



## TORPOINT TOWN COUNCIL

Councillor Mrs. J M Martin led prayers before the meeting.

PC Hayley Gething was in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 16<sup>th</sup> February 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

	ACTION
<p><b>191-22 Apologies for absence: -</b>            Apologies for absence were submitted on behalf of the Deputy Mayor (Councillor G J Davis), Councillors L J Sanderson and C R Sawyer.            Apologies for absence were submitted on behalf of Fr. Michael Brown and Councillor Mrs. K Ewert.</p>	
<p><b>192-22 Declarations of Interest relating to items on the Agenda</b>            None.</p>	
<p><b>193-22 Planning Applications: -</b>            a) PA23/00343 – Change of use of premises from Class E (commercial, business and service) to commercial laundry and 2-bed maisonette – 8 Antony Road, Torpoint PL11 2JW.            It is <b>resolved</b> there are no observations or objections.            b) PA23/00629 – Change of use of ground floor from office to residential with red single storey extension – Powell and Co, 6 Fore Street, Torpoint.            It is <b>resolved</b> there are no observations or objections.            c) PA23/00638 – Two-storey extension to enlarge kitchen and provide utility room/WC on the ground floor and one bedroom and a bedroom/study on the first floor – 1 Borough Park, Torpoint PL11 2PY.            It is <b>resolved</b> there are no observations or objections.</p>	
<p><b>194-22 Cornwall Council Reports: -</b>            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.            Following a question posited by Councillor R M Willoughby, Councillor Tivnan summarised how the Community Chest grant scheme operates and explained how local youth groups, organisations and projects are financially supported.</p>	
<p><b>195-22 Police Activity Report: -</b>            The report is noted and PC Gething spoke about the report. Following a question posited by Councillor Tivnan, PC Gething provided a detailed explanation of the implications of posting photographs of young people on social media, without parental consent, whilst explaining the youths concerned had filmed the Police when they had been spoken to. PC Gething continued, ideally anyone with information about any local incidents of anti-social behaviour, can use the Torpoint Neighbourhood Police email address and will share this address with the Clerk, for onward circulation to the public. PC Gething highlighted that</p>	Clerk

<p>the local Police are aware of the unsociable actions of these young people, adding that the team are liaising with Plymouth and Devonport Police, as these young people are not from Torpoint.</p>	
<p><b>196-22 Minutes of the previous meeting: -</b> It is <b>resolved</b> the minutes of the previous meeting held on Thursday 19<sup>th</sup> January 2023, as circulated, were taken as read, confirmed and signed by the Mayor (Councillor Miss. R A Evans BEM).</p>	
<p><b>197-22 Matters arising from the minutes: -</b></p> <p>a) To consider for approval and signature the Legal documentation / Agreements for the transfer of the Public Conveniences, Antony Road, Torpoint with Cornwall Council, Torpoint Town Council and Plymouth Boat Park Limited (182-22 (b) refers). Progress with this project is ongoing.</p> <p>b) Councillor Vacancy – Hand delivery of Nomination Papers (minute number 182-22 (c) refers). Having contacted Cornwall Council regarding the issue of hand delivering Nomination Papers during Elections, the Clerk was pleased to advise members that CALC (Cornwall Association of Local Councils) had agreed to take the matter forward, on behalf of the council. The Elections Manager at Cornwall Council has now answered our questions and has agreed the following: -</p> <ul style="list-style-type: none"> <li>➤ <i>We will be able to informally check nomination papers via email for any candidates wishing to stand in elections – this could be in the form of a scanned copy or a photograph. However, they must be easily readable and complete before sending. If there are any amendments needed, they will need to be completed before handing the form in. The forms will be checked again when handed in, although this will be only to check no other amendments have been made in the meantime. To this end, it is always advisable to encourage anyone wishing to stand for election to complete their papers early on in the process.</i></li> <li>➤ <i>Due to resources, only one member of staff will be present at the venue and therefore we have to be strict with timings so that they can have a lunch break, therefore we cannot change the times. Also, if the day before the Close of Nomination Deadlines is a Thursday and we already have an election on that day, it may be that we have to come over on one of the days before as we will be dealing with that election i.e. opening postal votes, preparing for the Count etc. This will be stated on the Notice of Election for any particular election.</i></li> <li>➤ <i>Delivery does not have to be made by the candidate in any event. Anyone can hand a paper in with the proviso that they are happy that it is correct and the deadline isn't missed.</i></li> </ul> <p>The Elections Manger re-iterated: - <i>the official delivery office for all nomination papers is at New County Hall, Truro but we do try to be available in the area where the election is being held due to the geography of the County.</i></p> <p>The Mayor (Councillor Miss. R A Evans BEM) minuted thanks to CALC for their assistance in reaching this conclusion.</p> <p>c) Update Free Cyber Security poster (minute number 182-22 (d) refers). The Mayor (Councillor Miss R A Evans BEM) explained the Clerk has been in contact with the Cyber Security team about updating the poster, who have now indicated the presentation will be suitable for young people to attend.</p> <p>d) Budget Statement for the 2023-24 financial year (minute 184-22 (a) refers). The Budget Statement for the 2023-24 financial year has been completed and circulated to Cornwall Council, plus on the website and social media, the Mayor thanked Councillor Mrs. J M Martin and the Clerk for finalising the statement.</p>	

**198-22 Mayor's Communications: -**

The Mayor (Councillor Miss. R A Evans BEM) summarised a busy and enjoyable month of activities: -

25<sup>th</sup> January – A Volunteer you lunch was held at the Library and Community Hub, thanking 14 volunteers for their continued support with a buffet lunch and a gift of a re-usable mug.

The Cornwall Council Devolution Deal Public Meeting was held in the Committee Room at the Council Chambers.

26<sup>th</sup> January – 2<sup>nd</sup> Torpoint Sea Scouts visited the Council Chambers for a meeting with "myself" and some members of Torpoint Town Council.

Working towards their community award all the Scouts present took part in a question and answer session. Observing the correct Council protocols at all times they posed questions about various local interests including sports facilities, parks and roads. It was a very interactive and rewarding evening for all those involved.

30<sup>th</sup> January - Awards presentation evening with Torpoint Sea Cadets at HMS Raleigh.

3<sup>rd</sup> February - Attended the Torpoint Player's production of Ali BaBa the Panto!

7<sup>th</sup> February – In the morning "I" was honoured to host children from the Youth Council at Carbeile Junior School, in the Mayor's Parlour.

The children asked about "my" role and asked several questions including "What is the hardest part?" and "What do you enjoy the most?". Prior to today's visit the Youth Council had surveyed their classes and shared the results of their survey.

When asked about what their favourite part of Torpoint was, the children had replied: "Community Days, Skate Park, Parks (green spaces) and the vibrant Community Spirit." The visit concluded with a tour of the Council Chambers and a closer look at the Mayor's Chain.

10<sup>th</sup> February - Attended lunch and the Passing out Parade at HMS Raleigh.

Attended Frozen performed by the students of the Coppola School of Performing Arts

12<sup>th</sup> February - Attended and gave a speech at the Lions Charter Dinner at The Bay, Cawsand.

At the event I spoke to Clive O'Shaughnessy, who has unfortunately given his official resignation to the town council as our Town Crier.

Tomorrow (17<sup>th</sup> February) there is a fundraising event being held at the Library and Community Hub for the Turkey and Syria Shelterbox Earthquake appeal, time of the event is from 10.00am – 3.00pm, there are 5 table top stalls booked, plus a tombola.

On Saturday 18<sup>th</sup> February a BIG BREAKFAST is being organised at St. James Church, raising funds for the Disaster Emergency Committee, time of the event is from 10.00am – midday.

On Sunday 12<sup>th</sup> March Torpoint Ramps Forum will be organising the first of two free skate park trips, the first is to Prime Skatepark (Plymouth) and the second is on Sunday 26<sup>th</sup> March to Bodmin Skatepark. Should any members like to attend, please contact the Clerk.

The same date at the Council Hall, Ernie and Lucas' fundraising afternoon tea for the Scout Jamboree is taking place, the times are to be confirmed.

On Saturday 15<sup>th</sup> April it is the Mayor's Charity Spring Ball. Already 50% of the tickets have been sold, if anyone would like to donate a raffle prize, this would be very much appreciated, please share details on social media and contact the Town Council Support Officer for tickets.

The Mayor concluded her communications, by highlighted a 'recent *significant* birthday' of Councillor Mrs. J M Martin."

<p>Councillor J Tivnan BEM referred to the visit from Torpoint Sea Scouts, explaining and then suggesting that perhaps other local youth groups would benefit from attending and participating in a similar question and answer session at the Council Chambers. Members were supportive of the suggestion and it is agreed that the opportunity will be disseminated to youth groups, by the Clerk, with perhaps these 'informal meetings' arranged quarterly.</p>	<p>Clerk</p>
<p><b>199-22 Minutes of the Finance and Operations Committee</b>  It is <b>resolved</b> the minutes of the meeting held on Monday 30<sup>th</sup> January 2023 and <i>Appendix 1</i> are received and to consider the recommendations in the minutes: - 104-22F&amp;O (h) (Wallgate Units), 104-22F&amp;O (h) (Waive Financial Regulations), 105-22F&amp;O (b) (Markets Policy), 105-22F&amp;O (e) (Business Risk Management Plan) and 105-22F&amp;O (g) Council Lettings Policy and Hire Charges, as circulated, are adopted.</p> <p>Pursuant to minute 104-22F&amp;O (b) (Civic Functions), members agreed the Civic Service date for 2023 will be Sunday 16<sup>th</sup> July, once the Clerk has checked availability of St. James Church.</p> <p>Pursuant to minute 105-22F&amp;O (b) (Markets Policy), the Mayor (Councillor Miss R A Evans BEM) and Councillor Mrs. J M Martin abstained from the voting.</p>	
<p><b>200-22 Minutes of the Development and Localism Committee</b>  It is <b>resolved</b> the minutes of the meeting held on Thursday 2<sup>nd</sup> February 2023 are received and to consider the recommendations in the minutes: - 118-22D&amp;L (a) (Council Strategy) &amp; 120-22D&amp;L (a) (Tamar Toll Action Group) as circulated, are adopted.</p> <p>Pursuant to minutes 118-22D&amp;L (a) (Council Strategy) &amp; 120-22D&amp;L (a) (Tamar Toll Action Group), Councillor B A Walsh abstained from the voting.</p>	
<p><b>201-22 Questions of which notice has been given or notice of motion.</b>  None.</p>	
<p><b>202-22 Torpoint Ferry statistics</b>  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>Councillor J Tivnan BEM reported, having attended last Friday, a workshop of members of the Tamar Bridge and Torpoint Ferry Joint Committee (TB&amp;TFJC), during which the finances of the Torpoint Ferry were reviewed, held at the China Fleet Club in Saltash. He explained that he believed toll rises are inevitable, with further work needed and another meeting scheduled for Friday 3<sup>rd</sup> March 2023, at the same venue.</p> <p>Following a question from Councillor Mrs. J M Martin about whether funding the venue is the best use of resources, Councillor Tivnan explained the invoice is being met by a civic company who are putting together a management plan, with no costs incurred to the TB&amp;TFJC.</p> <p>Members debated the inconvenience caused to travellers, following the recent reduction in ferry services as well as those using public transport.</p>	
<p><b>203-22 Financial Information</b>  It is <b>resolved</b> that the January 2023 Budget Variance Income and Expenditure (as circulated) is received and adopted. The summary on Defibrillators (as circulated) was also considered and the Clerk was directed to publicise this information, according to the communications policy.</p>	<p>Clerk</p>

**204-22 Accounts for Payment**

Contact Name	Invoice Number	Total	VAT	NET	Description
Atlas Graphics (SW) Ltd	PO-0301 INV 20990	36.00	6.00	30.00	1 x A4 disabled "drop off and pick up only" sign
Don Benson	Inv 35	48.00	0.00	48.00	Clock Winding St James' Church
ITEC	Inv 822612	28.63	4.77	23.86	Xerox Meter Readings
Western Web Limited	Inv 23654	102.00	17.00	85.00	Annual renewal of web space
RD Johns Ltd	Inv 268599	81.68	5.49	76.19	Café Supplies - Library
Western Web Limited	Inv 23628	110.40	18.40	92.00	Annual renewal of web space torpointplan.org.uk
Western Web Limited	Inv 23619	32.04	5.34	26.70	Reset wifi and check connection
Richards Builders Merchants Ltd	Inv 844495	8.93	1.49	7.44	Parks Maintainance
Richards Builders Merchants Ltd	Inv 844122	15.19	2.53	12.66	Parks Maintainance
RD Johns Ltd	Inv 271582	93.13	7.69	85.44	Café Supplies - Library
Richards Builders Merchants Ltd	Inv 843423	2.38	0.40	1.98	Parks Maintainance
FOY-AIR Enterprises Ltd T/A LittleMops	Inv 1957	35.99	6.00	29.99	Econatural V-fold hand towels - Library
Richards Builders Merchants Ltd	Inv 844098	1.87	0.31	1.56	Parks Maintainance
Print Options	INV 13834	1,238.00	48.00	1,190.00	Newsletter Printing & Artwork - February Edition
Complete Office Solutions	INV SIN03553640	163.80	27.30	136.50	Stationery Order
Every Corner Distribution	INV TTCED005	672.00	112.00	560.00	Newsletter Distribution- February Edition
Cornwall Council	INV 8100334185	800.00	0.00	800.00	Torpoint Library - Works to support creation of a Warm Bank
Cornwall Council	INV 8100334326	169.05	0.00	169.05	Torpoint Library. Works to heating programming
Cornwall Council	INV 31490700166	61.32	10.20	51.12	Garage Rent
South West Hygiene	INV 285051	261.68	43.62	218.06	Sanitary and Nappy Unit rental and servicing
XERO	CC February 2023 subscription	33.60	5.60	28.00	Monthly accounting software subscription February 2023
Adobe Systems Software Ireland Ltd	CC February 2023	16.64	0.00	16.64	Monthly subscription February 2023
Aldi	CC R29346	28.68	4.78	23.90	Cafe Supplies

Yorkshire trading company	CC Acrylic Paints Library	7.49	1.25	6.24	Acrylic paints for the library welcome sign
Amazon	CC Mirror for Library	16.99	2.83	14.16	Mirror for Library toilets
Amazon	CC Compostable kitchen bin liners	31.49	5.25	26.24	Compostable kitchen bin liners
Amazon	CC Replacement feet for folding chairs	73.40	12.23	61.17	Replacement feet for folding chairs
Clifford Motors	CC 220322	67.80	11.30	56.50	Fuel Unleaded
Amazon	CC Replacement feet for folding chairs	74.60	12.43	62.17	Replacement feet for folding chairs
Booker	CC 0551696	46.08	7.68	38.40	Cafe supplies
Sam's Ironing Service	CC INV38	20.28	3.38	16.90	Laundry Tea towels
Amazon	CC Vinyl Gloves	41.94	6.99	34.95	Vinyl gloves M / L / XL
Amazon	CC Lateral Flow Tests	35.95	5.99	29.96	Lateral Flow tests for staff and buildings
Amazon	CC Refund for plastic feet for folding chairs	(69.38)	(11.56)	(57.82)	Refund for Feet for plastic chairs wrong size
SAINSBURYS S/MKTS	CC R42711	9.85	1.64	8.21	Cafe Supplies
CO-OP GROUP 380559	CC	116.15	19.37	96.78	Cafe supplies
ALD Automotive Limited t/a Ford Lease	DD February 2023	441.44	73.57	367.87	Monthly lease payment for vehicle February 2023
Corona Energy - Chambers- Gas	DD Inv 17326950	1,697.84	282.97	1,414.87	Gas supplied to council Chambers between December 2022 and January 2023
SSE Southern Electric - Library Gas	DD 91812424/0041	605.44	100.99	504.53	Gas Supplied to Torpoint Library 01/01/23 to 31/01/23
Corona Energy - Chambers- Gas	DD 17379739	1,703.32	283.89	1,419.43	Supply of gas to Council Chambers for period 01 Jan 2023 to 01 Feb 2023
SSE SWALEC -Library- Elec	DD 51789712 / 0053	272.40	45.40	227.00	Electricity supplied to the Library 2/01/2023 - 1/02/2023
Everflow Water	DD Invoice 2077525	114.64	7.80	106.84	Water - Library
Everflow Water	DD Invoice 2077525	99.63	6.65	92.98	Water - Chambers
Everflow Water	DD Invoice 2077526	67.11	4.34	62.77	Water – Public Conveniences
SSE - Cambridge Field - Elec	DD 561785554 / 0045	38.04	9.94	28.10	SSE - Cambridge Field - Elec - Credit note from 23/07/2022 to 09/11/2022
EE	DD V02077018267	111.30	18.55	92.75	Mobile phone contract 11/02/10/03

<p><b>205-22 Correspondence</b></p> <p>a) Hedgehog Highway Project – Information from Hedgehogs R Us: - Following discussion regarding the correspondence, it is agreed to forward the information to the Friends of Thanckes Park Group for their consideration.</p> <p>b) Community Housing Conversations event 19<sup>th</sup> April 2023 – CALC: - Members considered the invitation and will advise the Clerk should anyone wish to attend the event.</p>	<p>Clerk</p>
<p><b>206-22 Reports</b></p> <p>a) Neighbourhood Development Plan: - The notes of the meeting held on Tuesday 24<sup>th</sup> January 2023 were accepted, with the next meeting of the steering group scheduled for Tuesday 28<sup>th</sup> February 2023.</p> <p>b) Torpoint Town Partnership: - Nothing to report.</p> <p>c) Town Team Project Board: - The next meeting of the Town Team Project Board is scheduled for Thursday 23<sup>rd</sup> February 2023.</p> <p>d) Reports from delegates to outside bodies.</p> <p>i) Torpoint Archives &amp; Heritage Centre – the January 2023 report is noted. The Mayor (Councillor Miss R A Evans BEM) send best wished on behalf of the council to the family and friends of Barry Deacon, who had sadly recently died.</p>	
<p><b>207-22 Date of next meeting</b></p> <p>Thursday 16<sup>th</sup> March 2023.</p>	
<p>Meeting closed at 7:57pm..... Town Mayor</p>	