



TORPOINT TOWN COUNCIL

Father Michael Brown led prayers before the meeting.

Mrs. R Pellew was in the Public Gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 21st April 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor Miss. R A Evans BEM) Deputy Town Mayor (Councillor G J Davis) (Chairman), Mrs. L Fellows, L E Keise, Mrs. J M Martin, 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 |
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| <p>1-22 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors Mrs. K Brownhill, Mrs. C E Goodman, M G Spurling and L J Sanderson.</p> | |
| <p>2-22 Declarations of Interest relating to items on the Agenda None.</p> | |
| <p>3-22 Planning Applications: - a) PA22/03253 Loft conversion and rear extensions – 17 Sydney Road, Torpoint, PL11 2LY. It is resolved there are no observations or objections.</p> | |
| <p>4-22 Cornwall Council Reports: - The Mayor (Councillor Miss. R A Evans BEM) thanked Councillor Mrs. K Ewert and Councillor J Tivnan BEM for their written reports for the Council's consideration. The Deputy Mayor (Councillor G J Davis) thanked Councillor Mrs. K Ewert and Councillor J Tivnan BEM for their ongoing support at cabinet meetings and for being so forthcoming regarding funding.</p> | |
| <p>5-22 Police Activity Report: - The Mayor (Councillor Miss. R A Evans BEM) highlighted there had been several reports of antisocial behaviour in Fore Street which is concerning, it is hoped this will now cease. Members spoke on the matter, with Councillor C R Sawyer highlighting that the noticeable presence of the Police in Fore Street, during the Easter weekend had lowered occurrences of antisocial behaviour.</p> | |
| <p>6-22 Minutes of the previous meeting: - The minutes of the previous meeting held on Thursday 17th March 2022, as circulated, were taken as read, confirmed and signed by the Deputy Mayor (Councillor G J Davis).</p> | |
| <p>7-22 Matters arising from the minutes: - a) Bus timetable changes from Sunday 10th April: - Pursuant to minute 209-21, the Mayor (Councillor Miss. R A Evans BEM) explained the changes to the bus timetable have been poorly advertised, with some misinformation</p> | |

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| <p>circulating. The Mayor continued having had a 40 minute telephone conversation with Mr J Church from Go South West earlier today. In the conversation, Mr Church acknowledged the changes to the timetable are not ideal for residents however, Go South West are trying to find suitable solutions. The Mayor précised an email received from Mr Church, in the email he reiterated and understood the impact to residents, offering to bring the Go South West publicity bus to Torpoint. It is likely these changes will continue for the next six months, but they could change after this period.</p> <p>Councillor Mrs. J M Martin thanked the Mayor for making contact with Mr Church and providing feedback to the Council, adding the offer to bring the publicity bus to visit Torpoint should be accepted. Councillor Martin also queried how the public can contact Go South West to which the Mayor advised there is a Customer Service Manager who is replying to all emails and calls.</p> <p>b) Trevol Business Park PL11 2TB: - Pursuant to minute 221-21 the correspondence is noted.</p> | <p>Cllr Evans</p> |
| <p>8-22 Mayor's Communications</p> <p>The Mayor (Councillor R A Evans BEM) informed members there has been a rise in anti-social behaviour in Torpoint which is more than disappointing, vandalism to the Skate Park and Chestnut Play Park, Public Toilets, grafitti on bus shelters, cherry knocking on residents doors in the middle of the night scaring people out of their wits which is simply unacceptable and it must stop. I am extremely frustrated that there is a group of individuals that continue to disrupt, vandalise and show no respect for the hard work that many organisations and this Council put into projects in Torpoint. It is not just about the hours of work they take, but these projects cost a significant amount of money not just initially, but also now in repairs!</p> <p>I am not going to call out specific groups or individuals, but this cannot continue. This Council has no alternative, but to report every act of antisocial behaviour and will work with the Police to try and put a stop to this disruption. The vast majority of people in Torpoint are genuinely appreciative of the improvements I am asking everyone in this town to please be respectful of the work that people do.</p> <p>And to the cyclists pulling wheelies on the wrong side of Antony Road in high traffic - I do not want to be comforting your family or the family of the driver when the inevitable happens so please stop and use some common sense.</p> <p>Ukraine Charity fundraiser – This was a phenominal event that raised a significant amount of money which was donated to the Disaster Emergency Committee. I have not seen the Council Chambers so busy for such an event, I am grateful to the members of public and Councillors that helped out at the event for making it such a success.</p> <p>Veterans breakfast on Friday 1st April, I was slightly suspicious when they told me it was Hawaiian themed and envisaged being the only one in a flamboyant shirt but I should not have worried – they are veterans so enjoy any opportunity to dress up! Seriously this breakfast is a marvellous opportunity for our veterans to get together once a month and bond over banter and breakfast and I am honoured to be asked to attend. It also saves me cooking for the rest of the day!</p> | |

It was a busy day on Saturday 2nd April. I was delighted to be invited to bowl the first wood to open the season at the Torpoint Bowling Club along with the Captain of HMS RALEIGH, it appears we are equally competitive and will be going back for a rematch soon.

Then it was to dash home to prepare for the Mayor's Ball that evening, thank you to the Councillors and team that supported this charity fundraiser and I am delighted to confirm that we have raised approximately £1,700 for Cornwall Air Ambulance.

The Deputy Mayor and I have just come from the St Columba Rugby club where we were asked to attend for a photograph to thank the Council for the funding towards new mobile flood lights.

The majority of you will have seen my message in the group chat regarding a visit to the Fire station on Monday 25th April. We have a large number of new Councillors since our last visit and they also have a new Station Watch Manager, Dean Marriott, so I think it's important that we show our support so please let the office know by midday tomorrow whether or not you are attending.

And last but not least. We have Her Majesty The Queen's Platinum Jubilee event on the 2nd – 5th June. As a town we are producing a birthday card for Her Majesty, which will be shared with you soon, but it would be remiss of me if I did not thank Kelly-Jane Brown for coordinating, our three schools for taking the time out of their day and bringing the children to take part, our Council team. None of this would have been possible without the expert help from Molly Phipps, graphic designer and Elliot and Dane Nunes from Select Drone Services who gave their services for free to enable us to produce the amazing photograph. I can assure you the finished product will be a fitting tribute to Her Majesty.

With regards to the event weekend itself, there are two in particular, the Beacon Lighting on the Thursday and the All Day Event on the Friday that I need to talk to you about. Like the Ukraine fundraiser, this is a council event. As I mentioned earlier, I am grateful to those that regularly step up and I am also grateful to those that advise in advance they cannot attend. I appreciate that we all have busy lives but it is disappointing to see the same faces as lovely as they are, time and time again at events. So in my hand I have a sign up sheet, if you are able to this evening please put down your availability for volunteering at our next two events and if you are not able to fill it in this evening, please do so by Friday 29th April so we can work on the volunteer schedule. I am not expecting you to put in a twelve hour day but we should not be relying on others to do all the work for us.

9-22 Questions of which notice has been given or notice of motion.

None.

10-22 Minutes of the Asset Management and Operations Committee

It is **resolved** the minutes of the meeting held on Thursday 24th March 2022 are received, and the recommendations in the minutes: 121-21AMOC (c) (Electrical repairs quotation), 123-21AMOC (a) (i) (Dispose of the former St John Ambulance caravan and enter into a conversation with St John Ambulance regarding purchasing a replacement piece of equipment, to which both parties are satisfied) and 121-21AMOC (h) (Skate Park Jam 2022), as circulated are adopted and implemented.

11-22 Minutes of the Finance and Personnel Committee

It is **resolved** the minutes of the meeting held on Monday 4th April 2022 are received, and the recommendations in the minutes: - 121-21F&P (Committee meeting structure and Committee Terms of Reference), 124-21 (b) (Council Staffing Report [resolved] item), 124-21F&P (b) (ii) (Council Staffing Report – Operations Team), 124-21F&P (c) (Civic Functions – Big Buffet Lunch), 124-21F&P (c) (Civic Functions – RBL Rededication of the Standard Parade) as circulated are adopted and implemented.

Pursuant to minute 121-21F&P (Committee meeting structure and Committee Terms of Reference) it is **resolved** to accept the revised meeting structure with amendments to the Committee Terms of Reference being taken to the next meeting of the Finance and Personnel Committee, to which all members will be invited to attend.

Pursuant to minute 128-21F&P (e) (Section 137 Grant application Beat4autism CIC), this recommendation was withdrawn.

The Town Mayor (Councillor Miss. R A Evans BEM) minuted thanks to Councillors Mrs. K Brownhill and Mrs. J M Martin, plus the Town Clerk for their work on completing the revised Committee meeting structure and Terms of Reference.

12-22 Minutes of the Development and Localism Committee

The Deputy Mayor (Councillor G J Davis) provided context regarding the Town Team Project Board and the possible deficit in funding, highlighting that the Council needs to consider using Vision Project Reserves funding for a possible shortfall. It is noted from the recent Town Team Project Board meeting that it has been **resolved** to procure (the Consultant) L&L Diverse Solutions to undertake projects at a cost of approximately £5,500. It is further **resolved**, to instruct Advanced Consulting Ltd. to undertake Personal Injury Accident Data (11 sites including analysis) at a cost of £2,750 (plus VAT).

The Deputy Mayor (Councillor G J Davis) proposed the Town Council brings forward funding from the Vision Projects Reserves as a backstop to support the progress of the Lower Fore Street redevelopment. The proposal was seconded by Councillor J Tivnan BEM and it is **resolved** funding to bridge the financial gap would be made available from the Vision Project Reserves should it be needed. (Councillor Mrs. J M Martin declared a non-pecuniary interest as a member of the Town Team Project Board and abstained from the vote).

It is **resolved** the minutes of the meeting held on Thursday 7th April 2022 are received, and the recommendation in the minutes: - 146-21D&L (a) (Budget Variance Vision Projects), 151-21D&L (c) (Neighbourhood Development Plan) as circulated are adopted and implemented.

Pursuant to minute 151.21D&L (c) (Neighbourhood Development Plan) the Deputy Mayor (Councillor G J Davis) explained the current position with the consultants who had been working for LRM Planning. It is **resolved** to delegate authority to the Town Clerk and Chairman of the Neighbourhood Development Plan to progress the contractual arrangements to next steps.

Pursuant to minute 151-21D&L (b) (i) (Swimming Pool pre-application to Cornwall Council) this recommendation was withdrawn.

| 13-22 Torpoint Ferry statistics | | | | | |
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| The Torpoint Ferry availability statistics were noted and the Deputy Mayor minuted thanks to the Torpoint Ferry for providing the statistics. | | | | | |
| 14-22 Financial Information | | | | | |
| It is resolved that the March 2022 Budget Variance Income and Expenditure (as circulated) is received and adopted. | | | | | |
| 15-22 Accounts for Payment | | | | | |
| Contact Name | Invoice Number | Total | VAT | NET | Description |
| Cornwall Council - Rm 6 Bus Rates | 802720466 | 113.00 | 0.00 | 113.00 | Bus Rates May 2022 |
| Cornwall council - Bus Rate Library | 802715760 | 346.00 | 0.00 | 346.00 | Library Bus Rates May 2022 |
| Cornwall Council - Bus Rate Chambers | 802311466 | 1,509.00 | 0.00 | 1,509.00 | Business Rates May 2022 |
| ASG Security | Invoice 37950 | 143.30 | 23.88 | 119.42 | Service call out to fire alarm system |
| Kernow Aerials | Invoice 22/154 | 192.00 | 32.00 | 160.00 | Bunting throughout Torpoint town centre. Including removal of bunting when advised. |
| Landscape Works- Cormac | Invoice IN124563 | 453.65 | 75.61 | 378.04 | Cut and removal of split Acacia Tree in Benodet Park |
| Kathy's Fruit & Veg | Invoice 68 | 69.60 | 0.00 | 69.60 | Cafe supplies |
| Richards Builders Merchants Ltd | Invoice 810075 | 45.29 | 7.55 | 37.74 | Parks maintenance |
| Richards Builders Merchants Ltd | Invoice 809587 | 16.60 | 2.77 | 13.83 | Chambers maintenance |
| Richards Builders Merchants Ltd | Invoice 808749 | 4.85 | 0.81 | 4.04 | Parks maintenance |
| ASG Security | Invoice 37932 | 201.96 | 33.66 | 168.30 | Annual maintenance fee for FIRE ALARM system |
| ASG Security | Invoice 37931 | 94.67 | 15.78 | 78.89 | Annual maintenance fee for preventative maintenance to CCTV |

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| | | | | | system |
| Richards Builders Merchants Ltd | Invoice 810260 | 39.23 | 6.54 | 32.69 | Parks maintenance |
| FOY-AIR Enterprises Ltd T/A LittleMops | Invoice 1636 | 168.46 | 28.09 | 140.37 | Cleaning supplies |
| NABMA | Inovice 22/241 | 384.00 | 0.00 | 384.00 | Annual subscription 2022/23 |
| Complete Business Solutions Group Ltd | Invoice SINV03152839 | 76.09 | 12.68 | 63.41 | Stationery |
| Co-Op | CC Cafe supplies | 6.25 | 1.04 | 5.21 | Cafe supplies |
| Amazon | CC INV-GB-143023051-2022-35515 | 6.99 | 1.16 | 5.83 | 5x Fire Assembly Point Signs |
| Amazon | CC GB22HBAQ6AE UI | 6.03 | 1.00 | 5.03 | UK Safety Assembly Point Sign |
| Amazon | CC DS-ASE-INV-GB-2022-136282057 | 15.48 | 2.58 | 12.90 | Office supplies |
| Co-Op | CC Cafe Supplies | 8.05 | 1.34 | 6.71 | Cafe supplies |
| Everflow Water | DD Invoice 1491413 | 33.75 | 1.49 | 32.26 | Public Conveniences Water Rates - Water 18.05.22 - 17.06.22 |
| SSE SWALEC - Library- Elec | DD Invoice 51789712 / 0043 | 274.17 | 45.70 | 228.47 | Electricity Library 02.03.22 - 01.04.22 |
| SSE Southern Electric - Benodet- Elec | DD Invoice 51785521 / 0012 | 139.12 | 6.63 | 132.49 | Electricity Charges 05.01.22 - 02.04.22 |
| SSE Southern Electric - Chambers- Elec | DD Acc 3861778310 | 405.68 | 67.61 | 338.07 | Charges 01.03.22 - 01.04.22 |
| Sam's Ironing Service | CC Invoice 16 | 11.18 | 0.00 | 11.18 | Tea Towels |

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| Urban Hygiene | CC INV-15619 | 105.57 | 17.60 | 87.97 | Parks graffiti repairs |
| Clifford Motors | CC Fuel | 90.01 | 15.00 | 75.01 | Unleaded fuel Ford Van |
| Amazon | CC INV-GB-142547061-2022-28630 | 12.98 | 2.16 | 10.82 | Library - Easter activity week |
| Amazon | CC DS-ASE-INV-GB-2022-124337163 | 11.98 | 1.99 | 9.99 | Library - Easter activity week |
| Amazon | CC INV-GB-170822391-2022-27786 | 5.65 | 0.94 | 4.71 | Library - Easter activity week |
| Amazon | CC INV-GB-160078261-2022-49160 | 12.98 | 2.16 | 10.82 | Library - Easter activity week |
| Corona Energy - Chambers- Gas | DD Invoice 16848815 | 1,496.17 | 249.36 | 1,246.81 | Gas Usage Council Chambers Mar - Apr 22 |
| SSE Southern Electric -Library Gas | DD Invoice 91812424 / 0031 | 542.74 | 90.46 | 452.28 | monthly charge 01.03.22 - 31.03.22 |
| BT | QO54IT | 616.39 | 104.03 | 512.36 | Regular charges bundled services 01.01.22 - 31.05.22 |
| Adobe Systems Software Ireland Ltd | CCApril 2022 | 12.64 | 0.00 | 12.64 | Monthly subscription April 2022 |
| ALD Automotive Limited t/a Ford Lease | DD April 2022 | 441.44 | 73.57 | 367.87 | Monthly lease payment for vehicle April 2022 |
| SSE Southern Electric - Chambers- Elec | DD 91812424 / 0030 | 1,036.53 | 172.76 | 863.77 | Charges 01.02.22 - 28.02.22 |
| Time & Motion Jewellers | CC Mayor's Chain | 22.50 | 3.75 | 18.75 | Repairs on Mayoral Chain |
| XERO | CC April 2022subscription | 31.20 | 5.20 | 26.00 | Monthly accounting software subscription April 2022 |
| Allied Drinks Systems Ltd | CC SI-00165542 | 21.59 | 3.60 | 17.99 | Library cleaning supplies |

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| SSE Southern Electric - Chambers- Elec | DD Invoice 91812424/0030 | 586.42 | 97.73 | 488.69 | Charges 01.02.22 - 28.02.22 |
| Everflow Water | DD Invoice 1434987 | 297.36 | 20.17 | 277.19 | Public Conveniences Water Rates - Water 18.04.22 - 17.05.22 |
| Amazon | CC INV-GB-1479834985-2022-1372 | 12.99 | 2.16 | 10.83 | Cafe supplies |
| Amazon | CC INV-GB-850120135-2022-2134 | 13.97 | 2.33 | 11.64 | Office stationery |
| Amazon | CC INV-GB-131172001-2022-43883 | 11.40 | 1.90 | 9.50 | Cafe supplies |
| Amazon | CC GB21PIXPPAEUI | 8.99 | 0.00 | 8.99 | Cafe supplies |
| EE | DD Invoice V01970105941 | 102.01 | 17.01 | 85.00 | 4 x staff mobiles |
| SSE SWALEC - Library- Elec | DD Invoice 51789712 / 0042 | 237.03 | 39.51 | 197.52 | Electricity Library 02.02.22 - 01.03.22 |
| Corona Energy - Chambers- Gas | DD Invoice 16790555 | 1,488.97 | 248.16 | 1,240.81 | Gas Usage Council Chambers Feb 22 - Mar 22 |
| PWLB | DD Loan Repayment | 17,599.99 | 0.00 | 17,599.99 | PWLB Loan Repayment March 2022 Principle Due |
| Ramgroup UK | CC Invoice 32976 | 216.00 | 36.00 | 180.00 | Replacement parts for the security bollard at Horson Field |
| 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 |
| Everflow Water | DD Invoice 1382861 | 162.33 | 10.56 | 151.77 | Public Conveniences Water Rates - Water 18.03.22 - 17.04.22 |

16-22 Correspondence

- a) Joint Local Plan newsletter March 2022 – Plymouth & South West Devon Joint Local Plan News.

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| <p>Noted.</p> <p>b) Cornish language - a) new development & b) Platinum Jubilee Cornwall Council. It was suggested by Councillor Mrs. J M Marin the Town Crier could announce the proclamation on Thursday 2nd June in Cornish.</p> <p>c) Fundraising Manager letter, Newsletter & Torpoint Parish Key statistics (April to Sept 2021) - Citizens Advice Cornwall. Noted.</p> <p>d) S73 Application in relation to The Garden Sport and Leisure Club, Antony Road. Noted.</p> <p>e) Changes to bus services – Mrs. R Pellew. The Mayor (Councillor Miss. R A Evans BEM) thanked Mrs. Pellew for highlighting her concerns of the changes to the bus timetable.</p> | |
| <p>17-22 Reports</p> <p>a) Climate Emergency Report (to be deferred).</p> <p>b) Neighbourhood Development Plan (NDP): - The Deputy Mayor (Councillor G J Davis) highlighted that within the draft Neighbourhood Development Plan, the TOR/8 Conservation/Design and Local Distinctiveness Policy highlights a commitment which the Town Council should consider.</p> <p>c) Torpoint Town Partnership (TTP): - The Mayor (Councillor R A Evans BEM) reported the TTP met on Tuesday with the main focus being the plans for the Platinum Jubilee Celebrations. The Mayor also informed members, the TTP had been holding onto funds raised for the defibrillator fund and it is resolved to delegate authority to the Asset Management and Operations Committee to make a decision on the purchase of a mobile defibrillator, which will be held by Torpoint Town Council and can be used at large community events. Funds will be donated to the Town Council for the purchase of the defibrillator. The TTP is exploring the opportunity of placing a defibrillator at the Torpoint Fire Station, Councillor J Tivnan BEM agreed to discuss this at the visit to the station on Monday evening. Mrs. J Hughes was commended for all her fundraising work towards defibrillators in the town.</p> <p>d) Town Team Project Board to accept the minutes of the meeting held Monday 21st March 2022 and Monday 11th April 2022: - Noted.</p> <p>e) Reports from delegates to outside bodies: - None.</p> <p>f) Torpoint Archives & Heritage Centre – March 2022 Report. Noted.</p> | |
| <p>18-22 Date of next meeting: - Thursday 19th May 2022 (Annual Meeting).</p> | |
| <p>Meeting closed at 8.27pm..... Town Mayor</p> | |