

TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 19th December 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, P Edwards, Mrs C E Goodman, B Hobbs, L E Keise, Mrs J M Martin, Mrs R A Southworth and J Tivnan and plus the Town Clerk.

109-13 Apologies for Absence:-

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

110-13 Declarations of interest relating to items on the agenda:-

A pecuniary interest was declared on the following:-

Deputy Town Mayor (Councillor M J Crago) – matters relating to the Accounts and in particular the payment to Carew Lodge no 1136 as a member of this organisation.

111-13 Police Report:-

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

20 crimes in the town consisting of

14 thefts

3 assaults

1 criminal damage

1 breach of restraining order

Councillor G J Davis reported a spate of thefts in the Sconner and Buller road areas of the town and expected to see a rise in crimes during December. Councillor Tivnan urged residents and members to report all crimes to the police as this will assist the police in making a case to increase numbers, otherwise the policing in the town would remain with the current resources.

112-13 Minutes of the previous meeting:-

The minutes of the meeting held on Thursday 21st November 2013 were taken as read, confirmed and signed by the Mayor.

113-13 Matters arising from the Minutes:-

a) Torpoint RNA – Request for financial assistance:-

Pursuant to minute 94-13(e) the Clerk reported that the additional information received from Torpoint RNA noted that the project had been completed (apart from some superficial repairs and painting). After a short discussion it was **resolved** that the Council would now release the £1,500 grant assistance.

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

Pursuant to minute 97-13 (a) members considered the budget proposals for the 2014-15 financial year [see also F & GP minute 60-13 FGP (a)]. Councillor Mrs R A Southworth presented this item as Chairman of the Finance and General Purposes Committee. The Clerk reported that the CTS grant had been notified for the 2014-15 financial year as being £20,665.70 but that the public convenience support grant is now

£12,965.89 a reduction of £1,151. The reason for the reduction was that the original grant offer included the Horson Cemetery public conveniences that were subsequently not transferred to the Town Council for management. The anticipated grant for the Antony Road and Thanckes Park public conveniences for the 2014-15 financial year would therefore be £12,965.89. Members then turned their attention to the proposed expenditure for the 2014-15 financial year. Councillor Mrs R A Southworth firstly reminded members now that the tenancy of the garage at the rear of Roberts Avenue has been confirmed the Council would have to include this amount within the budget. Councillors concurred with this suggestion and **resolved** to include the rental expenditure in the budget. Councillor Mrs Southworth then referred to the issue of weed spraying in the town (outside of zone 1) now that Cornwall Council have confirmed that they will not undertake this function and further that no grant assistance would be forthcoming for a parish or town council to undertake this work. Members voiced concern that Cornwall Council were "walking away" from this work although it was conceded that this was probably not a statutory duty. Councillor B Hobbs suggested that this was a form of double taxation and Councillor G J Davis posited the question as to where this method of relinquishing non statutory functions would end and suggested that the financial burden would fall on the local council. Councillor E H Andrews was of the opinion that this Council had little choice in this matter but to undertake the function in the most cost effective manner. Councillor Mrs J M Martin suggested that doing nothing was not an option. The Deputy Town Mayor observed that when the unitary authority came into being savings were promised but questioned how this was being achieved. Members were also critical that Cornwall Council had chosen to relinquish this function at a time of the local council budget setting process. Following further discussion it was **resolved** that this Council would budget to undertake weed spraying in the town outside of the zone 1 area but that this Council also writes to Cornwall Council expressing this Council's strong disapproval of Cornwall Council discontinuing the weed eradication programme in zone 2 and also expresses disappointment that this decision was made when the Council had to make the decision at such a late point in the budget setting process. It was proposed by Councillor E H Andrews and seconded by Councillor Mrs J M Martin and **resolved** that the precept for 2014-15 financial year is set at £173,668 (a copy of the final budget is appended to these minutes). Councillor J Tivnan voiced disappointment at the seemingly slow progress being made by Cornwall Council in the eradication of Japanese Knotweed in the town and this would be brought to the attention of the relevant officer at Cornwall Council.

c) Litter Collection (Torpoint Beaches):-

Pursuant to minute 102-13 (a) The Town Mayor reported that he has been in contact with the mother of the student that had offered to undertake this work and in conjunction with Cornwall Council had provided the necessary litter picking equipment and the necessary procedures were in place.

d) Cornwall Council Report:-

Pursuant to minute 103-13(a) Councillor E H Andrews reported that the Raleigh "dips" had been flooded again and urged Cornwall Council to ensure that the drains were clear. Councillor B Hobbs reported that he has informed the relevant department at Cornwall Council. The Deputy Town Mayor reported that the drainage situation at Macey Street/Tamar Street has still not improved. It was confirmed that the Environmental Services department have been informed of the problem.

114-13 Mayors Communications:-

Mayor & Mayoress Diary - 26th November to 15th December 2013

26th November 2013 We attended the 100th Anniversary launching of HMS Warspite from No.3 slip. HM Dockyard. The celebration was held at the actual launching slip and at the same time as 100 years ago. HMS Warspite was and is the most decorated ship in the Royal Navy.

30th November Val organised a Charity Sale for the Philippine disaster via Shelterbox. A total of £963.89 was raised and a cheque for £1000 was presented to Di & Barrie Stephens, Torpoint's local reps for Shelterbox.

Thank you to all our helpers, people who gave items for the sale and of course the people who spent money there on the day.

30th November saw the Christmas Lights Switch. Crowds turned out for the "Switch on" at Sparrow Park, which was done by the good Fairy from the pet shop with entertainment and a procession leading Father Christmas to his grotto. Captain Bob Fancy and his wife Sarah assisted with the celebrations. This was followed by a children's Disco at the Council Chambers. Congratulations to all who made it a night to remember.

3rd December Presentation of cheques from the Torpoint Allotments Association to the Mayor's Charity, Torpoint Youth Project and Carbeile Junior School gardening club. The association organises the annual garden and craft show in the town with some of the goods entered auctioned at the end of the show. £160 was given to the Mayor's Charity with £75 going to each of the other groups. Thank you to all the members of the Allotments Association.

5th December Val attended and greatly enjoyed the Ferryboat Entertainers Christmas Show at the Cornerstone Church. Well done to all who took part.

7th December Torpoint and District Unionist Club celebrated its 100th birthday with a disco, buffet with a cake cutting ceremony. One big highlight of the celebrations was the opening of the refurbished snooker room. Former top professional Andy Hicks played seven selected club players and showed his skill by beating them all!

8th December St James Church Big Sing Community Carol Service. It was a great evening with carol singing and entertainment. Well done to all who took part.

12th December Presentation of Certificates by Lady Mary Holborow to the people who had completed a course on ECAABI "The Economic Wellbeing Evaluation Report". Congratulations to all who received their Certificates. Sarah Trubody and her assistants do fantastic job providing various courses.

13th December Judging of the 24 Decorated Christmas Trees in All Saints Church Millbrook. All the trees were beautifully decorated and sponsored by different people. Congratulations to all who entered, it was a very difficult job to judge them.

13th December Torpoint Nursery and Infant School Christmas Show. What a fantastic shows it was. Well done to all the children and staff.

14th December The Royal British Legion Christmas Dinner and Dance at the Council Chambers. A great evening had by all.

15th December St John Ambulance Annual Christmas Carol Service and Presentations, certificates were presented to the Cadets of Grand Prior Award Scheme, as well as two Silver and one Gold Award and Sergeant strips. Well done to all the Cadets and Instructors. They are a credit to Torpoint.

115-13 Planning Applications:-

a) PA13/10933 – 11, Chapeldown Road, Torpoint – Construction of single storey front elevation. No objections or observations.

b) PA13/11060 – 37, Sennen Close, Torpoint – Construction of two storey extension to provide additional living space and garage. No objections or observations.

116-13 Minutes of the Development and Localism Committee

It was **resolved** that the minutes of the meeting held on Thursday 28th November are received and the recommendations in minutes 7-13DL (Neighbourhood Plan) and 9DL (Any Business that has been disclosed to the Chairman and members prior to the meeting – Terms of Reference) are received and adopted. The minutes will be subject to minor amendments including the meeting place was the Council Committee Room and the election of the Vice Chairman (minute 3-13DL) was to the Development and Localism Committee and not the Forward Planning Committee). Pursuant to minute 7-13DL (Neighbourhood Plan) the Deputy Town Mayor suggested that Sydney Road is also included along with Adela Road as a possible project.

117-13 Minutes of the Finance and General Purposes Committee:-

It was **resolved** that the minutes of the meeting held on Monday 2nd December 2013 are received and the recommendations in minutes 60-13FGP (c) (Budget – as previously considered in minute 113-13(b)), 61-13FGP (a) Data Protection Policy), 61-13FGP (b) (Records Management Policy), 62-13FGP (To consider the Council Risk Management Plan), 63-13FGP (Terms of Reference) and 64-13FGP (d) (FOC use of Kitchen) are received and adopted. It was noted that Councillor J Tivnan declared an interest as a member of the Torpoint Community Events Company and not the Torpoint Festive Lights Company. Pursuant to minute 60-13FGP(a) Town Clock) the Town Clerk reported receipt of a letter from the Clock winder suggesting that he is not qualified to undertake routine maintenance and urged the Council to ensure that the Council still engages with Smiths of Derby to undertake the annual maintenance work. After considering the letter the Council **resolved** to continue with a maintenance agreement with Smiths of Derby and that the Town Clerk would notify the Town Administrator accordingly. Pursuant to minute 62-13FGP (To consider the Council Risk Management Plan) the Clerk confirmed that he would be meeting with Councillor Mrs. J M Martin to review the Council HR policies and also the aspects of the Business Risk Management Plan that applied to personnel functions. Councillor E H Andrews sought assurance that any expertise that the Council needed to acquire to undertake the functions would be made available. The Clerk confirmed it is the intention that any specific areas of expertise that were not available following a skills audit of members or that possessed by officers would be acquired externally.

118-13 Minutes of the Forward Planning Committee Meeting

It was **resolved** that the minutes of the meeting held Thursday 5th December 2013 and the recommendations in minutes 94-13FP(a) (Committee Terms of Reference) and 97-13FP (Proposed Yonderberry Jetty) are adopted and implemented. Pursuant to minute 97-13FP (Proposed Yonderberry Jetty) Councillor B Hobbs related to members the history of this project. Pursuant to minute 97-13 FP (b) (Hire of Council Hall for fundraising event) The Town Mayor reported that he intended to pay for this amount out of the Mayor's Charity fund.

119-13 To confirm the Meeting Schedule for 2014 and the revised Standing Orders.

Following circulation of the documents and a brief discussion it was **resolved** that the revised Standing Orders that involves the inclusion of the Development and Localism Committee, are confirmed and adopted. It was also **resolved** that the meetings schedule for 2014 is adopted and implemented subject to the Finance and General Purposes Committee will meet on Monday 30th June 2014 and the Forward Planning Committee will meet on Thursday 3rd July 2014 and all meetings commence at 7.00pm.

120-13 Financial Comparison

It was **resolved** that the November 2013 financial comparison is received and adopted. The Clerk reminded members that the self-assessment document should be completed in time for the February meeting of the Finance and General Purposes committee. Pursuant to consideration of this document, the Chairman of the Finance and General Purposes Committee confirmed that she has undertaken a sample audit of the methodology and implementation of the accounting systems and found them to conform and comply with the accounting records and practices of this Council.

121-13 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
British Telecom	Phone Line	27.31	4.55	22.76
CORY Environmental	Wheelie Bin	86.92	14.49	72.43
Cornwall Council	Non Domestic Rates (Jan)	1,080.00	0.00	1,080.00
Tamar Laundry & Cleaning	Tablecloths/Napkins	37.89	6.32	31.57
Festive Lighting Company	Christmas Lights (Hire Agreement)	1,869.60	311.60	1,558.00
British Gas	Gas Supply	985.47	164.24	821.23
Defence Estates	Seat at Yonderberry	35.00	0.00	35.00
ITEC	Photocopying	40.60	6.77	33.83
British Telecom	Phone Line	54.16	9.03	45.13
*Carew Lodge No 1136	Refreshments Freedom Ceremony	282.00	0.00	282.00
Royal Naval Association	TS Rame Head grant assistance	1,500.00	0.00	1,500.00
Orange	Telephone	38.70	6.45	32.25
BNP Paribas	Photocopier Lease	486.72	81.12	405.60

- *Carew Lodge No 1136 – The Deputy Town Mayor (Councillor M J Crago) declared a prejudicial interest and left the Chamber whilst this item was discussed.
- Councillor Mrs. J M Martin spoke on the situation with table cloths for functions. Councillor E H Andrews confirmed that the Council did own table cloths but sometimes the launderers did not return the correct tablecloths. Following comments on similar problems experienced by members with other launderers the Town Administrator would be asked if this situation could be improved.
- It was further noted that in line with partnership working St Cleer Parish Council would share the mobile phone charges of the telephone supplied to the Clerk.

122-13 Correspondence

a) Peninsula Community Health – Annual Review.
Noted.

b) Outlook – Free Courses in Torpoint.
Noted. Information circulated to members and posters to be put on the notice boards.

c) Cornwall Council – Resurfacing Antony Road.
Noted It was confirmed that Antony Road would be resurfaced commencing on the 6th January 2014.

d) Sherryl Murray MP – Cornwall Apprenticeships Campaign.
Noted.

123-13 Reports

a) Cornwall Council:-

Councillor M N Pearn reminded members of the proposed new traffic management rules that were coming into existence and the financial implications as a result of them. Councillor J Tivnan voiced disappointment that Cornwall Council chose to charge for a function that was previously free and that the majority of the work had to be undertaken by the applicant. Councillor E H Andrews criticised the short consultation period. 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 18 th November	99.1% efficient	12 crossings out of 1292 lost
w/c 25 th November	100% efficient	0 crossings out of 1292 lost

w/c 2 nd December	100% efficient	0 crossings out of 1292 lost
w/c 9 th December	99.5% efficient	6 crossings out of 1292 lost

Target is 99%. Average since last report 99.6%. Average so far this calendar year 99.6%
The Town Mayor then read from an email detailing the methodology on the calculation of operational efficiency. This was based on a crossing and the subsequent return crossing across the river. The other key point was on the decisions to load and unload during peak and off peak journeys. The report was therefore noted. Councillor L E Keise spoke on the loading and departing times of ferries. Councillor Pearn replied by citing legislation and offered to arrange for the Ferry Manager to attend a meeting of this Council to answer questions. Councillor Mrs J M Martin suggested that a contingency plan should be put in place to cover eventualities such as these.

b) Torpoint Town Partnership (TTP):-

The Town Mayor reported that the next meeting on the 9th January 2014 would be a joint meeting with Gorsedh Officers attending. The Mayor announced that Councillor E H Andrews has been appointed treasurer of the organisation replacing the Town Administrator.

c) Schools Meeting Report:-

Councillor Mrs J M Martin presented the report of a meeting between 3 Town Councillors and also the head teachers of each of the schools (Apologies for absence were submitted on behalf of the Town Mayor and the Head of Carbeile Junior School). The report is appended to these minutes. Councillor Mrs Martin informed members that the reason for the meeting was to discuss safeguarding children and how members of Torpoint Town Council and Cornwall Council could assist the first step being to separate data. Councillor Mrs Martin highlighted some of the key issues affecting children. Councillor C E Goodman confirmed the existence of the issues and Councillor E H Andrews supported the call. Councillor Mrs Martin urged members to support the next meeting of this group that is scheduled for Tuesday 21st January 2014 at 11am. The Town Mayor plus Councillors J F Creek, B Hobbs and J Tivnan all confirmed attendance.

124-13 Date of the next meeting.

Thursday 16th January 2014.

Meeting closed at 8.31p.m.Town Mayor

OPEN FORUM

G Shepherd – Spoke on the issues of the proposed re-siting of the Yonderberry Jetty and how it will affect the residents of Wilcove. Mr Shepherd also spoke on the history of this project. The support of this Council was highlighted following the resolution in the meeting.

M Howells – sought an explanation of land allocation for houses. Councillor B Hobbs responded on this point. Mr Howells also asked if the toilets in Antony Road could open longer. It was also confirmed that the hole in the wall at Rendell Park is a matter for the Tamar Bridge and Torpoint Ferry Joint Committee to resolve. Mr Howells concluded by congratulating those involved in the Christmas Lights illuminations and sought an explanation as to how traffic will be managed during resurfacing of Antony Road.

Mrs Val Pearn – Suggested the involvement of Sarah Trubody in the Safeguarding matter.