



TORPOINT TOWN COUNCIL

The Rev. Mike Woodall led prayers before the meeting. Councillor Mrs. K Ewert (Rame Peninsula & St Germans Division) and a member of the public were in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 18th January 2024 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, L E Keise, Mrs. J L Reeves, C R Sawyer and M G Spurling, C R Still, J Tivnan BEM, R M Willoughby, the Town Clerk & RFO (Clerk) and Town Council Support Officer were in attendance.

| | ACTION |
|--|--------|
| <p>175-23 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor B A Walsh.</p> | |
| <p>176-23 Declarations of Interest relating to items on the Agenda: - a) An RI (Registerable Interest) was declared by: - Councillor Mrs. J L Reeves - (Agenda item 7) Minutes of the previous meeting refers).</p> | |
| <p>177-23 Update on Councillor Vacancy in the East Ward, due to the resignation of former Councillor Martin Thomson-Neall. The Town Clerk notified members that no correspondence has been received by Cornwall Council from electors and therefore the vacancy will be being filled by co-option. The relevant notices have been published and the closing date for applications is Wednesday 7th February 2024. Candidates will be requested to attend, prior to the Council meeting, on the 15th February 2024 at 6:30pm to meet with members and discuss the application.</p> | |
| <p>178-23 Planning Applications: - a) PA23/09853 – Proposed side extension above garage, 40 Penlee Park, Torpoint, Cornwall PL11 2PZ. It is resolved, there are no objections or observations.</p> | Clerk |
| <p>179-23 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 Ewert updated members on the proposed removal date of the temporary traffic lights on the A374 followed by planned works due to take place in Antony. Councillor Tivnan provided updates on the works on Belle Vue Square and highlighted that these are progressing between both Wildanet and Cornwall Council. Members were also reminded about the Cornwall Council Waste Management Roadshow on Monday 22nd January at Torpoint Library and Community Hub in preparation for the changes to household waste and recycling.</p> | |
| <p>180-23 Police Activity Report: - The Chairman (Councillor G J Davis) thanked the Devon and Cornwall Police Officer for the report.</p> | |

| | |
|--|-------|
| <p>181-23 Minutes of the previous meeting: - It is resolved the minutes of the meeting held on Thursday 21st December 2023, as circulated, were taken as read, confirmed and signed by the Town Mayor (Councillor G J Davis), with the changes/amendments as detailed below.</p> <ol style="list-style-type: none"> 1. Typing correction the proposed hiring charges for Bénodet Park – should read £9.45ph. 2. Omitted to include under Mayors’ Communication, his thanks the Deputy Mayor (Councillor Mrs. J M Martin) for attending the Plymouth Lord Mayor’s Christmas Carol Service on the 15th December 2023. | Clerk |
| <p>182-23 Matters arising from the minutes: -</p> <p>a) Budget Statement 2024-25: - Pursuant to minute 166-23 (a), the Clerk highlighted the changes made to the Budget Statement following the last meeting of the Finance and Operations Committee and December council meeting. It is resolved to approve the updated budget statement for 2024-25 and will now be published on the council website, social media, in the next edition of the town newsletter and forwarded to Cornwall Council to accompany the precept request.</p> <p>b) Correspond with the Sea Cadets: - Pursuant to minute 173-23 (d) (iii), the Town Mayor (Councillor G J Davis) explained that he had been invited to attend the annual Torpoint Sea Cadets Awards Presentation evening on Monday 15th January. At the event he congratulated and gave thanks to the organisation for all that they do and for providing invaluable life experience to so many young cadets within the town and surrounding areas. A special congratulation was also noted to Cadet William Wooler for his appointment as Torpoint’s First Sea Lord Cadet.</p> | Clerk |
| <p>183-23 Mayor’s Communications: - The Town Mayor (Councillor G J Davis) summarised the engagements / activities undertaken during the last month, which included: -</p> <p><u>December</u> Attended the Torpoint AFC 50 years’ Anniversary clubhouse event.</p> <p>In the lead up to Christmas visits were made to Tamara House, Port Rouge, Tor Care and The Rame Group Practice, to acknowledge and thank the staff for their hard work all-year round, as well as the sacrifices that are made to continue to provide care during the festive period.</p> <p>Christmas Day – Visited the ‘Home Alone Lunch’ with the Mayoress at St. James Church. There were over 40 people in attendance so a huge thank you and a well done to Linda and the team for this vital service.</p> <p>Tuesday 26th (Boxing Day) – Torpoint Vs Millbrook derby football match, raising money for the All Weather Pitch Project by raffling TWO pairs of signed Plymouth Argyle goalkeeper gloves, which were signed and donated by Michael Cooper. Thank you very much for this kind donation and to the volunteers helping on the day, over £800 was raised towards the project.</p> <p><u>January</u> Attended the Sea Cadets Awards Presentation evening on Monday 15th January. As has already been said, congratulations to all for everything that has been achieved over the past year and more.</p> | |

Future

The Torpoint Mayor's Easter Ball will be taking place on the 23rd March, tickets are on sale and the event is currently being actively shared on social media.

There will be a charity golf day being held at Whitsand Bay Golf Course on 27th April 2024 those who are wishing to sign up please get in touch.

Fundraising for the Mayor's charities so far has totalled £4,000 with a spit of £1,500 for the Mustard Tree and £3,000 towards the All-Weather Pitch project. We have also received a donation of £50.00 and a letter of support for the project from Antony Parish Council, a letter of thanks will be sent.

Lastly, the Town Council has now been awarded LCAS Foundation status, this is a culmination of a lot of work being put in by the Town Clerk, the team and Councillors and certainly has been a 'long time coming'. We now look forward to working towards and achieving Gold status in the not-too-distant future.

184-23 Questions of which notice has been given or notice of motion
None.

185-23 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.

186-23 Financial Information

It is **resolved** that the December 2023 Budget Variance as circulated, is received and adopted. The Clerk explained having now received and presented for payment at this meeting, the Quarter 3 salaries/Mayor's allowance invoice, adding this invoice includes the backdated pay award. With this amount in mind, the Clerk anticipates the annual salaries budget for 2023/24 being 'just within' budget.

The Deputy Mayor (Councillor Mrs. J A Martin) explained how the market income is made to the council, with 15% of paying stallholders income is paid to the council. Adding that unfortunately two markets had been cancelled in the later months of 2023, which have affected the budgeted income to the council.

187-23 Accounts for Payment

| Contact Name | Invoice Number | Total | VAT | NET | Description |
|---|----------------|--------|-------|--------|--|
| Cornish Tea & Cornish Coffee Co Ltd | SL81036 | 120.00 | 0.00 | 120.00 | Coffee Machine Rental |
| FOY-AIR Enterprises Ltd T/A LittleMops | INV 2116 | 7.80 | 1.30 | 6.50 | Clinell Wipes Tub |
| Outersight (UK) Ltd | INV 1909 | 141.50 | 19.00 | 122.50 | Generator Hire - Christmas lights switch on |
| CHAT | SLA November | 454.01 | 0.00 | 454.01 | Provision of wellbeing sessions via Torpoint Library and Community Hub |
| Liftman UK Ltd | INV006441 | 114.00 | 19.00 | 95.00 | Service of disabled access lift - Council Chambers |
| Richards Builders Merchants Ltd | INV 881832 | 4.25 | 0.71 | 3.54 | Benodet Park Maintenance |

| | | | | | |
|---|----------------|-----------|--------|-----------|---|
| Cornish Tea & Cornish Coffee Co Ltd | SL80015 | 260.50 | 0.00 | 260.50 | Café Supplies (INV 15th Nov 2023) |
| Richards Builders Merchants Ltd | INV 881930 | 28.63 | 4.77 | 23.86 | Maintenance to Compost Bins - Parks |
| Richards Builders Merchants Ltd | INV 882214 | 82.30 | 13.72 | 68.58 | Council Chambers Maintenance |
| FOY-AIR Enterprises Ltd T/A LittleMops | INV 2121 | 82.78 | 13.80 | 68.98 | Consumables Council Chambers |
| FOY-AIR Enterprises Ltd T/A LittleMops | INV 2123 | 91.18 | 15.20 | 75.98 | Consumables Library |
| Print Options | INV-14368 | 1,714.00 | 69.00 | 1,645.00 | December 2023 Newsletter - Printing and Artwork |
| Sutcliffe Play | INV 7047 | 642.67 | 107.11 | 535.56 | Replacement Wavy Ramp Panel and Delivery |
| SMP Pipe Systems Limited | INV 3970 | 180.00 | 30.00 | 150.00 | Repairs and Maintenance to Radiators - Council Chambers |
| Richards Builders Merchants Ltd | inv 882676 | 28.46 | 4.74 | 23.72 | Parks Maintenance |
| Don Benson | INV 46 | 48.00 | 0.00 | 48.00 | Clock winding St James Church |
| ITEC | INV 943524 | 55.33 | 9.22 | 46.11 | Meter Readins Xerox |
| Duchy Defibrillators | INV JN1316 | 456.00 | 76.00 | 380.00 | Annual Fee for 2 x Defibrillators (Council Chambers & Carbiele) |
| Isla Sell Physiotherapy | INV 0014094 | 420.00 | 0.00 | 420.00 | Provision of Chair Pilates Sessions at Torpoint Library and Community Hub |
| SLCC | MEM247250-1 | 442.00 | 0.00 | 442.00 | Annual Membership Subscription |
| FOY-AIR Enterprises Ltd T/A LittleMops | INV 2122 | 85.86 | 14.31 | 71.55 | Consumables Public Conveniences |
| Richards Builders Merchants Ltd | INV 881603 | 46.95 | 7.82 | 39.13 | Library Maintenance |
| Cornwall Council - Sea Gull Proof Sacks | INV 8100442002 | 97.00 | 0.00 | 97.00 | Sea Gull Proof Sacks |
| Cornish Tea & Cornish Coffee Co Ltd | SL81664 | 298.94 | 0.00 | 298.94 | Café Supplies |
| L&L diverse solutions Limited | INV 001/2024 | 5,754.00 | 959.00 | 4,795.00 | Consultancy on TITAN and Community Building Projects. |
| BT | Q061 BB | 787.12 | 124.52 | 662.60 | Telephone and Internet |
| SLCC | INV BK214230-2 | 84.00 | 14.00 | 70.00 | Provision of Management Training Course |
| Cornwall Council | INV 8100435790 | 89,350.09 | 72.00 | 89,278.09 | Salaries October to December 2023 and Mayor's Allowance Oct – Dec '23 |

| | | | | | |
|------------------------------------|-----------------------------------|-------------------|----------|-----------|--|
| Biffa | INV 522C90266 | 52.30 | 8.72 | 43.58 | General Waste Collection Library |
| Arcadis Consulting (UK) Ltd | INV 680034074 | 32,397.88 | 5,399.65 | 26,998.23 | Second Payment - Feasibility Studies for Transport Hubs |
| Cornwall Council - Dog Waste Bags | INV 8100434354 | 57.24 | 9.54 | 47.70 | Dog Waste Bags |
| Biffa | INV 522C90265 | 42.73 | 7.12 | 35.61 | Recycling Collection Library |
| Biffa | INV 522C90263 | 42.73 | 7.12 | 35.61 | Recycling Collection Council Chambers |
| Biffa | INV 522C90264 | 60.08 | 10.01 | 50.07 | General Waste Collection Council Chambers |
| Richards Builders Merchants Ltd | INV 878881 | 65.03 | 10.84 | 54.19 | Parks Maintenance |
| Richards Builders Merchants Ltd | INV 879286 | 38.55 | 6.42 | 32.13 | Library Maintenance |
| Richards Builders Merchants Ltd | INV 879453 | 31.54 | 5.26 | 26.28 | Christmas Lights |
| Richards Builders Merchants Ltd | INV 879507 | 41.82 | 6.97 | 34.85 | Christmas Lights |
| Caradon Tool and Plant | INV 238940 | 579.60 | 96.60 | 483.00 | Hire Of Cherry Picker for Christmas Lights |
| Hire Ltd | | | | | |
| Every Corner Distribution Ltd | INV TTCECD008 | 672.00 | 112.00 | 560.00 | December 2023 Newsletter Distribution |
| Clifton Emery Design Ltd | INV SI-4416 | 21,930.00 | 3,655.00 | 18,275.00 | Torpoint Lower Fore Street Community Building Feasibility Study 50% of fees as per PO-0363 |
| TOTAL | | 157,888.87 | | | |
| XERO | CC Xero January 2024 Subscription | 36.00 | 6.00 | 30.00 | XERO - XERO UK INV-17711905 MILTON KEYNES LND |
| Amazon | CC Waterproof Trousers | 15.99 | 2.66 | 13.33 | Amazon - Waterproof Trousers |
| Adobe Systems Software Ireland Ltd | CC January 2024 | 16.64 | 0.00 | 16.64 | Adobe Systems Software Ireland Ltd - Monthly subscription January 2024 |
| Amazon | CC Waterproof Trousers | 16.99 | 2.83 | 14.16 | Amazon - Waterproof Trousers |
| Amazon | CC Stationery | 24.02 | 4.00 | 20.02 | Amazon - Stationery Council Chambers |
| Amazon | CC Waterproof Trousers Refund | (15.99) | (2.66) | (13.33) | Amazon - Refund For Work Trousers |
| Amazon | CC Spray Adhesive | 7.99 | 1.33 | 6.66 | Amazon - Spray Adhesive for Carpet |
| Amazon | CC Work Trousers | 23.95 | 3.99 | 19.96 | Amazon - Work Trousers - Operations Team |

| | | | | | |
|---------------------------------------|----------------------|-----------------|--------|----------|--|
| Booker | CC 0386037 | 135.70 | 0.00 | 135.70 | Booker - Cafe Supplies |
| Booker | CC 0386037 | 128.36 | 21.39 | 106.97 | Booker - Cafe Supplies |
| Amazon | CC Storage Boxes | 27.99 | 4.66 | 23.33 | Amazon - Storage Boxes |
| Amazon | CC Pick Handle | 8.00 | 1.33 | 6.67 | Amazon - Pick Handle |
| Amazon | CC Work Trousers | 23.95 | 3.99 | 19.96 | Amazon - Work Trousers - operations team |
| Clifford Motors | CC R152395 | 52.60 | 8.77 | 43.83 | Clifford Motors - Fuel Unleaded |
| Amazon | CC Thread Repair Kit | 8.99 | 1.50 | 7.49 | Amazon - Thread Repair Kit |
| Amazon | CC Frames | 11.98 | 2.00 | 9.98 | Amazon - Picture Frames for Certificates |
| Amazon | CC Amazon | 24.67 | 4.11 | 20.56 | Amazon - heavy duty refuse sacks |
| Amazon | CC Amazon | 25.98 | 4.33 | 21.65 | Amazon - food waste bags biodegradable |
| Amazon | CC Amazon | 27.18 | 4.53 | 22.65 | Amazon - biodegradable binbags |
| Amazon | CC Amazon | 16.37 | 2.73 | 13.64 | Amazon - Heavy duty padlock |
| Amazon | CC Lighbulbs | 15.98 | 2.66 | 13.32 | Amazon - fluorescent tube bulbs for toilet lights |
| CO-OP GROUP 380558 | CC Co-op | 146.66 | 24.50 | 122.16 | Library café supplies and newspapers |
| Seated Furniture / Cost Cutters UK | CC SO-061564 | 626.39 | 104.40 | 521.99 | Café tables and chairs for library |
| TOTAL | | 1,406.39 | | | |
| ALD Automotive Limited t/a Ford Lease | DD January 2024 | 441.44 | 73.57 | 367.87 | ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle January 2024 |
| SSE Southern Electric -Library Gas | DD IV00197228 | 460.90 | 76.82 | 384.08 | SSE Southern Electric - Library Gas - Gas Supplied to library 01/11/23 - 29/11/23 |
| SSE Southern Electric -Library Gas | DD IV00197228 | 51.01 | 8.50 | 42.51 | SSE Southern Electric - Library Gas - CCL |
| Corona Energy - Chambers- Gas | DD 18090484 | 1,442.34 | 240.39 | 1,201.95 | Corona Energy - Chambers- Gas - Gas usage Council chambers 01/12/23 - 01/01/24 |
| Everflow Water | DD INV 2821882 | 78.66 | 5.11 | 73.55 | Everflow Water - Public Conveniences Water Rates - Water 18/02/2024 - 17/03/2024 |
| Everflow Water | DD INV 2821882 | 63.10 | 3.95 | 59.15 | Everflow Water - Chambers Water Rates 18/02/2024 - 17/03/2024 |

| | | | | | | | |
|---|-------------------|-----------------|-------|--------|--|--|-------|
| Everflow Water | DD INV 2821882 | 13.35 | 0.46 | 12.89 | Everflow Water - Library Water Rates 18/02/2024 - 17/03/2024 | | |
| XEROX Finance | DD 50068188 | 164.22 | 27.37 | 136.85 | XEROX Finance - Xerox Finance Photocopier lease | | |
| TOTAL | | 2,715.02 | | | | | |
| <p>188-23 Correspondence: -</p> <p>a) Local Council Award Scheme – Foundation Award Achievement – NALC Chair (National Association of Local Councils). As already discussed, Torpoint Town Council has been awarded LCAS Foundation status and will now work towards achieving Gold status.</p> <p>b) Affordable Housing Newsletter – January 2024 – Cornwall Council: - Noted.</p> | | | | | | | |
| <p>189-23 Reports: -</p> <p>a) Neighbourhood Development Plan (NDP): - The Town Mayor (Councillor G J Davis) was pleased to advise that members of the Neighbourhood Development Plan steering group had met on Tuesday 16th January 2024 to review the updates, following completion of the Regulation 14 consultation. Steering group members’ were all content that once the changes to the draft plan and the maps had been made, by the Clerk with Clifton Emery Design Ltd., the plan would be ready for submission to Cornwall Council. It is therefore resolved to submit the Consultation Statement and Evidence Sources, with the draft Neighbourhood Development Plan to Cornwall Council for legal compliance. The Town Mayor minuted thanks to the Clerk and all members of the NDP steering group for all their work on this project, to date.</p> <p>b) Torpoint Town Partnership: - The Deputy Mayor (Councillor Mrs. J M Martin) reported the next meeting of the Torpoint Town Partnership is scheduled for Tuesday 13th February 2024 at 6.00pm.</p> <p>c) Town Team Project Board (TTPB) The minutes of the recent TTPB meeting held on Wednesday 17th January 2024 had not yet been circulated and will be available for the next council meeting. The Town Mayor (Councillor G J Davis) gave a detailed update following this meeting and included:</p> <p>1. TITAN Initial 6 Mobility Hub Feasibility Study TTPB members’ agreed to accept the updated report on the TITAN Initial 6 Mobility Hub Feasibility Study and minuted thanks for the detailed study, which includes information which will be used in future funding bids. The town council now also accepts this feasibility study.</p> <p>2. Bid for Feasibilities on New Build – Community building and Police Station site The appointed contractor Clifton Emery Design Ltd. had presented three initial concepts, which had been previously shared with members for consideration / discussion at the TTPB meeting. Following consideration of the three proposals: -</p> <ul style="list-style-type: none"> • Option 1 – Community Hub, plus 12 Dwellings; • Option 1a – Community Hub, Office, plus 12 Dwellings; • Option 2 – Community Hub, plus 14 Dwellings. | | | | | | | Clerk |

| | |
|---|---------------------|
| <p>The TTPB voted unanimously and it was resolved to pursue <i>Option 2 – Community Hub, plus 14 Dwellings</i>.</p> <p>Additional reports / ideas which were considered to be purchased/undertaken as part of this funding, from Clifton Emery Design Ltd. are: -</p> <ul style="list-style-type: none"> • £3,350 Transport report (not required); • £3,250 Drainage / flood risk cut and fill report (required); • £ 340 Utility search report (not required); • £4,180 Ground conditions report (required). <p>Following consideration, it is resolved to purchase the following additional studies from Clifton Emery Design Ltd., within the BUS006 Lower Fore Street Feasibility Study funding:</p> <ul style="list-style-type: none"> • £3,250 + VAT Drainage / flood risk cut and fill report and • £4,180 + VAT Ground conditions report. <p>TOTAL cost £7,430 +VAT.</p> <p>3. Town Accelerator Fund Bids available for sums up to £12,500 Town Accelerator Fund, there is an opportunity to bid for funding for a Torpoint and Rame website, and it is resolved to proceed with this funding submission.</p> <p>4. Masterplan for Lower Fore Street There is the potential requirement to conduct a Masterplan for the town, prior to planning, in line with the Neighbourhood Development Plan, the Project Director will be discussing the scope with Cornwall Council planners.</p> <p>d) Reports from delegated to outside bodies:-</p> <p>i) Torpoint Archives & Heritage Centre – December 2023: - The Town Mayor (Councillor G J Davis) minuted thanks to Torpoint Archives and Heritage Centre for their December report and for all they continue to do for the town. Councillor Mrs. K Brownhill explained it will be the 30th Anniversary of the Torpoint Archives in 2024 and suggested, that perhaps the council could consider a celebration to thank them for all they do. Members’ were enthusiastic to do something and Councillor Brownhill will establish the exact date for the 30th Anniversary.</p> <p>ii) [Cornwall] Councillor J Tivnan BEM explained Cornwall Council are considering changing additional public pathways in the town.</p> <p>iii) Councillor Mrs. J L Reeves was delighted to report the veterans support ‘brew and banter’ session at the Library and Community Hub had once again gone well, along with the ‘welcome to Torpoint’ event aimed at Forces Families. Additionally there had been 52 attendees at the veteran’s breakfast, at the beginning of the month.</p> | <p>Clr Bownhill</p> |
| <p>190-23 Date of next meeting: - Thursday 15th February 2024.</p> | |
| <p>Meeting closed at 7:47pm Town Mayor</p> | |