4.17	20.85	Dog waste bags
Everflow Water	DD Invoice 1382861	162.33	10.56	151.77	Public Conveniences Water Rates - Water 18.03.22 - 17.04.22
Amazon	CC INV-GB-922510355-2022-4638	17.98	3.00	14.98	Library supplies – activity week
Amazon	CC INV-GB-599412635-2022-	11.48	1.91	9.57	100pk disposable face masks
Amazon	CC GB2J1REAEUD	23.12	3.85	19.27	Library supplies – activity week

Amazon	CC GB211Z1XWAE UI	33.88	5.65	28.23	Library supplies – activity week
Amazon	CC DS-ASE-INV- GB-2022- 57986970	11.98	2.00	9.98	disposable microphone covers
Corona Energy - Chambers- Gas	DD Invoice 16730747	1,703. 74	283.96	1,419.78	Gas Usage Council Chambers Jan 22 - Feb 22
SSE Southern Electric -Library Gas	DD Invoice 91812424/0029	716.48	119.42	597.06	monthly charge 01.01.22 - 31.01.22
Adobe Systems Software Ireland Ltd	CCFebruary 2022	12.64	0.00	12.64	Monthly subscription February 2022
ALD Automotive Limited t/a Ford Lease	DD February 2022	441.44	73.58	367.86	Monthly lease payment for vehicle February 2022
SLCC	CC Invoice MEM238027-1	379.00	0.00	379.00	Membership fee - Camilla Southworth (48524)
XERO	CC February 2022subscriptio n	31.20	5.20	26.00	Monthly accounting software subscription February 2022
Amazon	CC INV-GB- 14238831-2022- 124	20.60	3.43	17.17	Parks maintenance
Everflow Water	DD Invoice 1331391	87.91	5.37	82.54	Public Conveniences Water Rates - Water 18.02.22 - 17.03.22
Sam's Ironing Service	CC Invoice 27	5.46	0.00	5.46	Tea towels
SSE SWALEC - Library- Elec	DD Invoice 51789712 / 0040	197.83	9.43	188.40	Electricity Library 02.12.21 - 01.01.22
SSE Southern Electric - Benodet- Elec	DD Invoice 51785521 / 0011	178.89	8.52	170.37	Electricity Charges 01.10.21 - 04.01.22
<p><b>202-21 Correspondence</b></p> <p>a) Discrimination in Affordable Housing allocation definitions and second letter highlighting concerns surrounding just one small Rural Exception Site in Cubert Parish – Cubert Parish Council. Noted.</p> <p>b) Disabled access to the Tennis Courts – K Moon. The Mayor (Councillor Miss. R A Evans BEM) advised she had recently corresponded</p>					

<p>with Mr K Moon on this matter and had explained the council's plan is to open the tennis courts from next Monday, at the start of the half term holiday. The Mayor added, the Friends of Thanckes Park group has offered the council their support with the reopening. The correspondence was discussed at length by Members, with the Deputy Mayor (Councillor G J Davis) summarising that disabled access to the tennis courts has always been on the council 'agenda', however the council can only do so much at a time. The health and safety issues have now been resolved and the refurbishment of the tennis courts has not yet started. It is <b>resolved</b> to refer this correspondence to the next meeting of the Development and Localism Committee to consider and agree a response on behalf of the council.</p> <p>c) Civility and Respect Project Newsletter – NALC/SLCC. Noted.</p> <p>d) Rame Transport Survey to look at integrated public transport run by St. Germans Transport Group – St. Germans Parish Council Councillor Mrs. C E Goodman informed members the survey will be live from Monday 7<sup>th</sup> March 2022.</p>	<p>Clerk</p>
<p><b>203-21 Reports</b></p> <p>a) Climate Emergency Report from the meeting of the Working Party group (as circulated): - Councillor Mrs. C E Goodman summarised the Climate Change Report, which was accepted, the date of the next meeting is scheduled for Wednesday 9<sup>th</sup> March at 4.00pm. The Deputy Mayor (Councillor G J Davis) asked Councillor Goodman (as Chairman of the working party group) to prioritise production of a clear Climate Emergency Action Plan, to be presented to the next meeting of full council, in order for the residents' to be informed about the actions the council is planning.</p> <p>b) Neighbourhood Development Plan (NDP): - The Deputy Mayor (Councillor G J Davis) informed members there will be a meeting with LRM Planning, the planning consultants, on Wednesday 2<sup>nd</sup> March 2022.</p> <p>c) Torpoint Town Partnership (TTP): - The Mayor (Councillor Miss. R A Evans BEM) detailed the date for the next Torpoint Town Partnership meeting is Tuesday 23<sup>rd</sup> February 2022.</p> <p>d) Town Team Project Board: - The Deputy Mayor (Councillor G J Davis) informed members the draft Strategic Outline Case is due to be received from the consultant shortly, with a Town Team Project Board meeting planned to review the draft document scheduled for 2<sup>nd</sup> March.</p> <p>e) Reports from delegates to outside bodies: -</p> <p>i) Councillor M Spurling reported on behalf of the Friends of Thanckes Park group, who had highlighted the success of the 'skate jam' event held last year. The Friends of Thanckes Park have asked whether the council can run another event, ideally within the school summer holidays and an event which will appeal to all age groups. It is agreed to refer this to the next meeting of the Asset Management and Operations Committee for consideration. This report prompted Councillor Mrs. K Brownhill to highlight some concerns, having seen a recent post on social media, about works being undertaken by the Friends of Thanckes Park group, within Thanckes Park; Councillor Spurling agreed to feed this information forward to the Friends of Thanckes Park group.</p>	<p>Clerk</p> <p>Cllr Spurling</p>

<p>ii) Councillor Mrs. C E Goodman updated members regarding the next meeting date for the Rame Peninsula Public Transport Users Group which is scheduled for Thursday 24<sup>th</sup> March at Plymouth City Bus Head Office.</p>	
<p><b>204-21</b> It was <b>resolved</b> the information to be considered is of a commercially sensitive nature, these items are considered with the public and press excluded and is contained in the confidential annex to these minutes (Public Bodies (Admission to Meetings) Act 1960 1 (2)).</p>	
<p><b>205-21</b> <b>Date of next meeting: -</b> Thursday 17<sup>th</sup> March 2022.</p>	
<p>Meeting closed at 8.21pm..... Town Mayor</p>	

DRAFT