



## TORPOINT TOWN COUNCIL

Councillor Mrs. J M Martin led prayers before the meeting and remembered former Councillor Mrs. C Trueman's husband Mr L Trueman, also Councillor Mrs. K Ewert's step-dad Mr D Gomez, who had sadly recently died.

There were two members of the public in the public gallery.

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

**Present:** - Town Mayor (Councillor Miss R A Evans BEM) (Chairman), Deputy Mayor (Councillor G J Davis), Councillors Mrs. K Brownhill, Mrs. L Fellows, Mrs. C E Goodman, L E Keise, Mrs. J M Martin, Mrs. J L Reeves, R M Willoughby, L Sanderson, C R Sawyer, 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>208-22 Apologies for absence:</b> - Apologies for absence were submitted on behalf of Councillor M G Spurling.</p>	
<p><b>209-22 Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. L Fellows – Agenda item 3a. Planning application.</p>	
<p><b>210-22 Planning Applications:</b> - a) PA23/01285 – Demolish existing Good Templar's Hall and replace with a single dwelling – St. John Ambulance or The Good Templar's Hall, Ferry Street, Torpoint PL11 2AY. It is <b>resolved</b> there are no observations or objections.</p>	
<p><b>211-22 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.</p>	
<p><b>212-22 Police Activity Report:</b> - The Police activity report is noted, there were no questions.</p>	
<p><b>213-22 Minutes of the previous meeting:</b> - It is <b>resolved</b> the minutes of the previous meeting held on Thursday 16<sup>th</sup> February 2023, as circulated, were taken as read, confirmed and signed by the Mayor (Councillor Miss R A Evans BEM).</p>	
<p><b>214-22 Matters arising from the minutes:</b> - 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: - Pursuant to minute 197-22 (a), the Mayor (Councillor Miss R A Evans BEM) made the proposal, which was seconded by Councillor Mrs. J M Martin and it was <b>resolved</b> that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting due to the confidentiality of the proceedings. b) Disseminate opportunity for youth groups to attend question and answer sessions at the Council Chambers: -</p>	

<p>Pursuant to minute number 198-22, the opportunity for youth groups to attend the Council Chambers has been disseminated and already two group leaders have been in contact to arrange sessions in the future. Clerk will continue to liaise with the youth group leaders to set up these information sharing sessions.</p> <p>c) Publicise defibrillator financial information: - Pursuant to minute number 203-22 (a), the financial information regarding defibrillators has been published.</p> <p>d) Hedgehog Highway Project: - Pursuant to minute 205-22 (a), the Mayor (Councillor Miss R A Evans BEM) thanked the Friends of Thanckes Park group who have signed up to the Hedgehog Highway Project.</p>	Clerk
<p><b>215-22 Mayor's Communications: -</b> The Mayor (Councillor Miss R A Evans BEM) summarised the last month of activities, which included: - Attending the Torpoint Badminton Club Awards on Friday 3<sup>rd</sup> March; The Deputy Mayor (Councillor G J Davis) attended Saltash Town Council Civic Service on Sunday 5<sup>th</sup> March; Thanking all those who attended, including representatives from the three schools, it was great to celebrate and attend 'Fly the Flag for Commonwealth Day' on Monday 13<sup>th</sup> March.</p> <p>The Mayor highlighted her request to sponsor a new Youth Achievement Award and explained that ideally there would be an opportunity for members of the public to nominate an individual/group for the award, with the decision taken by the Mayor.</p> <p>The Mayor explained that she was due to attend 'afternoon tea with the Lord Mayor of Plymouth' on Monday afternoon (20<sup>th</sup> March). However, after watching in horror what has happened to Armada Way under their Council and the shocking way that yet again as a council political elements are blaming each other, the Mayor continued that she felt she could not attend and has articulated this, highlighting this is her personal opinion, to the Lord Mayors' Office.</p> <p>The Mayor concluded by asking members to recall discussions about what the costs would be for an election. Advising members that the spreadsheet detailing the breakdown of costs had been received today, with the recent election costing £9,421.40, adding that she hopes "we are all sitting comfortably in these chairs until 2025".</p> <p>The highlighted election costs prompted Councillor Mrs. J M Martin to suggest the council advises the public of this cost. Councillor Martin's suggestion became a proposal, which was seconded by Councillor J Tivnan BEM. Following a statement summarises the process by which an election was called from the Deputy Mayor (Councillor G J Davis) it was subsequently <b>resolved</b> to publicise the election cost on social media, ensuring the election process, including the council's decision to fund polling cards, is fully detailed in the information circulated.</p>	Clerk
<p><b>216-22 Minutes of the Finance and Operations Committee</b> It is <b>resolved</b> the minutes of the meeting held on Monday 27<sup>th</sup> February 2023 are received and the recommendations in the minutes: - 119-22F&amp;O (b) (Safeguarding Policy), 119-22F&amp;O (c) (Model Councillor – Officer Protocols), 119-22F&amp;O (d) (Financial Risk Management Protocols), 120-22F&amp;O (d) (Internal Controls Scrutiny) and 120-22F&amp;O (e) (Council Insurance Renewal 1<sup>st</sup> April '23 – 31<sup>st</sup> March '24), as circulated, are adopted.</p> <p>Councillor Mrs. K Brownhill reminded members of the importance of the next meeting of</p>	Clerk

<p>this committee, scheduled for Monday 3<sup>rd</sup> April 2023, where the Mayor Designate and Deputy Mayor Designate for the Civic Year 2023/24 would be elected.</p>	<p>All</p>
<p><b>217-22 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> March 2023 are received and the recommendation in the minutes: - 134-22D&amp;L (a) (Communications Policy), as circulated, is adopted.</p>	<p>Clerk</p>
<p><b>218-22 Minutes of the Personnel Committee</b> It is <b>resolved</b> the minutes of the meeting held on Thursday 9<sup>th</sup> March 2023 are received and the recommendations in the minutes: - 44-22Pers (a) (Drugs and Alcohol Policy) and 45-22 (b) (Delegated authority for payment of Q4 Salaries/Mayoral Allowance invoice), as circulated, are adopted.</p>	<p>Clerk</p>
<p><b>219-22 Questions of which notice has been given or notice of motion.</b> None.</p>	
<p><b>220-22 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><b>221-22 Financial Information</b> It is <b>resolved</b> that the February 2023 Budget Variance as circulated, is received and adopted.</p> <p>The Mayor (Councillor Miss R A Evans BEM) detailed an update, from the Clerk, regarding the Public Works Board Loan, budget for the financial years' 2022-23 and 2023-24.</p> <p>During the budgeting process that was undertaken in November and December 2021 for this financial year (2022/2023) the end of year spend for the Public Works Loan Board was incorrectly projected with the second instalment payable on the 31<sup>st</sup> March not included. The projection was also not identified when budgeting for the following financial year (2023/2024) and therefore there is a shortfall of £17,600 in both years.</p> <p>The Clerk has spoken to the accountant who has said it is unfortunate, however, mistakes do happen and it is financially rectifiable. This year general reserves can be used if needed and next year there is an opportunity to balance the budget through careful monitoring of income and expenditure. The accounting went on to say that we "won't make the same mistake again".</p> <p>Going forward, some members of the Finance and Operations Committee plus the Clerk will put a short paper together to look at what we currently do today, what we plan to do tomorrow and provide a review of roles and responsibilities. This will then be discussed and agreed at a future committee meeting. Members' accepted that it will be challenge for the council to find the shortfall of £17,600 in this years' revenue budget.</p> <p>Councillor Mrs. K Brownhill explained the council accepts responsibility for this oversight and highlighted that this is not an error solely made by the Clerk. Having now received details of the election expenditure, the Deputy Mayor (Councillor G J Davis) made the proposal, this was seconded by the Mayor (Councillor Miss R A Evans BEM) and it is <b>resolved</b> to increase the Reserves Election Costs for the financial year 2023/24 by £5,000, the total will therefore be £10,000, the additional amount to be taken from unallocated reserves.</p>	<p>Clerk</p>

**222-22 Accounts for Payment**

Contact Name	Invoice Number	Total	VAT	NET	Description
Don Benson	INV 36	48.00	0.00	48.00	Clock Winding
D J W Window Cleaning	INV0054	18.00	3.00	15.00	Bus Shelter Cleaning
Rame Refuse	INV6074	750.00	125.00	625.00	Collection of Tennis Hut Debris
Western Web Limited	PO-0295	54.00	9.00	45.00	Website Changes
Biffa	INV 522C07787	38.84	6.47	32.37	Recycling Collection Library
Biffa	INV522C07789	38.84	6.47	32.37	Recycling Collection Chambers
Biffa	INV522C07788	54.61	9.10	45.51	General Waste Collection Library
Biffa	INV522C07790	71.32	11.89	59.43	General Waste Collection Chambers
Cornwall Council - Rm 6 Bus Rates	802720466	125.00	0.00	125.00	Business Rates
Cornwall Council - Bus Rate Chambers	802311466	1,509.00	0.00	1,509.00	Business Rates
Cornwall council - Bus Rate Library	802715760	410.00	0.00	410.00	Business Rates
Richards Builders Merchants Ltd	INV 849044	22.14	3.69	18.45	Tennis Courts Refurbishment
Richards Builders Merchants Ltd	INV 848743	13.96	2.33	11.63	Tennis Courts Refurbishment
Richards Builders Merchants Ltd	INV 848486	5.78	0.96	4.82	Tennis Courts Refurbishment
Richards Builders Merchants Ltd	INV 848518	408.44	68.07	340.37	Tennis Courts Refurbishment
Richards Builders Merchants Ltd	INV 848503	63.11	10.52	52.59	Tennis Courts Refurbishment
Richards Builders Merchants Ltd	INV 847332	107.76	17.96	89.80	Foundations for Memorial Seat
Richards Builders Merchants Ltd	INV 848319	65.67	10.94	54.73	Tennis Courts Refurbishment
Richards Builders Merchants Ltd	INV 848157	10.21	1.70	8.51	Tennis Courts Refurbishment
Richards Builders Merchants Ltd	INV 848031	57.68	9.61	48.07	Tennis Courts Refurbishment
Richards Builders Merchants Ltd	INV 848477	19.60	3.27	16.33	Tennis Courts Refurbishment
ITEC	Inv 834607	47.50	7.92	39.58	Printer Monitoring
Cornwall Council - Garage	INV 34190700166	61.32	10.22	51.10	Garage Rent
Kathy's Fruit & Veg	INV 57	60.55	0.00	60.55	Library Café Supplies

RD Johns Ltd	INV 299649	64.23	3.56	60.67	Library Café Supplies
The Play Inspection Company	59721/ PO-0306	1,512.00	252.00	1,260.00	Play Park Licence Fee
XERO	CC March 2023 subscription	33.60	5.60	28.00	Monthly accounting software subscription March 2023
CO-OP GROUP 380558	CC Library Café Supplies and Newspapers	78.90	13.18	65.72	Library Café Supplies and Newspapers
Sainsburys's Supermarket	CC Library Café Supplies and Newspapers	16.15	2.69	13.46	Library Café Supplies and Newspapers
Adobe Systems Software Ireland Ltd	CC March 2023	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription March 2023
Amazon	CC Stickers	4.19	0.70	3.49	Save energy turn lights off stickers
Amazon	CC USB Cable	2.28	0.38	1.90	USB charging cable for body camera
Amazon	CC Heavy Duty Refuse Sacks	18.54	3.09	15.45	Heavy Duty Refuse Sacks
Amazon	CC Garden Hose Fitting Set	9.34	1.56	7.78	Garden Hose Connector Set
HSE Docs.com	CC Hygiene Certificates	59.88	9.98	49.90	Food Hygiene Certificates Library
Booker	CC 0438680	95.78	15.96	79.82	Library Café supplies
Booker	CC 0347367	83.82	13.97	69.85	Library Café supplies
Huddle Furniture	CC Invoice 264595	241.20	40.20	201.00	Leaflet Display Units Library
Clifford Motors	CC 433976	66.85	11.14	55.71	Fuel Unleaded
Clifford Motors	CC 438985	94.65	15.77	78.88	Fuel Unleaded
Travis Perkins	CC 03A04540	98.21	16.37	81.84	Park Gate Fixings
Sam's Ironing Service	CC 49 77 67	45.32	7.55	37.77	Laundry tablecloths
ALD Automotive Limited t/a Ford Lease	DD March 2023	441.44	73.57	367.87	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle March 2023
Shire Leasing PLC	DD March Quarterly Payment	300.55	50.09	250.46	Shire Leasing PLC - Rental Contract March 2023
EE	DD V0208676562	111.30	18.55	92.75	EE - Monthly charges 11th March - 10th April
Corona Energy - Chambers- Gas	DD 17444101	1,364.35	227.39	1,136.96	Corona Energy - Chambers- Gas - Gas Supplied to Council Chambers Feb 2023 - March 2023
SSE SWALEC -Library- Elec	DD INV 51789712	250.16	41.69	208.47	SSE SWALEC -Library- Electric

SSE Southern Electric - Library Gas	DD INV 91812424 / 0042	507.39	84.57	422.82	SSE Southern Electric - Library Gas
Everflow Water	DD Invoice 2139392	99.10	6.63	92.47	Everflow Water - Council Chambers
Everflow Water	DD Invoice 2139392	85.71	6.24	79.47	Everflow Water - Library
Everflow Water	DD Invoice 2139392	66.61	4.32	62.29	Everflow Water - Public Conveniences

### 223-22 Correspondence

- a) Affordable Housing Newsletter First edition January 2023 – Affordable Housing Team Cornwall Council: -  
Noted.
- b) 2023 Off-Street Parking Order – comment on the proposals – Cornwall Council: -  
Noted, no comments on the proposals.
- c) Torpoint Foodbank premises - Liskeard & Looe Foodbank including Torpoint & Rame Peninsula: -  
The Mayor (Councillor Miss R A Evans BEM) highlighted that, although bittersweet, the introduction of Torpoint Foodbank premises is good news for the town.
- d) Buildings at risk update and details of new Cornish book: -  
Noted.
- e) Two upcoming online events of interest (VAT on Sports Fees) (Water Resilience and De-Salination in Cornwall) – CALC: -  
Noted.

### 224-22 Reports

- a) Neighbourhood Development Plan: -  
It is **resolved** the minutes of the Neighbourhood Plan steering group meeting of Tuesday 28<sup>th</sup> February 2023 and recommendations in the minutes: - 32-22NDP (b) (Instruct Clifton Emery Design for NDP work), 32-22NDP (b) (Waive Financial Regulations - Contracts) and 32-22NDP (d) (Instruct GoCollaborate for an NDP Regulation 14 online consultation platform & associated services), are adopted.

For transparency, the minutes of this meeting and recommendations are copied below: -  
*The Chairman (Councillor G J Davis) presented the fee proposal, for the following areas of work to support completion of the NDP, after which he made the proposal, Councillor Mrs. C E Goodman seconded the proposal and it is **recommended** to instruct Clifton Emery Design Ltd. to undertake the following work: -*

*1. NDP Document (February 2023)*

**£1,500**

*Final amendment to text content and additional section to be added. Adjustments to all plans within the policy section with a meeting to go through changes. Review and adjust formatting for final version.*

*Prepare document for digital and print ready formats.*

*(Members acknowledge this cost does not include printing, Clifton Emery Design will supply the document in a print ready format for the council to procure printing locally.)*

*2. Regulation 14 Consultation (June 2023)*

**£4,000**

*Preparation of artwork for say 10 x exhibition panels and an A5 double sided leaflet or A4*

poster.

Attendance at 3 x exhibition events for 1 person.

Printing and mileage expenses up to £500.

Attendance for additional people £1,200 per person.

### 3. Updates to the NDP Document

#### **Up to £1,000**

Changes that need to be made to the NDP following feedback from the Steering Group, Regulation 14 Consultation and any recommendations from Cornwall Council.

The above price is a guide in hope that changes are limited, if it turns out there is substantial change we would like to review this fee and will discuss this with the Clerk before commencing any work.

#### **All the above prices are excluding VAT.**

It is further **recommended** to waive Financial Regulations 11. (Contracts). This quotation has been agreed without competition, as the supplier is providing professional support as a continuation of work undertaken on an existing project.

#### c) To update on the Knowledge base.

The Clerk has made the updates to the knowledge base, as suggested by Cornwall Council.

#### d) To plan the Regulation 14 Pre-Submission Consultation and consider appointment of survey provider: -

Following consideration of the two proposals and having reviewed them both, it is **recommended** to instruct GoCollaborate for an NDP Regulation 14 online consultation platform and associated services, for a cost of £1,500 plus VAT, as per the information which had previously been circulated.

#### b) Torpoint Town Partnership (TTP): -

The Mayor (Councillor Miss R A Evans BEM) reported following a TTP meeting which was held the previous month. The town council's Operations Manager attended the meeting to explain that many of the mini Christmas lights, which are erected on the Fore Street properties, need replacing, a fundraising plan was therefore discussed and events are being planned to fundraise to replace these Christmas lights. Dates for future events have been agreed and the next meeting is scheduled for Tuesday 21<sup>st</sup> March.

#### c) Town Team Project Board – notes of the meeting of Thursday 23<sup>rd</sup> February 2023: -

The notes of the meeting have been circulated.

#### d) Reports from delegates to outside bodies.

#### i) Torpoint Archives & Heritage Centre Feb 2023: -

The Mayor (Councillor Miss R A Evans BEM) minutes thanks to the Torpoint Archives & Heritage Centre for their report.

#### ii) Torpoint Environmental Action (TEA): -

Councillor Mrs. C E Goodman summarised the recent activities and future plans of the TEA group: -

- The recent TEA meeting was held on Thursday 2<sup>nd</sup> March 2023. The February half-term event went well with volunteers and Plymouth Sound Marine Rangers completing a shoreline clean up and exploration along the Marina and Chapeldown beach in the morning. The Marine Park Rangers picked up marine (dead) species to bring back to the Library and Community Hub to show the children at the afternoon creative, mindful marine craft activity with Awenek, minuting thanks to

<p>the Library and Community Hub for hosting the event and to the Social Prescriber, Jess Hirons, for her support.</p> <ul style="list-style-type: none"> <li>➤ The first TEA Repair Café (Sewing Repairs) is being held at Torpoint Library and Community Hub on Sunday 26<sup>th</sup> March 2023, opening hours 10.00am – 1.00pm.</li> <li>➤ 'Big Fish' - information which has been shared by Councillor Mrs. L Fellowes and the Plymouth Hoe 'Blue Fish' was discussed.</li> <li>➤ The first TEA Constitution was shared and discussed with members, to be adopted at the April meeting.</li> <li>➤ TEA litter-picking volunteer risk assessment and insurance are now completed.</li> <li>➤ Participating with the Friends of Thanckes Park in the Great British Spring Clean this Saturday, starting in Bénodet Park.</li> <li>➤ Contact has been made with a 'gleaning' group in South East Cornwall.</li> </ul> <p>The Mayor (Councillor Miss R A Evans BEM) minuted thanks to Councillor Mrs. C E Goodman for the TEA report.</p>	
<p><b>225-22      Date of next meeting</b> Thursday 20<sup>th</sup> April 2023.</p>	
<p>Meeting closed at 7.50pm..... Town Mayor</p>	