



TORPOINT TOWN COUNCIL

Councillor Mrs. J M Martin led prayers before the meeting. A member of the public was in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 15th February 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, D S Phipps (was Co-opted to the Council during the meeting), Mrs. J L Reeves, C R Sawyer, M G Spurling, C R Still, J Tivnan BEM, B A Walsh, R M Willoughby, the Town Clerk & RFO (Clerk) and Town Council Support Officer were in attendance

	ACTION
<p>191-23 Apologies for absence: - None.</p>	
<p>192-23 Declarations of Interest relating to items on the Agenda: - None.</p>	
<p>193-23 Co-option of Councillor for the Vacancy in the East Ward Information had been circulated prior to the meeting for and on behalf of the two applicants for Co-option. The Clerk detailed the ballot process, in particular should there be a 'tie' in the number of votes.</p> <p>The votes recorded were: -</p> <p>Steve Clark – 4 votes Daniel Phipps – 11 votes (15 votes in total)</p> <p>The Town Mayor (Councillor G J Davis) announced the results of the secret ballot and Councillor D S Phipps opted to sign the Declaration of Office and join the council meeting.</p> <p>(Councillor D S Phipps made no declarations of interest, relating to matters on the agenda.)</p>	
<p>194-23 Planning Applications: -</p> <p>a) PA24/00751 - Removal of existing conservatory, to be replaced with 2-storey flat roof extension with roof lights. Extension and new rear balcony. River View, Albion Road, Torpoint.</p> <p>It is resolved, there are no objections or observations.</p>	Clerk

<p>195-23 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 Tivnan spoke on the matter of trees causing damage at Lamorna Park and explained the reason behind the erection of the temporary communications mast alongside Antony Road, in front of the telephone exchange.</p>	
<p>196-23 Police Activity Report: - Apologies were received from PC Hayley Gething who was unable to attend the meeting. The Chairman (Councillor G J Davis) thanked the Devon and Cornwall Police Officer for the report, members' were particularly appreciative and grateful for the note regarding increased reports of youth crime and the steps that are being taken to tackle this. The Clerk was directed to liaise with the Police on the subject of posting an echo of this statement on social media.</p>	Clerk
<p>197-23 Minutes of the previous meeting: - It is resolved the minutes of the meeting held on Thursday 18th January 2024, as circulated, were taken as read, confirmed and signed by the Town Mayor (Councillor G J Davis, with the changes/amendments as detailed below: - 1. Changes to the Mayor's Communications.</p>	Clerk
<p>198-23 Matters arising from the minutes: - a) Torpoint Archives and Heritage Centre 30th Anniversary: - Pursuant to minute 189-23 (d), the Clerk advised members that the Torpoint Archives 30th Anniversary celebration will be taking place on Thursday 25th April at the Council Chambers and the invitations have been sent asking for confirmation of numbers attending.</p>	
<p>199-23 Mayor's Communications: - The Town Mayor (Councillor G J Davis) summarised the engagements / activities undertaken during the last month, which included: -</p> <p>February 4th February – Launceston Civic Service – It is always interesting visiting other towns and their venues, the service was wonderful and it was a really good afternoon. 6th February – Deputy Mayor (Councillor Mrs. J M Martin) represented the Town Council at the opening event for the new premises of Adult Learning/Link to Learning, this is an excellent service to have within the town and is great to see it reopening again. 10th February – My family and I attended the Cinderella Pantomime, this was a really good evening facilitated by the Torpoint Players and it was brilliant to see so many in the town involved with the production and attending the performances.</p> <p>Future events Friday 8th March – Torpoint Lady Singers Cabaret evening at the Council Chambers, with desserts, tickets are on sale now from the Library and Community Hub and Kardkadia.</p> <p>Archives Anniversary April 25th taking place at the Council Chambers as previously mentioned.</p>	

<p>200-23 Finance and Operations Committee. It is resolved that the minutes of the meeting held on Monday 29th January 2024 and the recommendations in the minutes: - 109-23F&O (a) (Flag Flying Policy), 109-23F&O (b) (Equal Opportunities Policy), 109-23F&O (c) (Business Risk Management Plan), 109-23F&O (d) (Financial Risk Assessment protocols), 109-23F&O (e) (Lettings Policy and Hire Charges), 109-23F&O (f) (Audio Recordings Protocols), 109-23F&O (g) (Complaints Policy), 109-23F&O (h) (Budget Monitoring Policy), 110-23F&O (e) (Set up council online booking system and Stripe payment system for tennis courts online booking system), 110-23F&O (f) (Renewal of 25 year lease within Thanckes Park in areas known as the Skate Park and Bénodet Park), 114-23F&O (b) (Purchase new defibrillator for outside Costcutter store/Trevithick Avenue) and 114-23F&O (j) (Proposed Extinguishment of part of Public Footpath 639/3 at "Trematon Close"), as circulated, are adopted.</p> <p>At the end of presenting the minutes, Councillor Mrs. K Brownhill highlighted that apologies have been submitted by three members for the next meeting of the Finance and Operations Committee and substitutes would be welcomed.</p> <p>Following a proposal put by the Chairman (Councillor G J Davis) which was seconded by Councillor J Tivnan BEM, it is resolved that Councillor D S Phipps becomes a member of the Finance and Operations Committee.</p> <p>Following a question put, the Clerk is directed to establish the outcome of the 'old' defibrillator, once it has been replaced.</p>	Clerk																		
<p>201-23 Development and Localism Committee. It is resolved the minutes of the meeting held on Thursday 1st February 2024 and the recommendations in the minutes: - 132-23D&L (a) (Adopt updated Town Council Strategy) and 139-23D&L (Equality, Diversity and Inclusion: 'Inclusive partner sticker scheme', letter to local business and purchase doorbells for local Fore Street businesses), as circulated, are adopted.</p> <p>Clerk to ensure the updated Town Council Strategy is uploaded to the website.</p>	Clerk																		
<p>202-23 Questions of which notice has been given or notice of motion None.</p>																			
<p>203-23 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>204-23 Financial Information It is resolved that the January 2024 Budget Variance as circulated, is received and adopted.</p>																			
<p>205-23 Accounts for Payment</p> <table border="1"> <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>FOY-AIR Enterprises Ltd T/A LittleMops</td> <td>INV 2075</td> <td>127.33</td> <td>21.22</td> <td>106.11</td> <td>Consumables Council Chambers (September 2023 - invoice not sent)</td> </tr> <tr> <td>FOY-AIR Enterprises Ltd T/A LittleMops</td> <td>INV 2076</td> <td>66.10</td> <td>11.02</td> <td>55.08</td> <td>Consumables Public Conveniences (September 2023 -</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	VAT	NET	Description	FOY-AIR Enterprises Ltd T/A LittleMops	INV 2075	127.33	21.22	106.11	Consumables Council Chambers (September 2023 - invoice not sent)	FOY-AIR Enterprises Ltd T/A LittleMops	INV 2076	66.10	11.02	55.08	Consumables Public Conveniences (September 2023 -	
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FOY-AIR Enterprises Ltd T/A LittleMops	INV 2077	245.11	40.85	204.26	Consumables Library (September 2023 - invoice not sent)
Biffa	INV 522C98444	44.86	7.48	37.38	General Waste Collection Library
CHAT	SLA November 2023	284.17	0.00	284.17	SLA for the provision of community groups - library and community hub
Cornish Tea & Cornish Coffee Co Ltd	SL82521	482.02	0.00	482.02	Café supplies library
ITEC	INV 954029	36.73	6.12	30.61	Meter readings xerox
Biffa	INV 522C98446	58.56	9.76	48.80	general waste collection council chambers
Francis Thomas Mobile Servicing Limited	INV 6490	358.36	59.73	298.63	servicing and repairs to machinery
Don Benson	INV 47	60.00	0.00	60.00	clock winding st james
South West Hygiene	INV 306462	277.37	46.23	231.14	emptying of sanitary and nappy bins
Cornwall ALC Limited	INV 2324-629	36.00	6.00	30.00	member training
SMP Pipe Systems Limited	INV 3985	128.74	21.46	107.28	repair to disabled toilet - council chambers
Biffa	INV 522C98445	31.90	5.32	26.58	recycling collection council chambers
Western Web Limited	INV 24272	102.00	17.00	85.00	annual renewal of webspace for torpointtowncouncil.gov.uk
Western Web Limited	INV 24277	96.00	16.00	80.00	annual renewal of webspace for torpointplan.org.uk
Francis Thomas Mobile Servicing Limited	INV 6497	91.69	15.28	76.41	servicing and repairs to machinery
Page Construction (SW) Ltd pageswld@gmail.com	INV 050224TTC	1,200.00	200.00	1,000.00	Repairs to Rooms 4 and 7 - council chambers
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2140	119.96	19.99	99.97	consumables council chambers
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2142	25.20	4.20	21.00	consumables library
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2141	144.49	24.08	120.41	consumables pubic conveniences
Biffa	INV 522C98443	31.90	5.32	26.58	recycling collection library

TOTAL		4,048.49			
CC February 2024	03 Feb 2024	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription February 2024
CC Amazon	01 Feb 2024	5.99	1.00	4.99	Amazon - Faucet and Sink Installer Tool
CC Amazon	01 Feb 2024	51.72	8.62	43.10	Amazon - Heavy Duty Padlocks
CC Toilet Brushes	02 Feb 2024	11.98	2.00	9.98	Amazon - Work Trousers
CC wheel nut covers	05 Feb 2024	5.79	0.96	4.83	Amazon - wheel nut / bolt covers
CC Ethernet Splitter	09 Feb 2024	7.49	1.25	6.24	Amazon - Ethernet Splitter
CC Ethernet Cable	09 Feb 2024	8.49	1.41	7.08	Amazon - Ethernet Cable
CC Amazon	12 Feb 2024	15.99	2.66	13.33	Amazon - Sellotape
CC Amazon	12 Feb 2024	11.49	1.91	9.58	Amazon - Bayonet energy saving light bulbs
CC Coffee Machine Cleaner	23 Feb 2024	33.68	5.61	28.07	Amazon - Coffee Machine Cleaning Tablets
CC Useful Box	23 Feb 2024	17.40	2.90	14.50	Amazon - Really Useful Box
CC Amazon Organiser	27 Feb 2024	12.99	2.16	10.83	Amazon - Hanging Organiser Library
CC Amazon	29 Feb 2024	81.99	13.66	68.33	Amazon - Dyson Head Turbine
CC Amazon	29 Feb 2024	11.69	1.95	9.74	Amazon - Dyson Filters
CC Amazon	29 Feb 2024	27.49	4.58	22.91	Amazon - Dyson Extension Wand / Tube Pipe
CC R28961	12 Feb 2024	110.38	18.40	91.98	B&Q - Parks Maintenance
CC 123-7939	09 Feb 2024	102.00	17.00	85.00	BCH - building insurance evaluation
CC 0565073	12 Feb 2024	163.25	0.00	163.25	Booker - Cafe Supplies
CC 0565073	12 Feb 2024	277.68	46.28	231.40	Booker - Cafe Supplies
CC R97878	05 Feb 2024	64.51	10.75	53.76	Clifford Motors - Fuel Unleaded
CC R53013	26 Feb 2024	56.27	9.38	46.89	Clifford Motors - Fuel Unleaded
CC Food Safety Level 2	02 Feb 2024	77.88	12.98	64.90	HSE Docs - 10 x food safety level 2 courses library
CC R45538	23 Feb 2024	346.59	57.76	288.83	Mole Valley Farmers - Parks Improvements
CC WEB341140	29 Feb 2024	144.22	24.04	120.18	Poppy seeds and throw to grow flowers

CC Tennis Hut Refurbishments	22 Feb 2024	355.24	59.20	296.04	Screwfix - Tennis hut refurbishment items
CC Library Cafe	09 Feb 2024	7.20	1.20	6.00	Torpoint Library & Community Hub - Hot Drinks
CC February 2024 subscription	01 Feb 2024	33.60	5.60	28.00	XERO - Monthly accounting software subscription February 2024
CO-OP Group 380558	Feb 2024	136.99	22.86	114.13	Newspapers and Café Supplies - Library
Total		2196.63	336.12	1860.51	
DD February 2024	01 Feb 2024	441.44	73.57	367.87	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle February 2024
DD INV 18180863	26 Feb 2024	1,678.97	279.83	1,399.14	Corona Energy - Chambers-Gas - gas supplied to council chambers Jan 24 - Feb 24
DD V02195623320	19 Feb 2024	100.80	16.80	84.00	EE - Mobile phone charges 11th feb - 10th march
DD IV00299188	27 Feb 2024	7.36	1.23	6.13	SSE - Cambridge Field - Elec - Electricity supplied 09/11/2023 - 30/11/2023
DD IV00338993	29 Feb 2024	210.74	35.12	175.62	SSE Southern Electric - Public Con- Elec - Electricity Supplied 02/10/23 - 20/01/24
DD IV00269586	27 Feb 2024	273.48	45.58	227.90	SSE SWALEC -Library- Elec - Electricity Supplied to the Library 10/11/2023 - 31/12/2023
DD INV 2897281	27 Feb 2024	85.02	5.52	79.50	Everflow Water - Public Conveniences Water Rates - Water 18/03/2024 - 17/04/2024
DD INV 2897281	28 Feb 2024	64.07	3.98	60.09	Everflow Water - Chambers Water Rates 18/03/2024 - 17/04/2024
DD INV 2897281	29 Feb 2024	123.12	8.23	114.89	Everflow Water - Library Water Rates 18/03/2024 - 17/04/2024
Total		2985.00	469.86	2515.14	

206-23 Correspondence: -

- a) Informal virtual meeting request: Safety improvement/Speed Limit Reduction A374 + correspondence from Antony Parish Council – Sheviok Parish Council, agree attendee [20th February, circa 1:30pm]: -
Councillors Mrs. J M Martin and C R Still are attending this meeting, the council supports a reduction to 50MPH.
- b) Attendee, Councillor, Mrs. L Fellows, already agreed for meeting of 20mph Phase 3 Stakeholder Meeting, to agree street(s) for consideration – Cornwall Gateway (4th March 2024) – Cornwall Council: -
It is **resolved** for this council to support all roads in the town to have a maximum speed limit of 20MPH, acknowledging the A374 and Trevol Road may need to remain at 30MPH.
- c) Demolition of entire building and site entrance, Torpoint Police Station, 4 Ferry Street – Cornwall Council: -
Noted.
- d) Public Open Space enquiry, Ferry Street, regarding area adjacent to former St.

<p>John Ambulance Hall – Mr M Brock: - The Clerk is directed to contact the resident with clarification from the landowner regarding the permissions for this site.</p> <p>e) Local Council Planning Training 28 February 2024 – Preparing for a new Local Plan for Cornwall – Cornwall Council: - Noted.</p> <p>f) Invitation to promote parish’s activities and events on the Cornwall Link – Cornwall Link: - Noted.</p>	<p>Clerk</p>
<p>207-23 Reports: -</p> <p>a) Neighbourhood Development Plan (NDP): - The notes of the steering group meeting held Tuesday 16th January 2024 are accepted. A Basic Conditions Statement has been compiled and this now completes all the requirements for the legal compliance check with Cornwall Council.</p> <p>b) Torpoint Town Partnership (TTP). The Deputy Mayor (Councillor Mrs. J M Martin advised the TTP met on Tuesday, on MS Teams, to update the diary dates and look at other events being planned throughout the year. The next meeting is scheduled for Monday 11th March.</p> <p>c) Town Team Project Board (TTPB): - The minutes of the TTPB meeting held Wednesday 17th January 2024 are accepted. The Town Mayor (Councillor G J Davis) updated on progress: -</p> <p>i) The TTPB has accepted the Feasibility Study Report on the community building at the former Police Station site and the study has been shared with Cornwall Council as landowner and it is resolved the town council adopts the feasibility study.</p> <p>ii) The Project Director is drafting a bid, seeking funding from the Town Delivery Fund, up to an amount of £30k.</p> <p>iii) The Town Accelerator Fund application for £12,500 has been submitted this week.</p> <p>iv) As detailed at last month’s meeting the Project Director is seeking funding opportunities on how the Masterplan at the site can be funded and then produced.</p> <p>d) Reports from delegates to outside bodies.</p> <p>i) Torpoint Archives & Heritage Centre – The January 2024 is noted, thank you to Torpoint Archives for circulating the report.</p> <p>ii) Councillor Mrs. C E Goodman shared information from the Torpoint Environmental Action group and highlighted, it is hoped the new water refill station will be in-situ by May. This month’s repair café will be taking place at the Library and Community Hub and will include the repair of toys.</p> <p>iii) Councillor M J Spurling gave an update from the Friends of Thanckes Park group, there have been lots of developments with the Urban Green Shoots project and this is progressing positively, the next event for the group is the Great British Spring Clean on Saturday 9th March.</p>	
<p>208-23 Date of next meeting: - Thursday 21st March 2024.</p>	
<p>Meeting closed at 8:07pm Town Mayor</p>	