



TORPOINT TOWN COUNCIL

The Deputy Mayor (Councillor Mrs. Julie Martin) led prayers before the meeting. Councillor Mrs. K Ewert was in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 16th November 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. L Fellows, Mrs. C E Goodman, Mrs. J L Reeves, M G Spurling, C R Sawyer, C R Still, M Thomson-Neall, J Tivnan BEM, B A Walsh, R M Willoughby, with the Town Clerk & RFO (Clerk) and Town Council Support Officer in attendance.

	ACTION
<p>138-23 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor L E Keise.</p>	
<p>139-23 Declarations of Interest relating to items on the Agenda: - None. [See minute number 140-23 (b)].</p>	
<p>140-23 Planning Applications: -</p> <p>a) PA23/02805 – Erection of two dwellings – Land adjacent to 51 Cremyll Road, Cremyll Road, Torpoint. It is resolved, there are no objections or observations.</p> <p>b) PA23/08812 – 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. Revision to previous application PA23/00638 dated 14.08.2023. It is resolved, there are no objections or observations. (The Deputy Mayor (Councillor Mrs. J M Martin) and Councillor M G Spurling declared a non-pecuniary interest in this planning application and abstained from voting.)</p> <p>c) PA23/06174 – Replacement garage - 14 Chapeldown Road, Torpoint, Cornwall PL11 2HT. It is resolved, there are no objections or observations.</p>	Clerk
<p>141-23 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 J Tivnan BEM highlighted the Tamar Street car park lines had recently been re-painted with provision for only one disabled bay and reminded members that blue-badge holders are permitted to park on double yellow lines with their badges displayed.</p>	
<p>142-23 Police Activity Report: - The Chairman (Councillor G J Davis) thanked the Devon and Cornwall Police Officer for their report. Apologies had been received on behalf of PC Hayley Gething.</p>	
<p>143-23 Minutes of the previous meeting: - It is resolved the minutes of the meeting held on Thursday 19th October 2023, as circulated, were taken as read, confirmed and signed by the Town Mayor (Councillor G</p>	

<p>J Davis). The Clerk highlighted there had been fraudulent activity on the council credit card which was recorded in the credit card payments (minute 134-23 refers). Upon noticing the activity, Lloyds Bank had been immediately contacted and the amounts were immediately refunded and are recorded in the credit card transaction table.</p>	
<p>144-23 Matters arising from the minutes: -</p> <p>a) Completion of the engrossments for the Public Conveniences, Antony Road, Torpoint with Cornwall Council, Torpoint Town Council and Plymouth Boat Park Limited: - Pursuant to minute 126-23 (a) the Clerk explained that contracts have been exchanged, a response received from Plymouth Boat Park Limited advises there are no immediate plans to develop the site.</p> <p>b) Send letter of thanks to Mr J Church: - Pursuant to minute 136-23 (d) (iii), the Clerk confirmed a letter of thanks had been sent to Mr J Church.</p>	
<p>145-23 Mayor's Communications: -</p> <p>The Town Mayor (Councillor G J Davis) summarised the engagements / activities undertaken during the last month, which included: -</p> <p>October</p> <p>26th RBL Poppy Concert, first time attending this event and it was a truly lovely evening. Thank you to Councillor Tivnan and everyone involved in the organisation of this event.</p> <p>27th 1730 Club presented the Torpoint Town Partnership with £100 towards the Christmas Lights.</p> <p>November</p> <p>10th Torpoint Nursery and Infant School Remembrance service, the children were impeccable and I was proud to attend this as the Town Mayor.</p> <p>11th Armistice day at Sparrow Park was very well supported followed by coffees at the library and community hub, again thank you to all those involved.</p> <p>12th Remembrance Parade and Service at St James Church - despite the wet weather, the turn out from the community to support the parade and service was excellent and a thank-you to staff from Sainsbury's who bought out umbrellas to those standing in the rain, near to the shop.</p> <p>Last night, Wednesday 15th November, I arranged a meeting between Cornwall Council, Torpoint Town Council and Antony Estate regarding the progression of plans for development on Defiance Field / the Northern Fringe. After receiving a detailed response from JLL as part of the Neighbourhood Plan Regulation 14 Consultation we have learned that a pre-application was yesterday submitted to Cornwall Council as part of Phase 1 of the development of the Defiance Field site. There will be the potential to accommodate 80 houses, a supermarket / retail space and a community building, it will take approximately 12 weeks to complete all of the relevant surveys and the development will be on track to be 'taken to market' in the New Year. The Cornwall Council Planning Officer will receive a copy of the NDP and relevant feedback from the Regulation 14 consultation and Antony Estate is looking to employ a consultant to work with themselves and Cornwall Council. Sports England have already raised concerns regarding the current playing field provision within the town</p>	

<p>and will require Cornwall Council to carry out further surveys regarding this. During the meeting, Mr Adam Birchall [from Cornwall Council] explained that in his experience with similar projects it is almost unheard of for two landowners to work so closely together, with the backing of the community and the Town Council plus such appropriate alignment with the progressing Neighbourhood Development Plan. Conversations are continuing with Cornwall Council and Antony Estate and a meeting will be arranged in January 2024, to progress these discussions.</p> <p>The Christmas season is very much upon us: - This weekend – Christmas tree and Christmas lights put up Saturday 18th Friends of Thanckes Park 'Christmas not Christmas Fayre' from 10am - Council Chambers where there will also be a Town Mayor's Charity stall fundraising for the All-weather pitch project. Thursday 23rd November – Christmas Window Judging with students from local school councils and the winners will be announced at the Christmas light switch on - Saturday 25th November. Thursday 23rd November the Torpoint Sea Cadets are visiting the Council Chambers at 6:30pm, we will be holding a mock meeting with the opportunity for cadets to ask questions and engage with councillors, anyone who would like to be part of this please let the Clerk know. Saturday 25th – Christmas Lights Switch on - Fore Street and Santa's grotto at the Library and Community Hub, thank you to the Torpoint and Rame Peninsula Lions - please keep an eye on social media for the scheduled timings. Sunday 26th is the last 'Market Sunday' of the year and again there will be a stall actively fundraising for the All-weather pitch project. Tuesday 26th December (Boxing Day) is the Torpoint AFC Vs Millbrook FC Derby Football match at the Mill. Money will be being raised throughout the day for the All-weather pitch project.</p>	
<p>146-23 Minutes of the Personnel Committee:- It is resolved the minutes of the Extraordinary meeting held on Monday 30th October 2023 and the recommendations in the minutes: - 26-23Pers (b) (Continue to sign up to be a Real Living Wage employer for the next financial year 2024/25), 26-23Pers (c) (Award the Operations Manager an increase in one NJC spinal point, upon successful completion of CILCA, in 2024), 26-23 (d) (Increase the current NJC spinal points for the employees as detailed, with effect from 1st April 2024) and 26-23Pers (d) (Set the salaries budget at £330,280.48, for 2024/25) as circulated, are adopted.</p> <p>Pursuant to minute 26-23Pers it is resolved to consider the confidential minute of this committee meeting with the public and press excluded: Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting.</p> <p>a) To approve the retrospective authorisation of the backdated Pay Award for 2023/24 for all employees as advised by NALC/CALC: - It is resolved to approve the retrospective authorisation of the backdated Pay Award for 2023/24 for a former employee of the town council, as advised by NALC/CALC.</p> <p>The Deputy Mayor (Councillor Mrs. J M Martin) explained any additional business for the scheduled December 2023 Personnel Committee meeting could be considered at</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>the Finance and Operations Committee meeting and therefore it is resolved to cancel the next meeting of the Personnel Committee.</p>	Clerk																		
<p>147-23 Minutes of the Finance Committee: - It is resolved the minutes of the meeting held on Monday 30th October 2023 and the recommendations in the minutes: - 76-23F&O (c) (Amend the LCAS application and apply for the Foundation award), 77-23F&O (a) (Adopt the updated Financial Regulations 2023 and Best Value Statement) and 82-23F&O (f) (Section 137 Grant application - Torpoint Mosquito Sailing Club), as circulated, are adopted.</p> <p>Councillor Mrs. K Brownhill reminded members that the next meeting of this committee is the budget/precept setting meeting for 2024/25, to which all members will be summoned to attend for the first part of the meeting.</p>																			
<p>148-23 Minutes of the Development and Localism Committee: - It is resolved the minutes of the meeting held on Thursday 2nd November 2023 and to consider the recommendations in the minutes: - 101-23D&L (a) (Tennis hut - replacement door for the tennis hut), as circulated, are adopted.</p> <p>Pursuant to minute 99-23D&L (B) Budget requirements for 2024-25, for those members who expressed an interest to attend this meeting, it is being scheduled for Tuesday 21st November, 4.00pm in the committee room.</p> <p>Pursuant to minute 101-23D&L (a) Tennis courts refurbishments funding, unfortunately we have heard back from The National Lottery – Awards for All and the application has been declined.</p> <p>Pursuant to minute 103-23D&L (b) (i) 3G Pitch 9v9 Project, further clarification questions on the CIL funding application have been answered today and the letters to parishes have been issued today.</p>	<p>Clerk</p> <p>Cllrs Evans/Fellows/ Martin & Tivnan</p>																		
<p>149-23 Calendar or meeting 2024: - Re-circulated with changes. Noted.</p>																			
<p>150-23 Questions of which notice has been given or notice of motion None.</p>																			
<p>151-23 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>152-23 Financial Information It is resolved that the October 2023 Budget Variance as circulated, is received and adopted.</p>																			
<p>153-23 Accounts for Payment</p> <table border="1" data-bbox="119 1774 1236 2018"> <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 - Bus Rate Chambers</td> <td>802311466</td> <td>1,322.00</td> <td>0.00</td> <td>1,322.00</td> <td>Business Rates Chambers December '23</td> </tr> <tr> <td>Cornwall Council - Rm 6 Bus Rates</td> <td>802720466</td> <td>111.00</td> <td>0.00</td> <td>111.00</td> <td>Business Rates Room December '23</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	VAT	NET	Description	Cornwall Council - Bus Rate Chambers	802311466	1,322.00	0.00	1,322.00	Business Rates Chambers December '23	Cornwall Council - Rm 6 Bus Rates	802720466	111.00	0.00	111.00	Business Rates Room December '23	
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Cornwall Council - Bus Rate Chambers	802311466	1,322.00	0.00	1,322.00	Business Rates Chambers December '23														
Cornwall Council - Rm 6 Bus Rates	802720466	111.00	0.00	111.00	Business Rates Room December '23														

Cornwall Council - Bus Rate Library	802715760	403.00	0.00	403.00	Business Rates Library December '23
Cornwall Council - Bus Rate Tennis Courts	802923069	54.00	0.00	54.00	Business Rates Tennis Courts December '23
The Festive Lighting Company Ltd	SO1796785	1,233.01	205.50	1,027.51	Christmas festoon & string lights, adaptors and extension cables
CHAT	SLA May - October 2023	1,839.26	0.00	1,839.26	SLA for provision of community enrichment May - Oct' 2023 - Library
Don Benson	INV 44	48.00	0.00	48.00	Clock winding - St James
ITEC	INV 923960	48.98	8.16	40.82	Photocopier meter readings
Cornish Tea & Cornish Coffee Co Ltd	SL9565	196.16	0.00	196.16	Library Café supplies
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2101	145.10	24.18	120.92	Disposables Council Chambers
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2102	36.12	6.02	30.10	Disposables Public Conveniences
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2103	35.99	6.00	29.99	Disposables Library
Start Safety	INV 218424	169.62	28.27	141.35	Barriers for the Christmas tree surround
Richards Builders Merchants Ltd	877270	15.42	2.57	12.85	Parks Maintenance
Richards Builders Merchants Ltd	876996	70.29	11.71	58.58	Parks Maintenance
BCW Office Products Ltd	INV 2021503	257.20	42.87	214.33	Stop Go signs etc for Christmas tree put up
Arcadis Consulting (UK) Ltd	680029079	32,397.86	5,399.64	26,998.22	First half of TITAN project feasibility expenditure
Biffa	522C74248	28.49	4.75	23.74	Recycling collection Council Chambers
Biffa	522C74249	52.30	8.72	43.58	General waste collection Council Chambers
Biffa	522C74246	28.49	4.75	23.74	Recycling collection Library
Biffa	522C74247	40.06	6.68	33.38	General waste collection Library
Awenek Studio	1119	192.00	0.00	192.00	Provision of arts and crafts groups - Library
Richards Builders Merchants Ltd	875973	4.94	0.82	4.12	Library Maintenance
Wicksteed Leisure Ltd	0000823527	70.48	11.75	58.73	Swing repair items - parks

Fire Crest	23810795	270.00	45.00	225.00	Fire extinguisher training
Francis Thomas Mobile Servicing Limited	6288	304.17	50.69	253.48	Repairs to Mountfield ride on mower
Cornwall ALC Limited	2324-446	36.00	6.00	30.00	Member training - planning
Cornwall ALC Limited	2324-426	36.00	6.00	30.00	Member training - enforcement
L&L Diverse Solutions	015/2023	5,794.00	959.00	4,795.00	
TOTAL		45,239.94			
Christmas Direct	CC XS465982	783.00	130.50	652.50	Christmas Direct - Small Wall mounted Christmas Trees
XERO	CC December 2023 subscription	36.00	6.00	30.00	XERO - Monthly accounting software subscription November 2023
Clifford Motors	CC 552937	111.08	18.51	92.57	Clifford Motors - Fuel Unleaded
Amazon	CC Disposable Gloves	24.99	4.16	20.83	Amazon - Disposable Latex Free Vinyl Gloves
Adobe Systems Software Ireland Ltd	CC November 2023	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription November 2023
TORPOINT HARDWARE & D	CC R91739	6.50	1.08	5.42	TORPOINT HARDWARE & D - Keys Cut
Amazon	CC Whistles	7.99	1.33	6.66	Amazon - Plastic Whistles for Remembrance Parade
Amazon	CC Spring Pins / Roll Pin Punch	9.99	1.66	8.33	Amazon - Slotted Spring Pins
Amazon	CC Spring Pins / Roll Pin Punch	13.99	2.33	11.66	Amazon - Punch Set
Booker	CC INV 0562301	339.80	56.63	283.17	Booker - Cafe Supplies
Bogey Nights	CC R74070	139.80	23.30	116.50	Bogey Nights - Chandlery
Amazon	CC Till Roll	6.70	1.12	5.58	Amazon - Till Roll
Amazon	CC Penetrating Oil / Spray Grease	13.18	2.20	10.98	Amazon - Penetrating Oil
Amazon	CC Penetrating Oil / Spray Grease	15.98	2.66	13.32	Amazon - Spray Grease
Amazon	CC Work Gloves	7.99	1.33	6.66	Amazon - Work Gloves

Amazon	CC Work Gloves	11.98	2.00	9.98	Amazon - Work Gloves
Amazon	CC Wire Rope Clips	9.98	1.66	8.32	Amazon - Wire Rope Clips
Amazon	CC Work Trousers	23.99	4.00	19.99	Amazon - Work Trousers
Amazon	CC Work Trousers	(39.98)	(6.66)	(33.32)	Amazon - Refund For Work Trousers
Amazon	CC Hoover Filter	17.99	3.00	14.99	Amazon - Shark Hoover Filter
Booker	CC 05262736	117.79	0.00	117.79	Booker - Cafe Supplies
Booker	CC 05262736	65.44	10.91	54.53	Booker - Cafe supplie
CO-OP GROUP 380558	CC Co-op	125.79	20.93	104.86	Newspapers and Café supplies
Amazon	CC Bin Liners	24.66	4.11	20.55	Amazon - Bin Liners
Clifford Motors	CC 561963	49.63	8.27	41.36	Clifford Motors - Fuel Unleaded
Amazon	CC Karcher filter Bags	12.60	2.10	10.50	Amazon - Karcher Vacuum Filter Bags
Amazon	CC HAZARD Tape	44.97	7.49	37.48	Amazon - Red and White Hazard tape for Christmas Lights Sparrow Park
Amazon	CC Work Trousers	39.98	6.66	33.32	Amazon - Work Trousers
Total CC's		1496.48			
ALD Automotive Limited t/a Ford Lease	DD November 2023	441.44	73.57	367.87	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle November 2023
XEROX Finance	DD 50068188	164.22	27.37	136.85	XEROX Finance - Xerox Finance Photocopier lease
Corona Energy - Chambers- Gas	DD 17948446	935.34	155.89	779.45	Corona Energy - Chambers- Gas - Gas Usage Council Chambers Oct 2023 - Nov 2023
EE	DD V02166028829	102.80	17.13	85.67	EE - Mobile phone charges 11th November to h December 2023
Everflow Water	DD INV 2676971	(77.46)	(6.08)	(71.38)	Everflow Water - Chambers Water Rates 18/11/2023 - 17/01/2024
Everflow Water	DD INV 2676971	177.56	12.10	165.46	Everflow Water - Library Water Rates 18/11/2023 - 17/01/2024
Everflow Water	DD INV 2676971	257.11	18.29	238.82	Everflow Water - Public Conveniences Water Rates - Water 18/11/2023 - 17/01/2024
TOTAL DD's		2,001.01			

<p>154-23 Correspondence: -</p> <p>a) A374 support a 50mph limit? – C Lister (C Lister is not a Torpoint Parish resident, correspondence included, along with replies from Cllr Tivnan and Cllr Ewert, as circulated): - Members’ considered the correspondence as circulated, Councillor Mrs. K Ewert explained that she is planning to arrange a meeting in the New Year to discuss concerns about the A374.</p> <p>b) Employer Newsletter – Cornwall Pension Fund: - Noted.</p> <p>c) Parish and Town Council Precepts for the 2024/25 Financial Year also Taxbase 2024/25 with 2023/4 comparison – Cornwall Council: - The Clerk briefly explained the taxbase increase for members’ to consider at the budget/precept setting committee meeting.</p> <p>d) Cornwall Council Playing Pitch Strategy and Sport Facilities Study & copies of the two surveys – Stuart Todd Associates: - Clerk to action completion of one of the surveys, with support/guidance from the Torpoint YMCA Community Centre.</p> <p>e) “Help create a Ribbon of Poppies in Cornwall” – Cornwall Council: - Members’ noted the Torpoint Town Partnership are looking into creating a ‘Ribbon of Poppies’ in Cornwall, also the Friends of Thanckes Plan are looking at creating the same.</p> <p>f) Local Maintenance Partnership updates for 2024/2025 – Cornwall Council: - Noted, the increase in the rates payable is welcomed and it is resolved to continue with the Local Maintenance Partnership for 2024/25.</p>	<p>Cllr Ewert</p> <p>Clerk</p> <p>Clerk</p>
<p>155-23 Reports: -</p> <p>a) Neighbourhood Development Plan (NDP) – update following completion of the Regulation 14 consultation and steering group meeting minutes held Monday 13th November 2023. The Town Mayor explained the last steering group meeting had been inquorate. Following a discussion between the members’ who were present, and the feedback received following the Regulation 14 consultation, there is clearly a lot work to be done to update the plan, particularly on the advice of Cornwall Council. The council has already contracted Clifton Emery Design Ltd. to undertake the changes to the plan, however it is understood that Cornwall Council is suggesting they could be procured to undertake the correct mapping, to be either included in the plan or added as an appendix. With this in mind, following a proposal put by the Town Mayor (Councillor G J Davis), which was seconded by Councillor J Tivnan BEM, it is resolved to: -</p> <p>i) Continue to procure Clifton Emery Design Ltd. to undertake the updates to the neighbourhood plan;</p> <p>ii) Procure Cornwall Council to undertake the maps for the plan, it is understood the cost for this could be in the region of £200.</p> <p>b) Torpoint Town Partnership (TTP): - The Deputy Mayor (Councillor Mrs. J M Martin) reported the TTP met on Tuesday 14th November and the meeting was to finalise the plans the Christmas lights switch on event. The schedule includes Fore Street stalls and entertainment on the stage from 3.00pm, with the Lantern Parade at 6.00pm after the lights have been switched on. Father Christmas will be in his grotto at the Library and Community Hub and the winner of the best dressed window competition will be announced at the event. The Torpoint Town Partnership has made a donation for Christmas lights to the town council, for the amount of £1,076.20 and a</p>	<p>Clerk</p>

cheque presentation for this amount will be made after the Christmas lights have been turned on.

The next meeting of the TTP is scheduled for Tuesday 13th February at 6.00pm.

- c) Town Team Project Board (TTPB) - To accept the minutes of the TTPB meeting held Thursday 9th November 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 Lower Fore Street Community Building Feasibility Study project is **resolved** to be awarded to: -

Project	Contract Awarded to supplier	Agreed Amount (+VAT)
Torpoint Lower Fore Street Community Building Feasibility Study	Clifton Emery Design Limited	£ £36,550

- d) Reports from delegates to outside bodies.
- i) TAHC report October 2023 – noted. Councillor Mrs. K Brownhill minuted thanks to the council, on behalf of the Torpoint Archives and Heritage Centre, for the recent Section 137 grant which has been awarded to them.
- ii) Councillor Mrs. C E Goodman explained a letter will be circulated for consideration to the next Development and Localism committee, from One World, who are seeking funding and support to install a water refill station at Bénodet Park.
- iii) The Deputy Mayor (Councillor Mrs. J M Martin) reported having attended the CALC AGM with the Clerk on Tuesday 24th October at the St Erme Community Centre. Steve Rowell, Prevent and Serious & Organised Crime Lead (Cornwall Council) introduced the proposed new legislation on Terrorism (Protection of Premises) Draft Bill, commonly known as Martyn’s Law. This will place important new obligations on premises providers including local councils. Lots of clarification was sought from members around the room and an online presentation is being arranged.
- iv) Councillor M G Spurling updated members on the recent and future activities of the Friends of Thanckes Park group. There has been a great pumpkin carving festival; this forthcoming Saturday is ‘The Christmas not Christmas Fayre’ at the Council Hall; on Saturday 9th December it is Christmas in the Park and soon the group will look to do some wildflower preparations for planting in the spring. The next meeting is being scheduled and everyone is welcome to attend.

156-23 Date of next meeting
Thursday 21st December 2023.

Meeting closed at 8.16pm Town Mayor