



TORPOINT TOWN COUNCIL

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

Councillor Mrs K Ewert (Rame Peninsula and St Germans Division) and two members of the public were in the public gallery. The two members of the public were invited to speak on behalf of the residents' of Lamorna Park, regarding continuous noise disturbance emanating from Trevol Business Park.

MINUTES of the meeting of Torpoint Town Council held on Thursday 20th April 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, Mrs. J M Martin, Mrs. J L Reeves, C R Sawyer, 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.

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| <p>1-23 Suspend Standing Orders: - The Town Mayor (Councillor Miss R A Evans BEM) proposed that standing orders were suspended, this was seconded by Councillor Mrs. J M Martin and it is resolved that standing orders were suspended until 7.16pm.</p> | |
| <p>2-23 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors L E Keise and R M Willoughby. The Town Mayor (Councillor Miss R A Evans BEM) explained former Councillor L Sanderson had this afternoon given his resignation from Torpoint Town Council, citing "unfortunately he no longer believes he can fully dedicate enough time to the Council alongside his University work at medical school." Following a suggestion put by the Deputy Mayor (Councillor G J Davis) it is agreed to publish a social media post wishing former Councillor L Sanderson well for the future.</p> | Clerk |
| <p>3-23 Declarations of Interest relating to items on the Agenda None.</p> | |
| <p>4-23 Planning Applications: - None.</p> | |
| <p>5-23 Cornwall Council Reports: - The Town 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>6-23 Police Activity Report: - The Police activity report is noted, there were no questions, a member noted the reduction in crime statistics compared to the same time last year.</p> | |
| <p>7-23 Minutes of the previous meeting: - It is resolved the minutes of the previous meeting held on Thursday 16th March 2023, as circulated, were taken as read, confirmed and signed by the Mayor (Councillor Miss R A Evans BEM).</p> | |
| <p>8-23 Matters arising from the minutes: - 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 214-22 (a), the Town Mayor (Councillor Miss R A Evans BEM) explained there was no further update on this matter</p> | |

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| <p>b) Publicise election costs on social media: - Pursuant to minute number 215-22, publish election costs on social media, this has been actioned.</p> <p>c) Increase Reserve Election costs for financial year 2023/24: - Pursuant to minute number 221-22, the Clerk explained, the increase to Reserve Election costs for the financial year 2023/24 is being actioned as part of the financial year-end work.</p> | |
| <p>9-23 Mayor's Communications: - The Mayor (Councillor Miss R A Evans BEM) summarised the last month of activities, which included: - "8th April Torpoint Bowling club – delighted to formally open the season, new members are always welcome at the club. 15th April - A huge thank you to everyone that attended the Mayor's Charity Spring Ball. It was a fabulous evening spent with wonderful company whilst enjoying great food and brilliant entertainment and the best bit, we raised £1,347.00, which will go to cancer charities. Thank you to everyone involved in the organisation and those that donated raffle and auction prizes for making it such a success. 14th April – Following the arson attack at The Lawn, I met with the Police regarding anti-social behaviour which is occurring in the town. The Police are identifying the individuals responsible and are looking to address the increasing anti-social behaviour, which is occurring. Unfortunately, there was a recent break in at Bénodet Park, although nothing was stolen, CCTV footage has been forwarded to the Police. Wednesday 3rd May – I will be attending His Majesty's Garden Party at Buckingham Palace, having been invited to represent, on this occasion, the Mayors of Cornwall and the community of Torpoint, I will be accompanied by the Town Clerk. Friday 5th May - Torpoint Library and Community Hub are fundraising for Dementia UK supporting "Time for a Cuppa", anyone who can bake or provide cakes they would be gratefully received please."</p> | |
| <p>10-23 Minutes of the Finance and Operations Committee: - It is resolved the minutes of the meeting held on Monday 3rd April 2023 are received and the recommendations in the minutes: - 137-22F&O (c) (Civic Protocols) and 137-22F&O (c) (Set up an 'Honours Sub Committee'), as circulated, are adopted.</p> <p>Pursuant to 133-22F&O, <i>Appendix A</i> for the Civic Year 2023-24 is to be updated with the following: Torpoint Diverse Advisory Panel – Members Councillors Mrs. L Fellows and Mrs. C E Goodman. Development and Localism Committee – Councillor B A Walsh to be included. Torpoint and Rame Active Community Network – Councillor C R Still to be the representative.</p> <p>a) Torpoint Town Crier application (David Green): - Following consideration of the application from David Green, as previously circulated, Councillor M G Spurling made the proposal, this was seconded by the Town Mayor (Councillor Miss R A Evans BEM) and it is resolved to appoint David Green to the role of Torpoint Town Crier, with immediate effect.</p> | <p>Clerk</p> <p>Clerk</p> |
| <p>11-23 Minutes of the Development and Localism Committee It is resolved the minutes of the meeting held on Thursday 13th April 2023 are received and the recommendation in the minutes: - 155-22D&L (a) (Town Team Project Board - to delegate to the Clerk, with support/guidance from the Chairman of the Town Team Project Board, to review, agree and subsequently accept the terms of the grant offer for</p> | <p>Clerk</p> |

£76,850, from Cornwall Council Community Levelling Up Programme (CLUP), for and on behalf of the town council) as circulated, is adopted.

12-23 Questions of which notice has been given or notice of motion.
None.

13-23 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.

14-23 Financial Information

It is **resolved** that the March 2023 Budget Variance as circulated, is received and adopted. The Clerk explained further work will be undertaken on this Budget Variance in accordance with financial year-end procedures.

15-23 Accounts for Payment

| Contact Name | Invoice Number | Total | VAT | NET | Description |
|---|----------------------------|--------|-------|--------|------------------------------------|
| FOY-AIR Enterprises Ltd T/A LittleMops | INV 1992 | 12.48 | 2.08 | 10.40 | Consumables Library |
| FOY-AIR Enterprises Ltd T/A LittleMops | INV 1990 | 93.39 | 15.56 | 77.83 | Consumables Council Chambers |
| FOY-AIR Enterprises Ltd T/A LittleMops | INV 1991 | 83.99 | 14.00 | 69.99 | Consumables Public Conveniences |
| Cornwall Council | 34190700166 | 67.52 | 11.26 | 56.26 | Garage Rent |
| Kathy's Fruit & Veg | INV 056 | 54.90 | 9.15 | 45.75 | Café Supplies |
| Biffa | INV 522C 19177 | 25.90 | 4.32 | 21.58 | Waste Collection |
| Biffa | INV 522C 19178 | 36.41 | 6.07 | 30.34 | Waste Collection |
| Biffa | INV 522C 19179 | 25.90 | 4.32 | 21.58 | Waste Collection |
| Biffa | INV 522C 19180 | 47.54 | 7.92 | 39.62 | Waste Collection |
| NABMA | INV 23/256 | 384.00 | 0.00 | 384.00 | Membership Subscription |
| Contacta Systems ltd | PO-0296 | 288.00 | 48.00 | 240.00 | Hearing Loop Service |
| Cornwall ALC Limited | PO-0303 INV 935 1609 24 | 432.00 | 72.00 | 360.00 | CilCA Training |
| Kernow Aerials | INV 23/138 | 240.00 | 40.00 | 200.00 | Put Up and Take Down of Bunting |
| Richards Builders Merchants Ltd | INV 849973 | 29.17 | 4.86 | 24.31 | Mushroom Bin Installation |
| Richards Builders Merchants Ltd | INV 849969 | 6.48 | 1.08 | 5.40 | Mushroom Bin Installation |
| Richards Builders Merchants Ltd | INV 850116 | 7.10 | 1.18 | 5.92 | Parks Maintenance |
| Richards Builders Merchants Ltd | INV 850463 | 14.77 | 2.46 | 12.31 | Parks Maintenance |

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| Richards Builders Merchants Ltd | INV 850629 | 4.22 | 0.70 | 3.52 | Parks Maintenance |
| Cornish Tea & Cornish Coffee Co Ltd | INV SL70784 | 260.50 | 0.00 | 260.50 | Café Supplies Library |
| Complete Business Solutions Group Ltd | SINV036234101 | 141.20 | 23.53 | 117.67 | Stationery Order |
| Itec | INV 739581 | 59.72 | 9.95 | 49.77 | Xerox Meter Readings June 2022 |
| L&L Diverse Solutions Limited | INV 004/2023 | 3,288.00 | 548.00 | 2,740.00 | 4 Days Consultancy at £685 per day |
| Cornwall Council | 802311466 | 1,322.00 | 0.00 | 1,322.00 | May '23 Business Rates Council Chambers |
| Cornwall Council | 802720466 | 111.00 | 0.00 | 111.00 | May '23 Business Rates Room 6 |
| Cornwall Council | 802715760 | 403.00 | 0.00 | 403.00 | May '23 Business Rates Library |
| Cornwall Council | 802923069 | 54.00 | 0.00 | 54.00 | May '23 Business Rates Tennis Courts |
| XERO | CC April 2023 subscription | 33.60 | 5.60 | 28.00 | XERO - Monthly accounting software subscription April 2023 |
| Booker | CC 0554460 | 156.95 | 26.16 | 130.79 | Booker - cafe supplies |
| Booker | CC R57397 | 111.13 | 18.52 | 92.61 | Booker - cafe supplies |
| Booker | CC R57397 | 77.94 | 0.00 | 77.94 | Booker - cafe supplies |
| Aldi | CC R85115 | 9.95 | 1.66 | 8.29 | Aldi - Cafe Supplies |
| Amazon | CC Vinyl Gloves | 17.99 | 3.00 | 14.99 | Amazon - Clear Vinyl Gloves Pack 100 |
| Amazon | CC Extension Cable | 28.00 | 4.67 | 23.33 | Amazon - Extension lead |
| Amazon | CC Hi-Viz Vests | 31.47 | 5.25 | 26.22 | Amazon - Hi Viz Vests |
| Amazon | CC Amazon Pens | 6.69 | 1.11 | 5.58 | Amazon - fine tip pens |
| Amazon | CC Amazon Parks Maintenance | 9.89 | 1.65 | 8.24 | Amazon - Wire paving and patio brush/scraper |
| Amazon | CC Amazon Parks Maintenance | 21.50 | 3.58 | 17.92 | Amazon - Patio and decking brush set |
| Amazon | CC Amazon Cleaning | 16.58 | 2.76 | 13.82 | Amazon - filters for Vacuum cleaner |
| Amazon | CC Amazon Cleaning | 10.94 | 1.82 | 9.12 | Amazon - Tea Towels Library |
| Amazon | CC Amazon Cleaning | 21.98 | 3.66 | 18.32 | Amazon - Tea Towels Chambers |
| Amazon | CC Amazon Cleaning | 5.99 | 1.00 | 4.99 | Amazon - bottle brush cleaning set |
| B&M | CC 54281 | 17.98 | 3.00 | 14.98 | B&M - Bird Supplies |

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| TAMAR BRIDGE | CC Tamar Tag | 20.00 | 3.33 | 16.67 | TAMAR TAG | |
| Westcountry Bakery | CC jB00 | 17.20 | 2.87 | 14.33 | Westcountry Bakery - Staff treat | |
| Clifford Motors | CC R1711 | 84.67 | 14.11 | 70.56 | Clifford Motors - Fuel Unleaded | |
| Trago Mills | CC 41780 | 16.96 | 2.83 | 14.13 | Trago Mills - Cafe Supplies | |
| Post Office Torpoint | CC R06398 | 11.00 | 1.83 | 9.17 | Post Office Torpoint - Stamps for Mayor choosing | |
| Adobe Systems Software Ireland Ltd | CC April 2023 | 16.64 | 0.00 | 16.64 | Adobe Systems Software Ireland Ltd - Monthly subscription April 2023 | |
| Devon Doors and Locks | CC 1003 | 39.00 | 6.50 | 32.50 | Devon Doors and Locks - Locks and keys for parks and tea hut following break in. | |
| Green Feathers | CC SI-440371 | 64.99 | 10.83 | 54.16 | Green Feathers - Bird Box Supplies - library | |
| SAINSBURYS S/MKTS | CC | 57.05 | 9.49 | 47.56 | SAINSBURYS S/MKTS - Library Café and Newspapers | |
| CO-OP GROUP 380560 | CC R85447 | 56.95 | 9.44 | 47.51 | CO-OP GROUP 380558 - Library Café and Newspapers | |
| EE | DD V02096953969 | 127.31 | 21.22 | 106.09 | EE - Mobile phone tariff charges 11th April - 10th May 2023 | |
| SSE Southern Electric - Library Gas | DD 91812424 / 0044 | 528.60 | 88.10 | 440.50 | SSE Southern Electric - Library Gas | |
| Corona Energy - Chambers- Gas | DD INV 17493575 | 1,471.97 | 245.33 | 1,226.64 | Corona Energy - Chambers- Gas - Gas Supplied to Council Chambers March 2023 - April 2023 | |
| ALD Automotive Limited t/a Ford Lease | DD INV 17788223 | 441.44 | 73.57 | 367.87 | ALD Automotive Limited t/a Ford Lease - Rental invoice WG21YYE | |
| ALD Automotive Limited t/a Ford Lease | DD INV 17788223 | 25.00 | 0.00 | 25.00 | ALD Automotive Limited t/a Ford Lease - Maintenance Recharge | |
| <p>16-23 Correspondence: -</p> <p>a) Tamar Crossings Newsletter March 2023 – Tamar Crossings: - Noted.</p> <p>b) Cost of Living Crisis in Cornwall information, including Torpoint Parish Dashboard of clients helped – Citizens Advice Cornwall: - Noted, Clerk to circulate Section 137 grant forms to Citizens Advice Cornwall.</p> <p>c) Upcoming Training and Development Bulletin April and May 2023: - Noted.</p> | | | | | | Clerk |
| <p>17-23 Reports</p> <p>a) Neighbourhood Development Plan: - It is resolved the minutes of the Neighbourhood Plan steering group meeting of Tuesday 28th March 2023 are adopted.</p> <p>b) Torpoint Town Partnership (TTP): - Councillor Mrs K Brownhill explained that there are several fundraising events being</p> | | | | | | |

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| <p>planned to raise money for the Christmas trees and lights on Fore Street including and event held on the 1st April after which a £200 donation was received. The Coronation Picnic event is being planned for Monday 8th May at Bénodet Park, following a successful national lottery community fund bid it is hoped there will be no costs to the TTP. The next meeting is scheduled for Tuesday 25th April 2023.</p> <p>c) Town Team Project Board – notes of the meeting of Wednesday 12th April 2023: - The notes of the meeting have been circulated.</p> <p>d) Reports from delegates to outside bodies.</p> <p>i) Torpoint Archives & Heritage Centre March 2023: - The Mayor (Councillor Miss R A Evans BEM) minutes thanks to the Torpoint Archives & Heritage Centre for their report.</p> <p>ii) Torpoint Environmental Action (TEA): - Councillor Mrs. C E Goodman summarised the recent activities and future plans of the TEA group: -</p> <ul style="list-style-type: none"> ➤ The recent TEA meeting was held on Thursday 6th April 2023. ➤ Following discussion and feedback regarding Cambridge Field, members of the TEA are asking whether there is an opportunity for planting trees for shade in the park. (This will be looked at as part of the review of the Climate Emergency Action Plan.) ➤ The TEA group are delighted that the first repair café went really well. ➤ The number of volunteers for the next (April 2023) repair café has doubled. | |
| <p>18-23 Date of next meeting Thursday 18th May 2023 - Annual meeting (Mayor Making).</p> | |
| <p>Meeting closed at 7.52pm..... Town Mayor</p> | |