



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 17th March 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

Present: - Deputy Town Mayor (Councillor G J Davis) (Chairman), Councillors Mrs. K Brownhill, Mrs. L Fellows, Mrs. J M Martin, Mrs. K L Partridge, C R Sawyer, C R Still, M Thomson-Neall, J Tivnan BEM and B A Walsh, plus the Town Clerk & RFO (Clerk) and Town Council Support Officer in attendance.

	ACTION
<p>206-21 Apologies for absence: - Apologies for absence were submitted on behalf of the Town Mayor Councillor Miss. R A Evans BEM, Councillors Mrs. C E Goodman, M G Spurling, L J Sanderson and R M Willoughby.</p>	
<p>207-21 Declarations of Interest relating to items on the Agenda None.</p>	
<p>208-21 Planning Applications: -</p> <p>a) PA22/01073 Construction of single storey extension to rear of property. 23 Cedar Drive, Torpoint PL11 2QQ. It is resolved there are no objections or observations.</p> <p>b) PA22/01674 Proposed single storey rear extension. 6 Park Road, Torpoint PL11 2HD. It is resolved there are no objections or observations.</p> <p>c) PA22/02020 Rear extension. 12 Woodland Way, Torpoint PL11 2DW. It is resolved there are no objections or observations.</p> <p>d) PA22/02287 Single storey side extension and alteration to conservatory roof (part retrospective). Removal of gateway pier adjacent to footpath to widen access (works commenced January 2022). 99 Carbeile Road, Torpoint PL11 2NN. It is resolved there are no objections or observations.</p>	
<p>209-21 Cornwall Council Report: - Councillor Mrs. K Ewert had previously circulated a written report for the Council's consideration.</p> <p>Councillor J Tivnan BEM had previously circulated a written report for the Council's consideration. Councillor Tivnan BEM informed Members he had received a number of complaints and queries about the new bus timetables that will be released on 10th April 2022. There are many concerns regarding the reduced bus schedule, these include residents' living on the Grove Park Estate where buses will not run between 9.30am to 3.30pm, additionally, residents needing to use the bus service to travel to the doctor's surgery or working in Plymouth and surrounding areas will also be affected. Councillor Mrs. K Ewert highlighted with a reduced bus service, there will be a 30-minute wait at the ferry as the schedule has been changed to hourly and the buses servicing Portwrinkle and Crafhole are being cancelled.</p>	

<p>Councillor Mrs. J M Martin questioned Councillor J Tivnan BEM regarding the future increases to the Tamar Bridge and Torpoint Ferry tolls. Councillor Tivnan responded with a detailed explanation, highlighting his recent attendance at a workshop in Bodmin, adding it had been a reluctant decision to propose an increase to the crossing tolls. Councillor Tivnan added more information will be circulated following the meeting scheduled for tomorrow (18th March 2022). In response, the Deputy Mayor (Councillor G J Davis) volunteered to forward a link to a petition on the matter.</p> <p>The Deputy Mayor (Councillor G J Davis) questioned Councillor J Tivnan BEM regarding his report of £7,000 of funding which had been distributed, Councillor Tivnan gave a detailed explanation in response.</p>	Deputy Mayor
<p>210-21 Police Activity Report: - The Police activity report is noted.</p>	
<p>211-21 Minutes of the previous meeting: - The minutes of the previous meeting held on Thursday 17th February 2022 (as circulated) were taken as read, confirmed and signed by the Deputy Mayor (Councillor G J Davis).</p>	
<p>212-21 Matters arising from the minutes: - None.</p>	
<p>213-21 Mayor's Communications The Deputy Mayor (Councillor G J Davis) informed members the Town Mayor (Councillor Miss. R A Evans BEM) who had attended the Plymouth Civic Service held at St. Mary's Church, Plympton on Sunday 13th March. The Deputy Mayor notified members of the Ukraine Crisis Support table top sale fundraiser on Saturday 26th March at the Council Chambers. All members are welcome to support the fundraiser, there will also be a raffle. The Deputy Mayor thanked the schools and everyone who that attended Fly the Flag for Commonwealth Day on Monday 14th March at Sparrow Park and said "it was nice to see the schools in attendance". The Deputy Mayor reminded Members it is the first market this year on Sunday 27th March, where there will be a pop-up vaccination centre. The Deputy Mayor highlighted he had planned to bring up about the bus complaints, which had already been discussed, this led to Councillor J Tivnan BEM explaining Councillor Mrs. K Ewert attends the Rame Peninsula Public Users Transport Group, for and on behalf of both Cornwall Councillors.</p>	
<p>214-21 Questions of which notice has been given or notice of motion. None.</p>	
<p>215-21 Minutes of the Asset Management and Operations Committee It is resolved the minutes of the meeting held on Thursday 24th February 2022 are received, and the recommendations in the minutes: 110-21AMOC (a) (Skate Park Jam 2022) and 113-21AMOC (a) (Defibrillator at Costcutter) as circulated are adopted and implemented.</p>	Clerk
<p>216-21 Minutes of the Finance and Personnel Committee It is resolved the minutes of the meeting held on Monday 28th February 2022 are received, and the recommendations in the minutes: - 108-21F&P (b) (Council Staffing Report), 108-21F&P (b) (Council Staffing Report) (The Clerk and Support Officer left the</p>	Clerk

<p>meeting at this point and Councillor Mrs. J M Martin advised the Clerk of the resolved item for the purposes of recording the minutes). 110-21F&P (d) (Results of tender for Insurance renewal for 2022/23), 110-21 (d) (Results of tender for Vehicle Insurance renewal [resolved item]) and 110-21F&P (e) (Actions from and approval of the Internal Controls Scrutiny financial year 2021/22), as circulated are adopted and implemented.</p> <p>a) To formally approve the New Salary Award, back dated to 1st April 2021, according to the National Joint Council for Local Government Services (NJC) (information as previously circulated). It is resolved to formally approve the New Salary Award back dated to 1st April 2021.</p> <p>Councillor Mrs. J M Martin minuted thanks to Councillor R M Willoughby for his guidance on renewing the insurance policy. Councillor Martin also advised members they are all invited to the next meeting of the Finance and Personnel Committee to vote for the Town Mayor Elect and Deputy Mayor Elect for the Civic Year 2022-23, on Monday 4th April 2022.</p>	<p>Clerk/Cllr Martin</p>																								
<p>217-21 Minutes of the Development and Localism Committee It is resolved the minutes of the meeting held on Thursday 3rd March 2022 are received, and the recommendation in the minutes: - 134-21D&L (a) (works to install a second entrance/gate to Cambridge Field), 134-21D&L (b) (results of the tender to undertake removal of existing and replacement steps at the tennis courts, Thanckes Park), 136-21D&L (Town Team Project Board resolved item – procure a Transport Regeneration Strategy Report) and 138-21D&L (c) (Delivery Partner Agreement Reopening High Streets Safely Fund), as circulated are adopted and implemented.</p> <p>Pursuant to minute 132-21D&L (a) (Tennis Court Accessibility) the Chairman explained Councillor J Tivnan BEM had queried the name of the document being drafted, it is agreed the minutes will remain the same until the draft information is available, where the title of the document will become clearer.</p>	<p>Clerk</p>																								
<p>218-21 Torpoint Ferry statistics The Torpoint Ferry availability statistics were noted and the Deputy Mayor minuted thanks to the Torpoint Ferry for providing the statistics.</p>																									
<p>219-21 Financial Information It is resolved that the February 2022 Budget Variance Income and Expenditure (as circulated) is received and adopted.</p>																									
<p>220-21 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>Cormac Solutions Ltd*</td> <td>IN126532</td> <td>696.00</td> <td>116.00</td> <td>580.00</td> <td>Children on the way safety signs - Adela Road - 4 signs - minute number 46-21 D&L</td> </tr> <tr> <td>James Hallam Ltd</td> <td>513461104</td> <td>778.76</td> <td>0.00</td> <td>778.76</td> <td>Van Insurance 08.03.22 - 07.03.23</td> </tr> <tr> <td>e-Careers Limited</td> <td>127545</td> <td>395.00</td> <td>65.83</td> <td>329.17</td> <td>IOSH Managing Safely (Virtual Classroom)</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	VAT	NET	Description	Cormac Solutions Ltd*	IN126532	696.00	116.00	580.00	Children on the way safety signs - Adela Road - 4 signs - minute number 46-21 D&L	James Hallam Ltd	513461104	778.76	0.00	778.76	Van Insurance 08.03.22 - 07.03.23	e-Careers Limited	127545	395.00	65.83	329.17	IOSH Managing Safely (Virtual Classroom)	
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Don Benson	24	48.00	0.00	48.00	Clock winding 02.02.22 , 09.02.22 , 16.02.22 , 23.02.22
Cornish Tea & Cornish Coffee Co Ltd	SL57128	383.80	0.00	383.80	Café supplies
Cornwall Council - Garage	34190700166	58.88	9.82	49.06	Garage Rental 07.03.- 03.04.22
Waterwise	35297	22.62	3.77	18.85	Public convenience maintenance
Complete Business Solutions Group Ltd	SINV03082900	78.88	13.14	65.74	Stationery
Biffa	522C07293	36.94	6.16	30.78	Chambers waste collection 26.01.22
Biffa	522C07292	10.24	1.71	8.53	Chambers recycling collection 09.02.22
Biffa	522C07291	28.30	4.72	23.58	Library waste collection 26.01.22
RD Johns Ltd	743134	140.47	10.82	129.65	Café supplies
DJW Window Cleaning	INV0044	18.00	0.00	18.00	Bus shelter cleaning 16.02.22
DJW Window Cleaning	INV0045	18.00	0.00	18.00	Bus shelter cleaning 02.03.22
AP Electrical Contractors Ltd	9177/2021	1728.0 0	288.00	1440.00	Carry out EICR for agreed rate
LRM Planning Ltd	Invoice 4062	954.00	159.00	795.00	Account to 28.02.22: work on Torpoint Neighbourhood Plan.
Francis Thomas Mobile Servicing Limited	Invoice 4480	483.16	80.53	402.63	Parks equipment service & repair
Francis Thomas Mobile Servicing Limited	Invoice 4479	253.15	42.20	210.95	Parks equipment service & repair

Francis Thomas Mobile Servicing Limited	Invoice 4478	364.69	60.78	303.91	Parks equipment service & repair
YMCA Plymouth Ltd	Invoice 21985	125.00	0.00	125.00	Use of YMCA Torpoint Sports Hall - Crazy Golf
Corona Energy - Chambers- Gas	DD Invoice 16790555	1,488.97	248.16	1,240.81	Gas Usage Council Chambers Feb 22 - Mar 22
Amazon	CC INV-GB-124542991-2022-138028	24.99	4.16	20.83	Office equipment
Adobe Systems Software Ireland Ltd	CC March 2022	12.64	0.00	12.64	Monthly subscription March 2022
Event Decor Shop	CC 100000300	138.88	23.15	115.73	Mayor's Ball tablecloths
Shire Leasing PLC	DD March 2022 Quarterly Payment	300.55	50.09	250.46	Rental March 2022
ALD Automotive Limited t/a Ford Lease	DD March 2022	451.44	73.58	377.86	Monthly lease payment for vehicle March 2022
XERO	CC March 2022 subscription	31.20	5.20	26.00	Monthly accounting software subscription March 2022
Co-Op	CC Cafe Supplies	37.75	6.29	31.46	Cafe supplies
Amazon	CC INV-GB-126546721-2022-1361	3.58	0.60	2.98	Fire extinguisher safety tags
Amazon	CC INV-GB-1137378285-2022-5416	65.98	11.00	54.98	Parks equipment
Amazon	CC INV-GB-132839111-2022-3549	29.98	5.00	24.98	Parks equipment
SSE SWALEC - Library- Elec	DD Inv 51789712 / 0041	266.90	44.49	222.41	Electricity Library 02.01.22 - 01.02.22
SSE Southern Electric - Public Con- Elec	DD Inv 11788490/0011	65.76	3.13	62.63	Electricity at Cambridge field 02.11.21 - 01.02.22

Amazon	CC INV-GB-836416585-2022-2317	31.95	5.32	26.63	Cleaning supplies
Amazon	CC DS-ASE-INV-GB-2022-68141700	20.99	3.50	17.49	Office chair wheel replacements
Sam's Ironing Service	CC Invoice 32	6.76	0.00	6.76	Tea towels
Amazon	CC INV-GB-922510355-2022-4638	17.98	3.00	14.98	Parks equipment
EE	DD Invoice V01960564290	101.98	17.00	84.98	4 x staff mobiles

221-21 Correspondence

- a) Development Trevol Business Park PL11 2TB – B Hobbs.
Councillor J Tivnan BEM informed members an Enforcement Notice has been issued.
- b) Action for Children - Kernow Connect Newsletter.
Noted. Councillor J Tivnan BEM reported that Youth Provision in the county is the subject of an enquiry.
- c) Tamar Crossings Newsletter – Tamar Crossings.
Noted.

222-21 Reports

- a) Climate Emergency Report from the meeting of the Working Party group (as circulated/Repair Café Survey as circulated) and to consider the Climate Emergency Action Plan for adoption (as circulated): -
Councillor Mrs. K L Partridge requested the information as previously circulated be deferred until the next meeting as members who were involved in the development of the action plan are not in attendance. It is **resolved** to defer the matter until the next Council meeting.
- b) Neighbourhood Development Plan (NDP): -
The Deputy Mayor (Councillor G J Davis) informed members there will be an updated document being delivered at the end of the month from LRM Planning. Date of the next meeting: Monday 28th March at 6.00pm.
- c) Torpoint Town Partnership (TTP): -
Councillor Mrs. J M Martin detailed the date for the next Torpoint Town Partnership meeting is Wednesday 23rd March. Councillor Martin also highlighted that school children and students' from the three local schools are being assembled on Wednesday 23rd March for an aerial photograph in the shape of '70'. The aerial photograph will be used to print a card which will be posted to Her Majesty the Queen to celebrate the Platinum Jubilee. Councillor Martin continued, arrangements for the Beacon Lighting and Platinum Jubilee Festival are progressing. The Town Clerk informed Members the next meeting date is subject to change.
- d) Town Team Project Board to accept the minutes of the meeting held 2nd March 2022: - Noted.

<p>e) Reports from delegates to outside bodies: - The Deputy Mayor (Councillor G J Davis) reported the Community Network Area (CNA) meeting was held last night, the minutes of the meeting will be circulated in due course.</p>	
<p>223-21 Date of next meeting: - Thursday 21st April 2022.</p>	
<p>Meeting closed at 8.10pm..... Town Mayor</p>	

DRAFT