



TORPOINT TOWN COUNCIL

Reverend Mike Woodall led prayers before the meeting. Councillor Mrs. K Ewert and PC H Gething were in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 21st March 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, Miss R A Evans BEM, Mrs. L Fellows, Mrs. C E Goodman, L E Keise, D S Phipps, Mrs. J L Reeves, C R Still, J Tivnan BEM, B A Walsh, the Town Clerk & RFO (Clerk) and Town Council Support Officer were in attendance.

	ACTION
<p>209-23 Apologies for absence: - Apologies were submitted on behalf of Councillors Mrs. K Brownhill, C R Sawyer, M G Spurling and R M Willoughby.</p>	
<p>210-23 Declarations of Interest relating to items on the Agenda: - Councillor J Tivnan BEM read the following statement: <i>"Following advice from the Democratic Services Officer within Cornwall Council I have been advised that I should abstain from voting on S137 grant funding for Torpoint Bowls club and that this should be both recorded and I named as abstaining in the Town Council minutes for the following reason:</i> <i>Having made a personal financial contribution to the work required at the Bowling Club it could possibly be construed:</i></p> <ul style="list-style-type: none"> <i>a) that by taking part in the discussion I am trying to influence fellow Councillors in their decision making.</i> <i>b) having it noted on the S137 application it could be misconstrued that as a Town Councillor I am attending a meeting with a pre-determined view which would be in non-compliance of the current Code of Conduct whereby councillors should not have any preconceived ideas prior to listening to the debate on same."</i> <p>A NRI (Non-Registerable Interest) was therefore declared by Councillor J Tivnan, regarding agenda item 9. Finance and Operations Committee minutes – (Section 137 grant award to Torpoint Lawn Bowls Club).</p>	
<p>211-23 Planning Applications: - None.</p>	
<p>212-23 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 spoke on the matter of the accessibility of the ticket machine in Sainsbury's car park and explained this has been raised with Cornwall Council.</p>	

<p>Councillor Tivnan informed members that petitions from Tamar Crossings regarding the proposed toll increases are available to be signed in shops in the town for those who are unable to access the petition online and shared the following statement from the Joint Committee: -</p> <p><i>"The Joint Committee and the Parent Authorities continue to work with the Government to seek secure funding for the crossings and to meaningfully explore the possibility of toll abolition in a manner that addresses all of the complex issues presented in this report."</i></p> <p>Following consideration and a proposal put, it is resolved that a [hard] copy of the petition will be made available in Torpoint Library and Community Hub. It is further resolved that an advertisement regarding the petition can be placed in the upcoming council newsletter, and it <i>must</i> be accompanied by an appropriate disclaimer, explaining the town council does not endorse the contents of the advertisement.</p> <p>Members' discussed the new waste and recycling roll-out and highlighted that any residents who have not yet received their bins or updated collection information can report this online or can contact Councillors Mrs. K Ewert or J Tivnan BEM directly, as not everyone is able to use Cornwall Council's online system.</p>	Clerk
<p>213-23 Police Activity Report: -</p> <p>The Chairman (Councillor G J Davis) thanked the Devon and Cornwall Police Officer for the report. PC Gething highlighted that the rise in reports of violence without injury had been due to domestic incidents and that a 'positive action approach' had been taken. Members also learned that response stations in the town have increased from one to four and the Police have also been working closely with local schools, as has been previously discussed with the council.</p>	
<p>214-23 Minutes of the previous meeting: -</p> <p>It is resolved the minutes of the meeting held on Thursday 15th February 2024, as circulated, were taken as read, confirmed and signed by the Town Mayor (Councillor G J Davis).</p>	
<p>215-23 Matters arising from the minutes: -</p> <p>a) Trevol Business Park Enforcement Investigation Update - from resident S Corbidge:- Pursuant to minute 172-23 (c) from the December 2023 council meeting, the information as circulated is noted.</p>	
<p>216-23 Mayor's Communications: -</p> <p>The Town Mayor (Councillor G J Davis) highlighted the previous month had been quiet, but summarised the engagements / activities undertaken, which included: -</p> <p>Friday 8th March</p> <p>Attended the Torpoint Lady Singers Cabaret Evening at the Council Chambers. This was an excellent evening and thoroughly enjoyable show, where lots of money was raised for the community. This was the third Torpoint Ladies Singers' event I have attended now and they are always well supported and enjoyable, well done to all involved.</p> <p>Saturday 23rd March</p> <p>Mayor's Charity Easter Ball is coming up, thank you to all who have donated raffle prizes, all tickets for the event have sold out and it is looking like this will be a promising evening!</p>	

Tuesday 26th March

Urban Green Shoots – tree planting at Thanckes Park, from 11.00am – 1.00pm all volunteers are welcome.

Torpoint Athletic Juniors Football Club has launched a shared fundraising campaign, which is being run completely online via Spond until 31st of March, more details will be shared.

217-23 Finance and Operations Committee.

It is **resolved** that the minutes of the meeting held on Monday 4th March 2024 and the recommendations in the minutes: - 122-23F&O (a) (i) (Purchase lapel pins/badges for 50th Anniversary of Torpoint Town Council), 124-23F&O (d) (Insurance renewal for insurance portfolio from 1st April 2024 to 31st March 2025), 124-23F&O (f) (Delegate to Clerk to arrange authorisation/payment of Q4 invoice Salaries/Mayoral Allowance), 128-23F&O (g) (Section 137 grant award to Torpoint Lawn Bowls Club for coppicing of adjacent trees) and 128-23F&O (h) (Section 137 grant award to Torpoint Ramps Forum to support the development and growth of the local skate and scoot community), as circulated, are adopted.

Councillor Mrs. K Brownhill reminded members' they will be summoned to attend the first agenda items for the next meeting of this committee.

All

The confidential minutes of the committee were taken with the public and press excluded, 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.

a) To consider the [updated] quotations for town council van renewal, due to expiry of 3-year lease with Vospers (Ford): -

Information and quotations for town council van renewal had previously been circulated and are attached to the minutes at *Appendix A*.

Following consideration it is **resolved** to progress Option 1 on Appendix A, as detailed: *Ford Lease 14th March 2024 Ford E-Transit 350 L2H2 68kWh 184ps Leader Annual mileage 5,000.*

Includes monthly maintenance payment.

VOSPERS

Includes driver aids included Pro Power onboard inverter

6 WEEKS lead time

60 months

Initial payment of 6 months rental plus VAT (£3,737.10 +VAT)

Followed by 59 payments (£622.85 + VAT)

Total Year 1 (£)	Total Year 2 (£)	Total Year 3 (£)	Total Year 4 (£)	Total Year 5 (£)	Average annual cost (£)
10,588.45	7,474.20	7,474.20	7,474.20	7,474.20	8,097.05

Additionally all ramps and mats as required to be purchased out-right at an approximate cost of £500.00 + VAT.

<p>218-23 Personnel Committee: It is resolved the minutes of the meeting held on Thursday 7th March 2024 and the recommendation in the minutes: - 31-23Pers (a) (Updated Training, Learning and Development Policy), as circulated, is adopted.</p> <p>The recommendation 31-23Pers (b) (Safeguarding Poster) was withdrawn and will be actioned accordingly.</p> <p>The Town Mayor (Councillor G J Davis) proposed, this was seconded by the Deputy Mayor (Councillor Mrs. J M Martin) and 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.</p>	
<p>219-23 Development and Localism Committee. It is resolved the minutes of the meeting held on Thursday 7th March 2024 and the recommendations in the minutes: - 154-23D&L (a) (Town Team Project Board - support the purchase/procurement of a Masterplan, to a maximum cost of £11,000 + VAT, at the site of the former Police Station), 154-23D&L (a) (Town Team Project Board - to waive Financial Regulations for the procurement of the Masterplan, and appoint Clifton Emery Design Ltd.), 154-23D&L (b) (ii) (Purchase bunting at a total cost of £165.88 + VAT for Fore Street), 156-23D&L (a) (Seek permission and then remove the hand rail at lower entrance of Cambridge Field), and 160-23D&L (Remove the Businesses section from the council website), as circulated, are adopted.</p> <p>Pursuant to minute 152-23D&L (b) (Fly the Union Flag for D-Day 80 celebrations), Councillor Miss R A Evans BEM explained that in her opinion she was a little disappointed that the council would not be flying the D-Day 80 celebrations 'Flag for Peace'. Councillor Evans continued that the council has chosen to fly the NHS flag in the past and considering to the towns military connections, she would not support the proposal to fly the Union Flag for the D-Day 80 celebrations in June and offered to personally fund the cost of the 'Flag for Peace' herself. Members considered the proposal put that this council purchases the 'Flag for Peace' and flies this flag for the week of D-Day 80 celebrations and following this proposal being put and seconded, it is resolved to purchase the 'Flag for Peace' and fly this flag for the week of D-Day 80 celebrations.</p>	
<p>220-23 Questions of which notice has been given or notice of motion None.</p>	
<p>221-23 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>222-23 Financial Information It is resolved that the February 2024 Budget Variance as circulated, is received and adopted.</p>	

223-23 Accounts for Payment

Contact Name	Invoice Number	Total	VAT	NET	Description
Clifton Emery Design Ltd	INV SI-4464	21,930.00	3,655.00	18,275.00	Feasibility Study - Community Building (2nd Payment)
Cornish Tea & Cornish Coffee Co Ltd	SL83789	120.00	0.00	120.00	Coffee Machine Rental
Clifton Emery Design Ltd	SI-4476	8,526.00	1,421.00	7,105.00	Flood Risk and Ground Conditions Report - Community Building
Duchy Defibrillators	JN1267	372.00	62.00	310.00	Annual Fees - Family Centre
Richards Builders Merchants Ltd	INV 885851	11.14	1.86	9.28	Library Maintenance
Cornwall Council	INV 8100458770	456.00	76.00	380.00	NDP Mapping
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2153	139.03	23.17	115.86	Disposables Council chambers
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2155	47.98	8.00	39.98	Disposables Library
Richards Builders Merchants Ltd	INV 888112	5.28	0.88	4.40	Library Maintenance
Awenek Studio	INV 1127	438.00	0.00	438.00	Provision of Community Activities - Library
CHAT	February 2024	394.01	0.00	394.01	SLA for Community Engagement - Library
L&L diverse solutions Limited	INV 005/2024	2,466.00	411.00	2,055.00	Consultancy - Vision Projects
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2154	48.26	8.04	40.22	Disposables Public Conveniences
ASG Security	INV 41899	504.00	84.00	420.00	Emergency Lighting System Call Out and Repair
TOTAL		35,457.70			
XERO	CC March 2024 subscription	36.00	6.00	30.00	XERO - Monthly accounting software subscription March 2024
Adobe Systems Software Ireland Ltd	CC March 2024	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription March 2024
Wolseley	CC Wolseley	14.65	2.44	12.21	Wolseley - Center Bottle P Trap CTB2:W
Booker	CC Booker	70.38	0.00	70.38	Booker - Cafe Supplies
Booker	CC Booker	93.97	15.66	78.31	Booker - Cafe Supplies
Sam's Ironing Service	CC Sam's Ironing Various	56.54	9.42	47.12	Sam's Ironing Service - Laundry tablecloths and tea towels
Clifford Motors	CC R07652	96.40	16.07	80.33	Clifford Motors - Fuel Unleaded

Lidl	CC 238797	18.74	3.12	15.62	Lidl - cafe supplies
Amazon	CC Roof Coating	134.95	22.49	112.46	Amazon - Weatherproof roof coating
Booker	CC Booker	113.70	0.00	113.70	Booker - Cafe Supplies
Booker	CC Booker	116.36	19.39	96.97	Booker - Cafe Supplies
Amazon	CC A3 Paper	11.99	2.00	9.99	Amazon - 1 x Ream A3 Paper
CO-OP GROUP 380558	CC Co-op	155.67	26.00	129.67	Library Café supplies and Newspapers
Total		935.99			
Shire Leasing PLC	DD March 2024 Quarterly Payment	267.85	44.64	223.21	Shire Leasing PLC – Rental March 2024
SSE SWALEC - Library- Elec	DD IV00354532	260.59	43.43	217.16	SSE SWALEC -Library- Elec - Electricity Supplied to the Library 10/11/23 31/01/24
SSE Southern Electric -Library Gas	DD IV00407666	372.84	62.14	310.70	SSE Southern Electric - Library Gas - Gas supplied to the library 30/11/23 30/12/23
SSE Southern Electric -Library Gas	DD IV00433434	527.21	87.87	439.34	SSE Southern Electric - Library Gas - Gas supplied to library 31/12/23 - 31/01/24
SSE Southern Electric - Chambers- Elec	DD IV00318045	1,207.18	201.20	1,005.98	SSE Southern Electric - Chambers- Elec - Electricity Supplied to the Council Chambers 02/10/23 - 20/01/24
EE	DD V02205648810	100.80	16.80	84.00	EE - Mobile Phone Contract
SSE SWALEC - Library- Elec	DD IV00487737	262.26	43.71	218.55	SSE SWALEC -Library- Elec - Library Electricity 18/01/2024-29/02/2024
Corona Energy - Chambers- Gas	DD INV 18240591	1,394.59	232.43	1,162.16	Corona Energy - Chambers- Gas - gas supplied to council chambers feb 2024 - march 2024
SSE - Cambridge Field - Elec	DD IV00505815	29.79	1.42	28.37	SSE - Cambridge Field - Elec - Electricity supplied to Cambridge field 1/12/23 - 29/02/24
SSE Southern Electric -Library Gas	DD IV00553697	421.08	70.18	350.90	SSE Southern Electric - Library Gas - Library Gas
Everflow Water	DD INV 2980735	63.63	3.96	59.67	Everflow Water - Chambers Water Rates 18/04/2024 - 17/05/2024
Everflow Water	DD INV 2980735	84.60	5.51	79.09	Everflow Water - Public Conveniences Water Rates - Water 18/04/2024 - 17/05/2024

Everflow Water	DD INV 2980735	84.60	5.51	79.09	Everflow Water - Library Water Rates 18/04/2024 - 17/05/2024
Total		5077.02			

224-23 Correspondence: -

- a) Cornwall & Isles of Scilly climate Commission – Call for Commissioners – CALC: - Noted.
- b) NALC Legal Update February 2024 – CALC: - Noted.
- c) Freedom of Information request – Number of vacant properties and number of people on your current council waiting list – K Twenebo: - Noted.
- d) Affordable Housing Newsletter – March 2024 – Cornwall Council Affordable Housing: Noted.
- e) Funding support of £4,000.00 for tennis court improvements – Devonport Royal Dockyard Sport & Social Club: -
The Town Mayor (Councillor G J Davis) minuted thanks to the Devonport Royal Dockyard Sport & Social Club for the generous donation and the Clerk was directed by members to send a letter of thanks from the Mayor.
- f) Goad Avenue - BT Public Call Box Consultation - Deadline 17 May 2024 – Cornwall Council: -
Following consideration, the Clerk is directed to respond that Torpoint Town Council supports the removal of the BT phone box at Goad Avenue.

Clerk

Clerk

225-23 Reports: -

- a) Neighbourhood Development Plan (NDP) – Following submission of the End of Grant report to Groundwork (funded by the Department of Levelling Up, Housing & Communities) to recommend to agree to return unspent funding amount claimed - £776.00.
It is **resolved** to return unspent funds of £776.00 to Groundwork (funded by the Department of Levelling Up, Housing & Communities) for the Neighbourhood Plan Grant, which had been previously received.
- b) Torpoint Town Partnership (TTP): -
The Deputy Mayor (Councillor Mrs. J M Martin) reported the TTP had virtually met on 14th March 2024, the balance in the bank account is £2,069.99, with £210.03 ring fenced towards future Christmas lights. The diary dates were reviewed and shared on social media, any updates can be emailed to the Town Council Support Officer. The next meeting is scheduled for Tuesday 9th April, at 6.00pm and will be held on MS Teams.
- The Deputy Mayor paid tribute to Mrs. Annette Evans, the former President of Torpoint and the Rame Peninsula Lions Club, who had recently died.
- c) Town Team Project Board (TTPB): -
The minutes of the TTPB meetings held on Tuesday 13th February 2024 and Wednesday 13th March 2024 were accepted. The Town Mayor (Councillor G J Davis) presented information from the minutes of the TTPB meeting held on Wednesday 13th March 2024, highlighting that a bid has been submitted for £12,500 to the Town Accelerator Fund to support the delivery of a website for two years.
Continuing, he explained for this funding application to proceed, a contribution of

Clerk

<p>£3,740 is required to be funded by the town council. Members' supported this and it is resolved the town council contributes £3,740 (from Reserves - Vision Projects), to support the delivery of a website for two years, to facilitate the work ongoing by Plymouth University to develop an initial visitor website, to bring to life the narrative of Torpoint and Antony Estate, to include the Rame Peninsula and other organisations over time. The Town Mayor concluded, adding the town council will need to look to take on the responsibility for running the website, this will need to be reviewed after four years.</p> <p>d) Reports from delegates to outside bodies.</p> <p>i) Torpoint Archives & Heritage Centre – February 2024: - The Town Mayor (Councillor G J Davis) minuted thanks to the Torpoint Archives for providing the report and the Deputy Mayor (Councillor Mrs. J M Martin) acknowledged the excellent work being undertaken by all the volunteers.</p>	
<p>226-23 Date of next meeting: - Thursday 18th April 2024.</p>	
<p>Meeting closed at 8:17pm Town Mayor</p>	

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