



TORPOINT TOWN COUNCIL

Reverend Mike Woodall led prayers before the meeting.

MINUTES of the meeting of Torpoint Town Council held on Thursday 21st September 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, Mrs. L Fellows, Mrs. C E Goodman, M G Spurling (late arrival), C R Sawyer, C R Still, M Thomson-Neall, J Tivnan BEM, R M Willoughby, with the Town Clerk & RFO (Clerk) in attendance.

	ACTION
<p>102-23 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors Miss R. A Evans BEM, Mrs. J L Reeves, L E Keise and B A Walsh. Also apologies for absence were submitted on behalf of Councillor Mrs. K Ewert and the Town Council Support Officer.</p>	
<p>103-23 Declarations of Interest relating to items on the Agenda None.</p>	
<p>104-23 Planning Applications: - a) PA23/06891 – Amendment to off street parking layout following decision notice PA19/00909 dated 29.04.19 – York House, 3A York Road, Torpoint. The council has considered the proposals to amend the off street parking layout and it is resolved to object to the proposals on safety grounds, additionally, this will impact those other drivers/car users wishing to park roadside, in front of the property on York Road. (Councillor M J Spurling arrived during this agenda item and stated “no Declarations of Interest relating to items on the Agenda”.)</p>	
<p>105-23 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. Following a question posited by the Town Mayor (Councillor G J Davis) to Councillor Tivnan on the subject of Tamar Crossings and the tolls, Councillor Tivnan explained a public consultation on a proposed increase to the crossing tolls is being put together and will be issued / ran soon.</p>	
<p>106-23 Police Activity Report: - The Chairman (Councillor G J Davis) thanked the Devon and Cornwall Police Officer for their report. The Clerk explained PC Gething had given her apologies and was unable to send another representative to the meeting. Councillor C R Sawyer reported, having just (that same evening) recently seen the Police arrest an individual in the town, which appeared to be in connection with the recent multiple reports of a young male exposing himself to lone females in the Torpoint. Members’ highlighted the importance of the council continuing to re-iterate to residents’ to report all crimes to the Police via the appropriate channels. Whilst the police statistics were being reviewed, Councillor R M Willoughby explained the impact of having a small sample and how this impacts on the statistics.</p>	

<p>107-23 Minutes of the previous meeting: - It is resolved the minutes of the meeting held on Thursday 17th August 2023, as circulated, were taken as read, confirmed and signed by the Town Mayor (Councillor G J Davis).</p>	
<p>108-23 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 90-23 (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 90-23 (b) the papers have been signed, completion is now awaited.</p>	
<p>109-23 Mayor’s Communications: - The Town Mayor (Councillor G J Davis) summarised the engagements / activities undertaken during the last month, which included: - AUGUST: Sunday 20th – ‘Pooches on Parade’/Dog Show organised by the Torpoint Town Partnership, raising funds for the Christmas Lights – thank you to all those who attended, along with their pooches, also the organisers, it was a great afternoon. SEPTEMBER: Saturday 9th – Newton Abbot Town Crier’s competition – Torpoint had sweet success once again! The 2nd Cry was the ‘Subject Cry’ on the theme of sweets. David Green took 1st place with a sweet reward for ‘home town Torpoint’. FUTURE EVENTS: Thank you to the volunteers who are helping at the Flu vaccination clinics on Friday and Saturday, here at the Council Chambers. Freedom Parade Sunday 24th September, those who are attending are invited to meet at the Library and Community Hub at 10.30am and will be asked to take your seats behind the dais at 10.50am. Public Meeting Tuesday 26th September, 6.00pm – 8.30pm – (The Town Mayor asked members to stay behind after the council meeting for a briefing). Official opening of the Rame Group Practice wellbeing garden next Thursday, 28th September.</p>	
<p>110-23 Minutes of the Finance Committee: - It is resolved the minutes of the meeting held on Monday 4th September 2023 are received and the recommendations in the minutes: - 51-23F&O (c) (Investment of £50k into Cornwall Council Call A/C), 55-23F&O (f) (Section 137 Grant Citizens Advice Cornwall – CAB Cornwall) and 55-23F&O (k) (Section 137 Grant Torpoint Archives and Heritage Centre), as circulated, are adopted. Prior to recommendation 51-23F&O (c) (Investment of £50k into Cornwall Council call account) being put, the Clerk explained there is always a risk to the council when looking to investing funds elsewhere (currently sat in the current bank account). With an additional investment to the Cornwall Council call account, this would increase the investment with them, which would subsequently increase the interest gained. The Clerk had contacted Cornwall Council Treasury Management, who confirmed that Cornwall Council currently manages (x14) Town Councils’ call accounts, with deposits held totalling c. £4m.</p>	Clerk

<p>111-23 Minutes of the Development and Localism Committee: - It is resolved the minutes of the meeting held on Thursday 7th September 2023 are received, there were no recommendations in the minutes, as circulated, are adopted.</p> <p>Pursuant to minute 67-23D&L (a) Devolution of the Tennis Courts it is resolved to refer the updated proposal on the refurbishment proposals, with financial information, which it is anticipated will be presented to the next meeting of this committee, for agreement/resolution at this meeting.</p> <p>Pursuant to minute 69-23D&L (b) (Vision and other projects – Sports Facilities), the Clerk explained that Torpoint Community College, who are leading on the 3G 9v9 Pitch Project, have requested the council consider receiving funds/donations for and on behalf of the project. The Mayor (Councillor G J Davis) explained these donations would be ring-fenced for this project only and should the project not proceed, all income received would be returned to the donator. The Clerk had already discussed this with the accountant and the internal auditor. Following a proposal put by the Deputy Mayor (Councillor Mrs. J M Martin), which was seconded by Councillor J Tivnan BEM, it is unanimously resolved to receive donations for the 3G 9v9 Pitch, which will be held in allocated reserves until Torpoint Community College, requests the funding received for the project.</p>	<p>Clerk</p> <p>Clerk</p>																																																
<p>112-23 Minutes of the Personnel Committee:- It is resolved the minutes of the meeting held on Thursday 7th September 2023 are received and the recommendation in the minutes: - 17-23Pers (a) (Resolution Policy), as circulated, is adopted.</p>																																																	
<p>113-23 Questions of which notice has been given or notice of motion None.</p>																																																	
<p>114-23 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>115-23 Financial Information It is resolved that the August 2023 Budget Variance as circulated, is received and adopted.</p>																																																	
<p>116-23 Accounts for Payment</p> <table border="1" data-bbox="119 1456 1268 2022"> <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>INV 802923069</td> <td>54.00</td> <td>0.00</td> <td>54.00</td> <td>Oct '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>Oct '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>Oct '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>Oct '23 Rm 6 Bus Rates</td> </tr> <tr> <td>Westcare Limited</td> <td>SORD00205530</td> <td>105.05</td> <td>17.51</td> <td>87.54</td> <td>Stationery Order</td> </tr> <tr> <td>ITEC</td> <td>INV 902001</td> <td>42.40</td> <td>7.07</td> <td>35.33</td> <td>Printer Readings</td> </tr> <tr> <td>Biffa</td> <td>INV 522C57649</td> <td>26.15</td> <td>4.36</td> <td>21.79</td> <td>Waste Collection Council Chambers</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	VAT	NET	Description	Cornwall Council	INV 802923069	54.00	0.00	54.00	Oct '23 Bus Rate Tennis Courts	Cornwall Council	INV 802311466	1,322.00	0.00	1,322.00	Oct '23 Bus Rate Chambers	Cornwall Council	INV 802715760	403.00	0.00	403.00	Oct '23 Bus Rate Library	Cornwall Council	INV 802720466	111.00	0.00	111.00	Oct '23 Rm 6 Bus Rates	Westcare Limited	SORD00205530	105.05	17.51	87.54	Stationery Order	ITEC	INV 902001	42.40	7.07	35.33	Printer Readings	Biffa	INV 522C57649	26.15	4.36	21.79	Waste Collection Council Chambers	
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Living Wage Foundation	INV-138527	158.40	26.40	132.00	Living Wage Employer Registration
Don Benson	INV 42	60.00	0.00	60.00	Clock Winding
CORSERV Ltd	CINV-035015	60.00	10.00	50.00	Staff Training John Debenham
Moor 2 Shore	INV 1410	240.00	40.00	200.00	Chair Cleaning - Council Chambers
Richards Builders Merchants Ltd	INV 871445	41.16	6.86	34.30	Parks Maintenance
Richards Builders Merchants Ltd	INV 871294	12.75	2.13	10.62	Parks Maintenance
JR PAT Testing Ltd	INV 70841	220.50	36.75	183.75	Parks Maintenance
Security Dynamics	INV 1369	96.00	16.00	80.00	call out to Hiere Annex (Isla Sell Alarm)
Biffa	INV 522C57648	28.49	4.75	23.74	Recycling Collection Library
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Richards Builders Merchants Ltd	INV 871046	8.26	1.37	6.89	Library Maintenance
Richards Builders Merchants Ltd	INV 870796	29.39	4.90	24.49	Public Conveniences Maintenance
Biffa	INV 522C57647	40.06	6.68	33.38	Waste Collection Library
Richards Builders Merchants Ltd	INV 868975	118.72	19.78	98.94	Parks Maintenance
Caroline Martin	Mileage Claim April to August	52.83	0.00	52.83	Mileage Claim - Library Home Visit Volunteer
L & L Diverse Solutions	INV 011/20203	2,466.00	411.00	2055.00	Three Days consultancy 1.0 day consultancy, 1.0 day TITAN, 1.0 day Community Building
	TOTAL	5,724.65			
XERO	CC September 2023 subscription	33.60	5.60	28.00	XERO - Monthly accounting software subscription September 2023
Adobe Systems Software Ireland Ltd	CC September 2023	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription September 2023
Amazon	CC Angle Grinder	89.99	15.00	74.99	Amazon - Angel grinder
Amazon	CC Toilet Roll Holders	29.40	4.90	24.50	Amazon - Toilet Roll Holders
Amazon	CC Biodegradable Bin Bags	12.79	2.13	10.66	Amazon - Biodegradable Bin Bags
Amazon	CC Biodegradable Rubbish Bags REFUND	(12.79)	(2.13)	(10.66)	Amazon - Refund Biodegradable Bin Bags

SAINSBURYS S/MKTS	CC R72494	3.90	0.65	3.25	SAINSBURYS S/MKTS - Newspapers
Booker	CC 0371175	15.35	2.56	12.79	Booker - Cafe Supplies
TAMAR BRIDGE	CC T02402	40.00	6.67	33.33	TAMAR BRIDGE - TAMAR BRIDGE Tag top up
Booker	CC 0371174	370.83	61.80	309.03	Booker - Cafe Supplies
Amazon	CC Heavy Duty Refuse Sacks	24.66	4.11	20.55	Amazon - Heavy Duty Refuse Sacks
Amazon	CC Power Cable	15.52	2.59	12.93	Amazon - Power Cable
Amazon	CC Mirror Screws	7.99	1.33	6.66	Amazon - Mirror Screws
Amazon	CC Chalk Pens	11.36	1.89	9.47	Amazon - Chalk Pens
Amazon	CC Knock Out Drain Cleaner	32.00	5.33	26.67	Amazon - Knock out drain cleaner
B&Q	CC R77689	85.02	14.17	70.85	B&Q - Parks Maintenance
Booker	CC INV 0373001	344.51	57.42	287.09	Booker - Supplies for Freedom Parade
Clifford Motors	CC R77436	25.16	4.19	20.97	Clifford Motors - Fuel Unleaded
Booker	CC 0373000	238.60	39.77	198.83	Booker - Cafe Supplies
Ikea	CC Tran 176	24.00	4.00	20.00	Ikea - cafe supplies - baking
Cards n More	CC 60741	3.60	0.60	3.00	Cards n More - Envelope for Radio Postage from Freedom
Tesco	CC R69060	66.63	11.10	55.53	Tesco - Fuel
Post Office Torpoint	CC R76951	11.15	1.86	9.29	Post Office Torpoint - Return of Radios From Freedom
SAINSBURYS S/MKTS	CC R83294	3.00	0.50	2.50	SAINSBURYS S/MKTS - Supplies for Public Meeting / Development Udate
Tamar Crossings	CC Ferry Toll	2.60	0.43	2.17	Tamar Crossings - SumUp *Tamar Bridge Plymouth GBR
SAINSBURYS S/MKTS	CCR12525	17.24	2.87	14.37	SAINSBURYS S/MKTS - Supplies for Public Meeting / Development Udate
CO-OP GROUP 380558	Café Supplies / Newspapers	81.65	13.59	68.06	Café Supplies and Newspapers for Library
Total		1594.40	262.93	1331.47	

Shire Leasing PLC	DD September 2023 Quarterly Payment	300.55	50.09	250.46	Shire Leasing PLC - RentalSeptember 2023
SSE Southern Electric - Library Gas	DD 91812424 / 0047	7.50	1.25	6.25	SSE Southern Electric - Library Gas - Monthly charge
Corona Energy - Chambers- Gas	DD 20424228	148.12	7.05	141.07	Corona Energy - Chambers- Gas - Gas usage Council chambers 01/08/2023 - 01/09/2023
SSE SWALEC -Library- Elec	DD 501909140 / 0005	221.55	10.55	211	SSE SWALEC -Library- Elec
EE	DD V02145553143	106.84	16.81	90.03	EE - Mobile phone charges 11/09/2023 - 10/10/2023
Everflow Water	DD Invoice 2538122	63.25	3.98	59.27	Everflow Water - Public Conveniences Water Rates
Everflow Water	DD Invoice 2538122	85.84	5.52	80.32	Everflow Water - Chambers Water Rates
Everflow Water	DD Invoice 2538122	14.25	0.49	13.76	Everflow Water - Library Water Rates
ALD Automotive Limited t/a Ford Lease	DD September 2023	441.44	73.57	367.87	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle September 2023
Total		1389.34	169.31	1220.03	

117-23 Correspondence: -

- a) Affordable Housing Newsletter – September 2023 – Cornwall Council: - Noted.
- b) PUBLIC CONSULTATION – Licensing Act Policy Review – Cornwall Council: - Noted, no comments.
- c) Peninsula Transport: Technology and Zero-Emission Vehicle study for the South West – link to the study – Plymouth City Council: - Noted.

118-23 Reports

- a) Neighbourhood Development Plan (NDP) – The Regulation 14 consultation is live, information will be included in the public meeting being planned for Tuesday 26th September.
- b) Torpoint Town Partnership (TTP) – The Mayor (Councillor G J Davis) explained the recent meeting focussed on discussions around the Christmas Lights; information on the replacement proposals will be circulated for consideration at the forthcoming Finance and Operations Committee meeting.
- c) Town Team Project Board. - To accept the minutes of the TTPB meeting held Wednesday 13th September 2023 and consider the CONFIDENTIAL recommendation therein. It is **resolved** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting for any confidential discussions, due to the commercial sensitivity of the confidential recommendation. Following consideration of the confidential paper/discussions, the Torpoint Integrated Travel Network (TITAN) (Initial 6 Mobility Hub Feasibilities) project is **resolved** to be awarded to: -

Project	Contract Awarded to supplier	Agreed Amount (+VAT)	Expected project start date	Agreed Final Report Submission date
Torpoint Integrated Travel Network (Initial 6 Mobility Hub Feasibilities)	Arcadis Consulting (UK) Limited	£53,996.45	2 nd October 2023	4 th December 2023
<p>d) Reports from delegates to outside bodies.</p> <p>i) TAHC report August 2023 - noted.</p> <p>ii) Councillor Mrs. C E Goodman reported on behalf of TEA (Torpoint Environmental Action) and requested to include an article in the next (council) newsletter on the group.</p> <p>iii) Councillor M G Spurling gave an update on the recent and forthcoming activities organised by the Friends of Thanckes Park group: -</p> <ul style="list-style-type: none"> ➤ Friday 1st September - 'Spangles the Clown' at the Council Chambers was very popular; ➤ A huge thank you to Bertha's Babes sequence dance group who donated £400.00 to the organisation; ➤ Monday 18th September – 'Bat hunt' – Thank you to Kevin Witts for being the bat expert; ➤ Saturday 30th September – Team Rubicon Skatejam, being organised in partnership with the town council; ➤ Monday 23rd October – Halloween Activities in Thanckes Park; ➤ Saturday 18th November – 'Christmas not Christmas' Fayre at the Council Chambers. <p>iv) The Town Mayor (Councillor G J Davis) reported having attended the recent South East Cornwall CAP (Community Area Partnership) meeting, Clerk to forward minutes of the meeting to all members.</p>				
<p>119-23 Date of next meeting Thursday 19th October 2023.</p>				
<p>Meeting closed at 8.05pm Town Mayor</p>				

Clerk