



TORPOINT TOWN COUNCIL

Father Michael Brown led prayers before the meeting.

PC Wilson was in the public gallery.

MINUTES of the ADJOURNED meeting of Torpoint Town Council held on Thursday 26th May 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor Miss. R A Evans BEM) (Chairman), Councillors Mrs. K Brownhill, Mrs. L Fellows, Mrs. C E Goodman, L E Keise, R J Newcombe, L J Sanderson, C R Sawyer, M G Spurling, C R Still, J Tivnan BEM and B A Walsh, plus the Town Clerk & RFO (Clerk) and Town Council Support Officer in attendance.

	ACTION
<p>24-22 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor G J Davis (Deputy Town Mayor), Councillors Mrs. J M Martin, M Thomson-Neall and R M Willoughby.</p>	
<p>25-22 Declarations of Interest relating to items on the Agenda None.</p>	
<p>26-22 To provide an update on the process to fill the Councillor vacancy in the East Ward. The Town Mayor (Councillor Miss. R A Evans BEM) announced Councillor Robert J Newcombe as the new Councillor to join the East Ward and welcomed him to his first meeting.</p>	
<p>27-22 Planning Applications: - a) PA22/0258 – New garage room, with internal alterations to dwelling – 3 Moor View, Torpoint PL11 2LH. It is resolved there are no observations or objections.</p>	
<p>28-22 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. Councillor J Tivnan BEM informed members he recently attended a walk around Torpoint with members from the Highways department at Cornwall Council, who advised Councillor Tivnan the drop curbs in the town are no longer compliant with regulations. The curbs will be measured in the upcoming months with work to fix the issues to be undertaken within this financial year. During this walk around Councillor Tivnan took to opportunity to highlight the surfacing issue on Goad Avenue, this prompted Cornwall Council to now including Goad Avenue on the work schedule for resurfacing for this year.</p>	
<p>29-22 Police Activity Report: - PC Wilson updated members on the current crime figures and explained some of the reasons behind the increases in some of the figures, which were due to groups of young adolescents. PC Wilson added, a second reason for the increase is due to officers patrolling more, which due to their presences has generated more crimes, as more crimes were witnessed on these</p>	

<p>patrols. PC Wilson explained, he attended a meeting with senior management, giving feedback about the increase in crimes happening in the town. PC Wilson also updated Members on the meetings with licensees he attended, assisting them to try to reduce the violent activity. Additionally, all licensees have been invited to join the "Challenge 25 scheme" which is a deterrent to younger groups from visiting Torpoint, as they would be refused entry into licensed establishments.</p> <p>Councillor Mrs. K Brownhill questioned whether there will be a Police presence at the Platinum Jubilee Festival on Friday 3rd June, PC Wilson advised two officers are scheduled to be on duty, who are responsible for the towns of Torpoint, Saltash, Liskeard and Looe, however it is hoped these officers will be around at the event as much as possible.</p> <p>PC Wilson also informed members of his departure from the Torpoint Neighbourhood Police Team, with a leaving date of Wednesday 22nd June, he will be starting a new venture in Plymouth. The Mayor (Councillor Miss. R A Evans BEM) congratulated PC Wilson on his new role and thanked him for all his help, support and guidance over the years.</p>	
<p>30-22 Minutes of the previous meeting: - The minutes of the previous meeting held on Thursday 21st April 2022, as circulated, were taken as read, confirmed and signed by the Mayor (Councillor Miss. R A Evans BEM).</p>	
<p>31-22 Matters arising from the minutes: - a) Bus timetable changes from Sunday 10th April: - Pursuant to minute 7-22 (a), the Mayor (Councillor Miss. R A Evans BEM) explained the publicity bus will be visiting Torpoint, date to be confirmed, residents will be able to give their comments and opinions on the changes to the bus timetables. There is also a public meeting, supported by Shevioc Parish Council, about the revised bus timetables, scheduled for Monday 20th June, 6.00pm in the Memorial Hall, Crafhole.</p> <p>Councillor J Tivnan BEM commented, having seen, many more single decker buses around Torpoint and the Rame Peninsula, which is clearly in an effort to make the running of the buses more cost viable. Councillor Tivnan also informed members there will a review of the new timetable in June and dependent upon on how this review goes, will determine any changes that may take place in September.</p> <p>b) Trevol Business Park PL11 2TB: - Pursuant to minute 221-21, Councillor J Tivnan BEM added, the enforcement notice is still in place.</p>	
<p>32-22 To approve the Annual Return and Accounts for 2021-2022. a) Annual Governance Statement: - The Clerk advised members that due to the delay with the completion of the end of year accounts and internal audit report, it was agreed to defer this to the June 2022 Council Meeting. b) Accounts Information/Financial Statements and Internal Audit Report: - The Clerk advised members that due to the delay with the completion of the end of year accounts and internal audit report, it was agreed to defer this to the June 2022 Council Meeting.</p>	

<p>33-22 Mayor's Communications</p> <p>The Mayor (Councillor Miss. R A Evans BEM) thanked members who attended the Annual Meeting "Mayor Making" last Thursday evening, highlighting that she was very honoured to be voted in for another Civic Year. The Mayor noted she had had a wonderful time at the Lord Mayor of Plymouth's Mayor Making Ceremony and was delighted to be accompanied by the Town Clerk, who both attended the fundraising gala dinner in the evening, which was very well supported.</p> <p>The Mayor informed members of the numerous Mayor Making events she will attending next week at Saltash, Liskeard and Callington and is looking forward to representing the town at these events.</p> <p>Recent correspondence received from Cornerstone Church, explained a decision they had taken to open the church to Ukraine refugees, for one morning or afternoon a week, should this be required in the future.</p> <p>The Mayor reminded members of the very special events taking place in the town for Her Majesty's Platinum Jubilee. Thursday evening is the lighting of the Beacon at Rendel Park at 9.00pm, Friday is the day of the festival with 'doors' opening at 12.30pm and Sunday is the over 70 Big Lunch, which initially was for 70 residents of the town however, due to its popularity, the numbers have been increased which does mean a slight additional cost to the council. It is resolved to increase the numbers attending to a maximum of 120 residents', in order to remain within cost centre budget levels.</p>	
<p>34-22 Questions of which notice has been given or notice of motion.</p> <p>None.</p>	
<p>35-22 Minutes of the Asset Management and Operations Committee</p> <p>It is resolved the minutes of the meeting held on Thursday 28th April 2022 are received, and the recommendations in the minutes: 6-22AMOC (c) (Weed Spraying Contract), 6-22AMOC (c) (Waive Financial Regulations) and 8-22AMOC (Equality, Diversity and Inclusion Policy, best practice document plus undertake access audit), as circulated are adopted and implemented.</p> <p>Pursuant to 8-22AMOC (Equality, Diversity and Inclusion Policy, best practice document plus undertake access audit), following a proposal put it is resolved to delegate to the Clerk with Members of the Development and Localism Committee to agree the processes for implementation.</p> <p>The Mayor (Councillor Miss. R A Evans BEM) thanked Councillor C R Still for being a competent chair for the Asset Management and Operations Committee for the past couple years.</p>	<p>Clerk</p> <p>Clerk</p>
<p>36-22 Minutes of the Finance and Personnel Committee</p> <p>It is resolved the minutes of the meeting held on Tuesday 3rd May 2022 are received, and the recommendations in the minutes: 7-22F&P (d) (Reserves Election Costs), as circulated is adopted and implemented.</p> <p>a) Standing Orders (as revised):</p> <p>The Clerk explained the Standing Orders have been revised in accordance with the NALC (National Association of Local Councils) for council consideration. The CALC (Cornwall Association of Local Council) highlight that any changes to Standing Orders should initially be presented to council, subsequently uploaded to the website for public viewing, before re-visiting at the next council meeting for adoption.</p> <p>The Clerk highlighted the key changes to the revised Standing Orders, which include: -</p>	

<ul style="list-style-type: none"> ➤ A meeting should not exceed 2.5 hours – Members agreed, highlighting that should a meeting be approaching 2 hours, with items still remaining on the agenda, then urgent items should take precedent over non-urgent agenda items. ➤ Substitutes are permitted and when replacing a Member at a Committee meeting, can be a voting Member. Councillor Tivnan detailed the Cornwall Council substitute rules, whereby, if present as a substitute then voting is permitted, whereas if virtually present at a meeting, then voting is not permitted. <p>A record of all public comments will be advised to Members in advance of the next meeting.</p>													
<p>37-22 Minutes of the Development and Localism Committee It is resolved the minutes of the meeting held on Wednesday 4th May 2022 are received, there were no recommendation in the minutes.</p> <p>a) Community Infrastructure Levy (CIL) Funding – Expression of Interest (EOI). The Mayor (Councillor Miss. R A Evans BEM) introduced the agenda item, with additional information from the Clerk, highlighting the recent meeting held where various project options were explored with ideas and opportunities to submit an Expression of Interest to Cornwall Council for Community Infrastructure Levy (CIL) funding. Councillor J Tivnan BEM spoke on the matter, drawing Members attention to the skate-park, suggesting an EOI for approximately £70-£80k is submitting, from the council, for improvements to the skate-park. Following debate and a proposal put by Councillor Tivnan, seconded by the Mayor (Councillor Miss R A Evans BEM), it is unanimously resolved to delegate to the Clerk with Members of the Development and Localism Committee to explore further and agree a skate-park project for EOI CIL funding submission, for and on behalf on the council.</p>	Clerk												
<p>38-22 Questions of which notice has been given or notice of motion. None.</p>													
<p>39-22 Torpoint Ferry statistics The Torpoint Ferry availability statistics were noted and the Mayor (Councillor Miss R A Evans BEM) minuted thanks to the Torpoint Ferry officer for providing the statistics.</p>													
<p>40-22 To consider and approve the Committee Terms of Reference for the 2022-23 Civic Year</p> <ul style="list-style-type: none"> a) Development and Localism Committee. b) Finance and Operations Committee. c) Personnel Committee. <p>It is resolved to approve all the Committee Terms of Reference for the 2022-23 Civic Year.</p>													
<p>41-22 Financial Information It is resolved that the April 2022 Budget Variance Income and Expenditure (as circulated) is received and adopted.</p>													
<p>42-22 Accounts for Payment</p> <table border="1" data-bbox="140 1825 1316 2011"> <thead> <tr style="background-color: #008000; color: white;"> <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>South West Hygiene</td> <td>Invoice 268866</td> <td>845.06</td> <td>140.84</td> <td>704.22</td> <td>Sanitary Disposal Unit 13 Serv 25.06.22 - 24.06.23</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	VAT	NET	Description	South West Hygiene	Invoice 268866	845.06	140.84	704.22	Sanitary Disposal Unit 13 Serv 25.06.22 - 24.06.23	
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South West Hygiene	Invoice 268866	845.06	140.84	704.22	Sanitary Disposal Unit 13 Serv 25.06.22 - 24.06.23								

Richards Builders Merchants Ltd	Invoice 815649	129.53	21.59	107.94	Parks maintenance
Richards Builders Merchants Ltd	Invoice 812904	261.00	43.50	217.50	Parks maintenance
Richards Builders Merchants Ltd	Invoice 812677	5.82	0.97	4.85	Parks maintenance
Richards Builders Merchants Ltd	Invoice 812668	137.77	22.96	114.81	Parks maintenance
Richards Builders Merchants Ltd	Invoice 812509	62.50	10.42	52.08	Parks maintenance
Richards Builders Merchants Ltd	Invoice 812502	2.05	0.34	1.71	Parks maintenance
Richards Builders Merchants Ltd	Invoice 812351	14.69	2.45	12.24	Parks maintenance
Frank Shepherd	Invoice 2077	720.00	0.00	720.00	Library blinds
Ironmongery Direct	Invoice 6659269	209.40	34.90	174.50	Disabled toilet support rail
ASG Security	Invoice 37932	201.96	33.66	168.30	Annual maintenance fee for FIRE ALARM system
Don Benson	Invoice 26	48.00	0.00	48.00	Clock winding April
Cornwall Council	Account 802311466	1,509.00	0.00	1,509.00	Chambers Business Rates Jun 22
Cornwall Council	Account 802720466	125.00	0.00	125.00	Room 6 Business Rates Jun 22
Cornwall Council	Account 802715760	346.00	0.00	346.00	Library Business Rates Jun 22
SSE Southern Electric - Public Con- Elec	DD Invoice 561785554/0028	55.06	2.62	52.44	Electricity at Cambridge field 06.01.22 - 13.05.22

SSE Southern Electric - Public Con- Elec	DD Invoice 11788490/0012	63.71	3.03	60.68	Electricity at Cambridge field 02.02.22 - 01.05.22
Everflow Water	DD Invoice 1547676	476.30	33.73	442.57	Public Conveniences Water Rates - Water 18.06.22 - 17.07.22
The Range	CC Parks	22.97	3.83	19.14	Beacon Lighting supplies
DEVON DOOR AND LOCK CO	CC Park keys	73.40	12.23	61.17	Keys for Benodet
The Range	CC Beacon Lighting	47.15	7.86	39.29	Equipment for Beacon Lighting
Tamar View Nurseries	CC Harvey St flats planting	110.12	18.35	91.77	Harvey Street flats planters
SSE Southern Electric -Library Gas	DD Invoice 91812424 / 0032	367.71	61.29	306.42	monthly charge 01.04.22 - 30.04.22
Corona Energy - Chambers- Gas	DD Inv 16912825	1,280.77	213.46	1,067.31	Gas Usage Council Chambers Apr 22 - May 22
Amazon	CC INV-GB-140579851-2022-43333	21.57	3.60	17.97	Childrens play area no dogs allowed signs
Co-Op	CC cafe supplies	2.00	0.33	1.67	Newspapers
ALD Automotive Limited t/a Ford Lease	DD May 2022	441.44	73.58	367.86	Monthly lease payment for vehicle May 2022
Amazon	CC-INV-GB-759786645-2022-36897	7.98	1.33	6.65	2022 2023 academic diary
Co-Op	CC cafe supplies	2.00	0.33	1.67	Newspapers
Co-Op	CC cafe supplies	11.35	1.89	9.46	cafe supplies
Co-Op	CC cafe supplies	2.00	0.33	1.67	Newspapers

Co-Op	CC cafe supplies	6.00	1.00	5.00	cafe supplies
Adobe Systems Software Ireland Ltd	CCMay 2022	12.64	0.00	12.64	Monthly subscription May 2022
Co-Op	CC cafe supplies	2.00	0.33	1.67	Newspapers
DEVON DOOR AND LOCK CO	CC receipt 8629	22.50	0.00	22.50	keys for benodet
XERO	CC May 2022 subscription	31.20	5.20	26.00	Monthly accounting software subscription May 2022
Co-Op	CC cafe supplies	2.00	0.33	1.67	Newspapers
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
Co-Op	CC cafe supplies	2.00	0.33	1.67	Newspapers
Co-Op	CC cafe supplies	2.80	0.46	2.34	Newspapers
Torpoint Hardware	CC receipt 78	9.50	1.58	7.92	Ant bait
Co-Op	CC cafe supplies	2.00	0.33	1.67	Newspapers
Everflow Water	DD Invoice 1491413	33.75	1.49	32.26	Public Conveniences Water Rates - Water 18.05.22 - 17.06.22
Co-Op	CC Cafe supplies	9.00	1.80	7.20	cafe supplies

SSE Southern Electric -Library Gas	DD Invoice 91812424 / 0031	542.74	90.46	452.28	monthly charge 01.03.22 - 31.03.22
Sam's Ironing Service	CC Invoice 35	69.30	0.00	69.30	Tablecloths & napkins cleaned and ironed
Co-Op	CC cafe supplies	2.00	0.33	1.67	Newspapers
Sainsburys	CC stamps	16.32	2.72	13.60	2nd class stamps
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 equipment
Co-Op	CC Cafe Supplies	8.05	1.34	6.71	Cafe supplies
<p>43-22 Correspondence</p> <p>a) Grass Cutting and Verge Maintenance – Cornwall Council. Noted.</p>					
<p>44-22 Reports</p> <p>a) Climate Emergency Report: - Councillor Mrs. C E Goodman informed members the working party group had not met in her absence, however she had recently met with the Mayor (Councillor Miss. R A Evans), to progress the council action plan for Climate Change.</p> <p>b) Neighbourhood Development Plan (NDP): - Councillor J Tivnan BEM informed Members the council is still waiting for a response from the consultants, who will then update the NDP document and evidence base. Councillor Tivnan highlighted the importance of progressing the NDP for the town and minuted thanks to both the Deputy Mayor (Councillor G J Davis) and the Town Clerk for the hours of work they have spent working on the draft Neighbourhood Development Plan.</p> <p>c) Torpoint Town Partnership (TTP): - The Mayor (Councillor Miss. R A Evans BEM) reported the main focus of the TTP has been the organisation of Her Majesty the Queen’s Platinum Jubilee events, asking any Members who are unable to volunteer, do please come along and enjoy the celebrations. The Mayor minuted her thanks again in particular to Kelly-Jane Brown, Select Drone Services, plus Miss Phipps from We Got You Covered.</p> <p>d) Town Team Project Board: -</p>					

<p>Councillor J Tivnan BEM reported an online meeting with the Cornwall Council Cabinet Members and lead of Cornwall Council had been postponed.</p> <p>e) Reports from delegates to outside bodies: -</p> <p>i) Councillor J Tivnan BEM advised everyone about the Veterans Breakfast Club takes place at The Old Rowing Club on the first Friday of every month, in the morning. The Royal British Legion has announced that at the next breakfast, all Falkland Veterans will be given their breakfast for free.</p> <p>ii) Torpoint Archives & Heritage Centre – 29th April 2022 Report was noted. The Mayor (Councillor Miss. R A Evans BEM) thanked the Torpoint Archives for producing and sending the report to the town council.</p>	
<p>45-22 Date of next meeting Thursday 16th June 2022.</p>	
<p>Meeting closed at 8.25pm..... Town Mayor</p>	