



**TORPOINT TOWN
COUNCIL**

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

Councillor Mrs. K Ewert Divisional Member Rame Peninsula and St. Germans was present in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 17th August 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor G J Davis) (Chairman), Deputy Mayor (Councillor Mrs. J M Martin), Councillors Mrs. S G Bickle, Mrs. K Brownhill, Miss R. A Evans BEM, Mrs. J L Reeves, M G Spurling, C R Still, M Thomson-Neall, J Tivnan BEM, R M Willoughby, B A Walsh, with the Town Clerk & RFO (Clerk) and the Town Council Support Officer in attendance.

	ACTION
<p>84-23 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors Mrs. L Fellows, Mrs. C E Goodman, L E Keise and C R Sawyer.</p>	
<p>85-23 Declarations of Interest relating to items on the Agenda None.</p>	
<p>86-23 Planning Applications: -</p> <p>a) PA23/04530 – Create a new dual purpose forestry track to facilitate felling and extraction of diseased Ash trees within the woodland for safety purposes. Proposed upgrading works to circa 60m of existing pedestrian track to the East of the stream. Quarry Park, Bottom Woods, Woodland Way, Torpoint. It is resolved there are no observations or objections. Members made the following observation - to recommend that communication to the public is made specifically about the reason behind the proposed felling and extraction works. (The Town Council would very much offer support with this communication, via social media and website).</p> <p>b) PA23/05483 – Non material amendment to decision PA21/12428 dated 22.04.2022 for the removal of external stone cladding from the gable ends and rear elevations to be replaced with a render finish, the Insertion of a tall narrow slot window at first floor level in the north facing gable end and anthracite grey aluminium windows to be replaced with anthracite grey UPVC windows. 98 Marine Drive, Torpoint PL11 2EN. The application has expired, no comment required.</p> <p>c) PA23/05585 - Front porch. 12 Chapeldown Road, Torpoint PL11 2HT. It is resolved there are no observations or objections.</p> <p>d) PA23/05787 – Proposed Change of use from Offices to Hot Food Takeaway with sit in functions and the installation of extraction equipment. 2 York Road, Torpoint PL11 2LG. It is resolved to recommend refusal on the following two grounds: -</p> <ol style="list-style-type: none"> 1. Noise impact to residents' of the extraction fan plus the potential late night customers, being served during anti-social hours. 2. Proposed takeaway to be sited on the A374 Antony Road (main road in Torpoint), the logistical problems this could cause with cars/vehicles stopping to collect takeaway orders on the A374 which would cause an obstruction on the highway, in a residential area. 	

<p>87-23 Cornwall Council Reports: - The Town Mayor (Councillor G J Davis) thanked Councillor Mrs. K Ewert and Councillor J Tivnan BEM for their written reports for the Council’s consideration. Councillor Mrs. K Ewert added, the Cornwall Council Countryside Access Team are scheduled to repair the RALEIGH footpath bridge within the next fortnight. The Deputy Mayor (Councillor Mrs. J M Martin) suggested the information shared from Cornwall Council regarding the planned changes to waste collections in 2024 and the “Dark Skies” initiative should be published in the community to prepare residents’, as best as possible, for these changes.</p>	Clerk
<p>88-23 Police Activity Report: - The Chairman (Councillor G J Davis) thanked the Devon and Cornwall Police Officer for their report. PC Gething had given her apologies and was unable to attend the meeting. The Mayor (Councillor G J Davis) reiterated the importance of the council continuing to re-iterate to residents’ to report all crimes to the Police via the appropriate channels and suggested this is re-publicised via social media.</p>	Clerk
<p>89-23 Minutes of the previous meeting: - It is resolved the minutes of the meeting held on Thursday 20th July 2023, as circulated, were taken as read, confirmed and signed by the Town Mayor (Councillor G J Davis).</p>	
<p>90-23 Matters arising from the minutes: - a) To continue to correspond with Cornwall Council regarding Footpath 3 Torpoint – Definitive map and statement [10 Trematon Close, PL11 2JG]: - Pursuant to minute 73-23 (a), there is no update on this matter. b) To sign the engrossments for the Public Conveniences, Antony Road, Torpoint with Cornwall Council, Torpoint Town Council and Plymouth Boat Park Limited: - Pursuant to minute 73-23 (b) and the final Public Conveniences Specification as agreed, as circulated, there is the likelihood the papers will be signed in the next fortnight. c) To respond to the Freedom of Information request Emissions Data – Helen Cross: - Pursuant to minute 81-23 (b), the Clerk confirmed the information in the Freedom of Information request had been shared with the correspondent; the Town Mayor (Councillor G J Davis) suggested the response should be shared with all members.</p>	Clerk
<p>91-23 Mayor’s Communications: - The Town Mayor (Councillor G J Davis) summarised the engagements / activities undertaken during the last month, which included: - JULY: 24th – Maker With Rame Parish Council 3G Pitch Project – letter of support received 25th – Antony Parish Council 3G Pitch Project 27th – Equality, Diversity and Inclusion members’ and staff training 28th – Ernie and Lucas Coffee and a Cake to say farewell. AUGUST: 3rd – Flower presentation to Ann and David Ellis on their Diamond wedding anniversary. Future: Dog Show on Sunday 20th August at Bénodet Park Raft Race @ TMSA Saturday 23rd September.</p>	

<p>92-23 Minutes of the Extraordinary Development and Localism Committee: - It is resolved the minutes of the meeting held on Thursday 3rd August 2023 are received and the recommendations in the minutes: - 57-23D&L (a) (Tennis court improvements), as circulated, is adopted.</p>	Clerk																																																																														
<p>93-23 Questions of which notice has been given or notice of motion None.</p>																																																																															
<p>94-23 Torpoint Ferry statistics The Torpoint Ferry availability statistics were noted and the Town Mayor (Councillor G J Davis) minuted thanks to the Torpoint Ferry officer for providing the statistics.</p>																																																																															
<p>95-23 To note the updated Committee/Working party structure Noted.</p>																																																																															
<p>96-23 To note the updated Policy List Thanks were minuted to the Team and relevant Councillors for their work on updating the Policies.</p>																																																																															
<p>97-23 Financial Information It is resolved that the July 2023 Budget Variance as circulated, is received and adopted. The Clerk explained the new layout has been updated (by Xero) and will continue to make any appropriate tweaks, to ease understanding.</p>																																																																															
<p>98-23 Accounts for Payment</p> <table border="1" data-bbox="119 1108 1268 2016"> <thead> <tr> <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>Cornwall Council</td> <td>July 2023</td> <td>54.00</td> <td>0.00</td> <td>54.00</td> <td>Sep '23 Bus Rate Tennis Courts</td> </tr> <tr> <td>Cornwall Council</td> <td>INV 802311466</td> <td>1,322.00</td> <td>0.00</td> <td>1,322.00</td> <td>Sep '23 Bus Rate Chambers</td> </tr> <tr> <td>Cornwall Council</td> <td>INV 802715760</td> <td>403.00</td> <td>0.00</td> <td>403.00</td> <td>Sep '23 Bus Rate Library</td> </tr> <tr> <td>Cornwall Council</td> <td>INV 802720466</td> <td>111.00</td> <td>0.00</td> <td>111.00</td> <td>Sep '23 Rm 6 Bus Rates</td> </tr> <tr> <td>Don Benson</td> <td>INV 41</td> <td>48.00</td> <td>0.00</td> <td>48.00</td> <td>clock winding St James</td> </tr> <tr> <td>Biffa</td> <td>INV 522C48929</td> <td>80.09</td> <td>13.35</td> <td>66.74</td> <td>recycling collection library</td> </tr> <tr> <td>Biffa</td> <td>INV 522C48930</td> <td>91.66</td> <td>15.28</td> <td>76.38</td> <td>recycling collection chambers</td> </tr> <tr> <td>ITEC</td> <td>INV 891757</td> <td>85.79</td> <td>14.30</td> <td>71.49</td> <td>printer meter readings</td> </tr> <tr> <td>Richards Builders Merchants Ltd</td> <td>INV 867564</td> <td>81.51</td> <td>13.58</td> <td>67.93</td> <td>Parks Maintenance</td> </tr> <tr> <td>Richards Builders Merchants Ltd</td> <td>INV 866981</td> <td>74.33</td> <td>12.39</td> <td>61.94</td> <td>Parks Maintenance</td> </tr> <tr> <td>FOY-AIR Enterprises Ltd T/A LittleMops</td> <td>INV 2052</td> <td>40.73</td> <td>6.79</td> <td>33.94</td> <td>consumables library</td> </tr> <tr> <td>FOY-AIR Enterprises Ltd T/A LittleMops</td> <td>INV 2051</td> <td>100.59</td> <td>16.76</td> <td>83.83</td> <td>Consumables public conveniences</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	VAT	NET	Description	Cornwall Council	July 2023	54.00	0.00	54.00	Sep '23 Bus Rate Tennis Courts	Cornwall Council	INV 802311466	1,322.00	0.00	1,322.00	Sep '23 Bus Rate Chambers	Cornwall Council	INV 802715760	403.00	0.00	403.00	Sep '23 Bus Rate Library	Cornwall Council	INV 802720466	111.00	0.00	111.00	Sep '23 Rm 6 Bus Rates	Don Benson	INV 41	48.00	0.00	48.00	clock winding St James	Biffa	INV 522C48929	80.09	13.35	66.74	recycling collection library	Biffa	INV 522C48930	91.66	15.28	76.38	recycling collection chambers	ITEC	INV 891757	85.79	14.30	71.49	printer meter readings	Richards Builders Merchants Ltd	INV 867564	81.51	13.58	67.93	Parks Maintenance	Richards Builders Merchants Ltd	INV 866981	74.33	12.39	61.94	Parks Maintenance	FOY-AIR Enterprises Ltd T/A LittleMops	INV 2052	40.73	6.79	33.94	consumables library	FOY-AIR Enterprises Ltd T/A LittleMops	INV 2051	100.59	16.76	83.83	Consumables public conveniences	
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Richards Builders Merchants Ltd	INV 866440	3.88	0.65	3.23	Parks Maintenance
Richards Builders Merchants Ltd	INV 865904	13.00	2.17	10.83	Parks Maintenance
Beaver Blinds	INV 81428	312.00	52.00	260.00	Blinds for room 5
David Green (Town Crier)	Expenses Claim	30.00	0.00	30.00	AHGTC membership
Richards Builders Merchants Ltd	INV 866233	24.39	4.06	20.33	Parks Maintenance
Richards Builders Merchants Ltd	INV 865316	150.88	25.15	125.73	Library Shed Installation
Richards Builders Merchants Ltd	INV 865331	48.26	8.04	40.22	Library Shed Installation
Biffa	INV 522C48931	80.09	13.35	66.74	waste collection library
Biffa	INV 522C48932	90.84	15.14	75.70	waste collection chambers
Richards Builders Merchants Ltd	INV 864788	45.25	7.54	37.71	Parks Maintenance
Richards Builders Merchants Ltd	INV 864775	13.70	2.28	11.42	Library Shed Installation
L&L Diverse Solutions Limited	INV 010/2023	2,055.00	342.50	1,712.50	development projects consultancy
Moor 2 Shore	INV 1379	80.00	13.33	66.67	carpet cleaning Clerks office
Richards Builders Merchants Ltd	INV 864645	32.86	5.48	27.38	Parks Maintenance
Richards Builders Merchants Ltd	INV 864644	12.73	2.12	10.61	Parks Maintenance
James Hallam Ltd	INV 525781733	107.61	11.96	95.65	Additions to fixed asset register
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2050	63.58	10.60	52.98	Consumables Chambers
Westcare Limited	SORD00205028	144.00	24.00	120.00	Stationery Library
Westcare Limited	SORD00205023	62.63	10.44	52.19	Stationery Chambers
Westcare Limited	SORD00204936	110.24	18.37	91.87	Stationery Chambers
Cornish Tea & Cornish Coffee Co Ltd	INV SL75354	157.72	0.00	157.72	Library café supplies
Saltash Town Council	INV-4975	100.80	16.80	84.00	First Aid Training (2 employees)
Richards Builders Merchants Ltd	INV 867587	21.99	3.67	18.32	Parks Maintenance
Cornwall Council	INV 8100392717	97.00	0.00	97.00	Sea Gull Proof Sacks
Richards Builders Merchants Ltd	INV 865330	23.50	3.92	19.58	Parks Maintenance

Cornwall Council	INV 8100392461	57.24	9.54	47.70	dog waste bags
Sea Cadets	INV 232	100.00	16.67	83.33	Sea cadets band for Civic Parade
Page Construction	INV 200723TTC	690.00	115.00	575.00	Maintenance to Council Hall doors
Cornish Tea & Cornish Coffee Co Ltd	SL75679	161.16	0.00	161.16	Library café supplies
Daniel Tweedie Plastering	INV0058	780.00	0.00	780.00	Repair/plaster and remove waste – ceiling York Road entrance toilets
	TOTAL	8,163.05			
Timpson	CC #2828	19.50	3.25	16.25	Timpson - TIMPSON LTD PLYMOUTH GBR
Booker	CC INV0294641	246.89	41.15	205.74	Booker - Cafe Supplies
IMO car wash	CC R88567	12.00	2.00	10.00	IMO car wash - IMO CAR WASH PLYMOUTH PLYMOUTH GBR
Sam's Ironing Service	CC 2596	20.79	3.46	17.33	Sam's Ironing Service - Laundry tablecloths and tea towels
The National Centre for Suicide Prevention Training CIC	CC Suicide Prevention Training	93.50	15.58	77.92	The National Centre for Suicide Prevention Training CIC - THE NATIONAL CENTRE FO CARDIFF GBR
B&M	CC 9047	5.99	1.00	4.99	B&M - Bird Supplies
B&M	CC 9047	11.00	1.83	9.17	B&M - cafe supplies
Clifford Motors	CC R87177	51.03	8.50	42.53	Clifford Motors - Fuel Unleaded
Booker	CC INV 0367173	50.68	8.45	42.23	Booker - Cafe Supplies
JOHNSTONES DECORATING	CC INV #585811028532	84.34	14.06	70.28	JOHNSTONES DECORATING - Paint Supplies for Benodet Park
Adobe Systems Software Ireland Ltd	CC August 2023	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription August 2023
Booker	CC INV0292480	410.33	68.39	341.94	Booker - Cafe Supplies
XERO	CC August 2023 subscription	33.60	5.60	28.00	XERO - Monthly accounting software subscription August 2023
Dyson	CC Dyson Hoover Battery	70.00	11.67	58.33	Dyson - New Hoover Battery for Dyson Hoover
Amazon	CC Amazon Heavy Duty Refuse Sacks	14.90	2.48	12.42	Amazon - Heavy Duty Refuse Sacks
Amazon	CC Insect Killer - Various	34.94	5.82	29.12	Amazon - Insect Killer Various

Amazon	CC Samsung case for work phone	8.99	1.50	7.49	Amazon - Samsung case for work phone
Amazon	CC Hook and Loop Strip Tape	5.99	1.00	4.99	Amazon - Hook and Loop Strip Tape
SAINSBURYS S/MKTS	CC R35661	3.90	0.65	3.25	SAINSBURYS S/MKTS - newspapers
SAINSBURYS S/MKTS	CC R35661	1.45	0.24	1.21	SAINSBURYS S/MKTS - Cafe supplies
CO-OP GROUP 380558	CC Co-op	108.20	18.02	90.18	Newspapers and Café supplies
	TOTAL	392.68			
SSE - Cambridge Field - Elec	DD 561785554 / 0048 & 0049	68.28	11.38	56.90	SSE - Cambridge Field - Elec
Everflow Water	DD Invoice 2470363	79.91	5.12	74.79	Water Supplied to Council Chambers 18/09/2023 - 17/10/2023
Everflow Water	DD Invoice 2470363	100.89	6.67	94.22	Water Supplied to Library 18/09/2023 - 17/10/2023
Everflow Water	DD Invoice 2470363	57.34	3.57	53.77	Water Supplied to Public Conveniences 18/09/2023 - 17/10/2023
SSE SWALEC -Library- Elec	DD 501909140 / 0004	248.93	41.50	207.44	SSE SWALEC -Library- Elec - Invoice Period 12th July 2023 to 9th August 2023
EE	DD V02135884420	108.80	16.80	92.00	EE - mobile phone contracts 11th August to 10th September
Corona Energy - Chambers- Gas	DD 17730902	149.06	7.10	141.96	Corona Energy - Chambers- Gas - Council Chambers Gas
ALD Automotive Limited t/a Ford Lease	DD August 2023	441.44	73.57	367.87	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle August 2023
	TOTAL	1,254.65			

99-23 Correspondence: -

- a) Rural / Market Towns Group – subscriptions for the rest of 2023/24: -
Will not pay the subscription, will review membership again next year.
- b) Liquidation of Torpoint Entertainment Services Limited T/A The Old Rowing Club – Joint Liquidator (Xeinadin Corporate recovery): -
Noted.
- c) Employer Pensions Newsletter July 2023 – Cornwall Pension Fund: -
Noted.
- d) Tidworth Town Council's New Civic Centre – Update July 2023 – South West Project Management: -
Noted - forward to L&L Diverse Solutions.
- e) Planning News for Local Councils and Agents – Cornwall Council: -
Noted.
- f) Homechoice review - Reminder to complete the consultation – Cornwall Council: -
Noted.
- g) Adopt and fund maintenance of new AED being installed at Trevorder (map of AED's enclosed) – Mr R D White: -

<p>Members resolved the council will take on funding the annual maintenance of the new AED being installed at Trevorder, and will included on the town map, checking how many defibrillators there are in the town against guidance/recommendations.</p>	<p>Clerk</p>
<p>100-23 Reports</p> <p>a) Neighbourhood Development Plan (NDP) - To accept the minutes of the NDP steering group meeting held Wednesday 26th July 2023 and consider the recommendations: - It is resolved the minutes of the Neighbourhood Plan meeting of Wednesday 26th July 2023 are accepted and the recommendations in the minutes: 15-23NDP (a) (Accept the findings of the Habitats Regulations Assessment and Strategic Environmental Assessment) and 15-23 (c) (To instruct GoCollaborate to commence production of the online community consultation and instruct Clifton Emery Design to produce the story boards, which will accompany the Regulation 14 Consultation exhibition work), all prices as previously agreed by the council, are accepted. Members' noted the Regulation 14 Consultation will be going live on Monday 21st August, information will be included in the public meeting being planned for Tuesday 26th September.</p> <p>b) Torpoint Town Partnership (TTP) – The Deputy Mayor (Councillor Mrs. J M Martin) reported on the recent meeting held on Tuesday 8th August 2023, the AGM. Members' agreed to adopt the updated constitution and accept the audited accounts; a reminder the Tea Hut will be open on Friday 18th August and the Dog Show is on Sunday 20th August, both will be raising money for the Christmas lights. Discussions have already started regarding the 2024 beacon lighting for D-Day 80, following a publication from the Pageant Master. The next meeting is scheduled for Tuesday 12th September, the Deputy Mayor will give her apologies for this meeting.</p> <p>c) Town Team Project Board. Project work on Torpoint Police Station is progressing.</p> <p>d) Reports from delegates to outside bodies.</p> <p>i) TAHC report July 2023 (as circulated).</p> <p>ii) Councillor M G Spurling highlighted to members', to become a member of the Friends of Thanckes Park group costs only £1 and encouraged everyone to support the group!</p>	<p>Clerk</p>
<p>101-23 Date of next meeting Thursday 21st September 2023.</p>	
<p>Meeting closed at 7.59pm Town Mayor</p>	