



TORPOINT TOWN COUNCIL

Reverend Mike Woodall 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 18th April 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, L E Keise, D S Phipps, Mrs. J L Reeves, C R Sawyer, M G Spurling, C R Still, J Tivnan BEM, B A Walsh and R M Willoughby, also the Town Clerk & RFO (Clerk) and Town Council Support Officer were in attendance.

	ACTION
<p>227-23 Apologies for absence: - Apologies were submitted on behalf of Councillor Mrs. C E Goodman.</p>	
<p>228-23 Declarations of Interest relating to items on the Agenda: - None.</p>	
<p>229-23 Planning Applications: - a) PA24/01697 - Single storey rear extension. 53 Cremyll Road Torpoint Cornwall PL11 2DZ. It is resolved there are no observations or objections.</p>	Clerk
<p>230-23 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 advised he was continuing to pursue problems at Sydney Road, plus Pentire Road.</p>	
<p>231-23 Police Activity Report: - The Chairman (Councillor G J Davis) thanked the Devon and Cornwall Police Officer for the report. A new Tri-Service Safety Officer called Megan has been appointed and is currently in training, Megan replaced Ollie Vigo who is relocating to Penzance. PC Hayley Gething is encouraging community groups to consider applying for the funding from the Proceeds of Crime Act (POCA). Those people interested in finding out more about POCA funds and how to apply for them can email their local Neighbourhood Police Team by visiting the Force website www.devon-cornwall.police.uk or speak to a local officer. The Deputy Mayor (Councillor Mrs. J M Martin) was pleased to note the number of crimes reported in this years' calendar month compared to last year had significantly dropped, which is good news.</p>	
<p>232-23 Minutes of the previous meeting: - It is resolved the minutes of the meeting held on Thursday 21st March 2024, as circulated, were taken as read, confirmed and signed by the Town Mayor (Councillor G J Davis).</p>	
<p>233-23 Matters arising from the minutes: - a) Trevol Business Park Enforcement Investigation Update – (outcome from Cornwall Council Enforcement as circulated): -</p>	

<p>Pursuant to minute 215-23 (c) the correspondence from Cornwall Council Enforcement is noted. The Clerk has spoken to Mr Corbidge, who has decided to formally reply to the correspondence received.</p>	
<p>234-23 Mayor's Communications: - The Town Mayor (Councillor G J Davis) highlighted the engagements / activities undertaken over the last month, which included: -</p> <p>“Tuesday 2nd April Thank you to Deputy Mayor (Councillor Mrs. J M Martin) and the Clerk who held a review meeting with several members of the Torpoint Archives and Heritage Centre.</p> <p>Sunday 14th April Victoria and I were honoured to attend the Lord Mayor of Plymouth Civic Church Service at Derriford United Reform Church, the sermon during the service was very interesting, it was all about working together for the benefit of the community. After the service I spoke to the Lord Mayor Councillor Mark Shayer, who is stepping down from public duty at the end of this civic year, as he is planning to visit family members in Perth and wished him all the best for the future.</p> <p>Wednesday and Thursday 17th and 18th April A very big thank you and well done to all the volunteers, there were up to 18 in total, from Kier BAM and Babcock International who undertook improvements to the tennis hut, Thanckes Park play park slide, the skate park and benches in Bénodet Park. The weather was kind and all the equipment is now looking amazing!</p> <p>Many of you will have noticed The Gardens Development, on Antony Road, has been put up for sale by Plymouth Boat Park Ltd., the owner had advised the Clerk of this earlier this week.</p> <p>Future events: -</p> <p>Friday 19th April I have been invited to attend Maker with Rame Parish Council's community information event, the Clerk will be joining me, to share information about the 3G Football Turf Pitch Project, the Library and Community Hub also the TITAN project.</p> <p>Thursday 25th April 30th Anniversary celebration event for the Torpoint Archives in the committee room, all members are invited to attend, starting at 7.00pm.</p> <p>Saturday 27th April The opening of the refurbished Thanckes Park tennis courts, 10.30am arrival.</p> <p>Sunday 28th April This is the first Market in 2024, please support the local traders and market stallholders.</p> <p>Friday 3rd May In the morning, the Library and Community Hub is holding 'Time for a Cuppa' fundraising for Dementia UK, any baked cakes, raffle prizes or support at the event would be welcomed.</p> <p>Thursday 9th May The Annual Town (Parish) Meeting and 50th Anniversary of the town council celebrations.</p> <p>Saturday 11th May Millbrook Parish Council has invited us to participate in their community event, I will be accompanied by the Clerk plus the Community Hub and Library Development Manager, to showcase the activities and projects of the town.</p>	

<p>Thursday 18th May – Mayor Making I will be travelling to Bénodet in France, immediately after the Election of Mayor and Election of Deputy Mayor have taken place at the Mayor Making evening. I am taking Arthur with me on the trip.</p> <p>The official portrait of King Charles III has arrived at the Council Chambers and the Operations Manager has ensured it takes pride of place in the committee room.</p> <p>The Mayor’s Charity Easter Ball fundraising evening - thank you to members’ who attended and/or donated raffle prizes, the event raised £960.00 for the Mayor’s Charities. Special thanks to the ‘Martin family’ who all helped the event run so successfully and all the staff who helped too.</p>	
<p>235-23 Finance and Operations Committee. It is resolved that the minutes of the meeting held on Wednesday 3rd April 2024 and the recommendations in the minutes: - 140-23F&O (b) (Adopt the new Grants Policy), 141-23F&O (c) (Delegate to Clerk to investigate the installation of an additional defibrillator in the town, cost to be donated by a family in memory of a relative), 141-23F&O (c) (Decrease annual total Licensee Charges for Rooms 1 and 2) and 141-23F&O (e) (Adopt the Internal Controls Scrutiny report), as circulated, are adopted.</p> <p>Pursuant to recommendation: 140-23F&O (a) (Adopt the updated Health and Safety Policy), this was not taken at the meeting, as some further amendments are required to be made.</p> <p>Pursuant to recommendation: 141-23F&O (c) (Delegate to Clerk to investigate the installation of an additional defibrillator in the town, cost to be donated by a family in memory of a relative), in addition, once the defibrillator has been purchased, it will be added to the council’s asset register.</p>	<p>Clerk</p> <p>Clerk</p>
<p>236-23 Election of Deputy Town Mayor Designate for the Civic Year 2024-25: In advance of the voting commencing, Councillor J Tivnan BEM asked the Town Mayor (Councillor G J Davis) for the opportunity to read out a statement he had prepared in advance of the meeting. Given permission by the Town Mayor, Councillor Tivnan read out a statement to members. The statement included a <i>recommendation</i> to discount the election for the Town Mayor Designate for the Civic Year 2024-25, which had taken place at the Finance and Operations committee meeting held on Wednesday 3rd April 2024 and re-take the election again [for Town Mayor Designate for the Civic Year 2024-25] at the meeting this evening.</p> <p>The Town Mayor reminded Councillor Tivnan that his <i>recommendation</i> had not been included on the meeting agenda, as issued by the Clerk, and therefore the proposal should not be considered. However, as Chairman, Councillor Davis, made the decision to take the recommendation, as put, and called for a seconder. The proposal was seconded and the vote taken. The vote fell. Councillor Tivnan thanked members.</p> <p>The Town Mayor reminded members, before proceeding with the next election, the vote is for Deputy Mayor designate and voting at the Annual Meeting is the election that matters.</p> <p>The Town Mayor (Councillor G J Davis) called for a ballot for the position of Deputy Town Mayor designate for the civic year 2024-25. Under the supervision of the Clerk</p>	

<p>and in the ballot that followed, Councillor Mrs. K Brownhill received 9 votes, Councillor Mrs. C E Goodman 1 vote, Councillor Mrs. J M Martin 5 votes. Under the supervision of the Clerk it was confirmed that Councillor Mrs. K Brownhill had received more than 50% of the votes cast and it was therefore duly proposed by Councillor Mrs. J M Martin, seconded by Councillor C R Still and duly carried, that it is recommended Councillor Mrs. K Brownhill is elected as the Deputy Town Mayor designate for the civic year 2024-25.</p>																																																																																															
<p>237-23 Development and Localism Committee. It is resolved the minutes of the meeting held on Thursday 4th April 2024, there were no recommendations in the minutes, as circulated.</p>																																																																																															
<p>238-23 Questions of which notice has been given or notice of motion None.</p>																																																																																															
<p>239-23 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>240-23 Financial Information It is resolved that the March 2024 Budget Variance as circulated, is received and adopted.</p>																																																																																															
<p>241-23 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>The Play Inspection Company</td> <td>PO-0372 INV 67978</td> <td>1,680.00</td> <td>280.00</td> <td>1,400.00</td> <td>Annual Inspection License 24-25</td> </tr> <tr> <td>ITEC</td> <td>913817</td> <td>70.66</td> <td>11.78</td> <td>58.88</td> <td>Itec September 2023</td> </tr> <tr> <td>Richards Builders Merchants Ltd</td> <td>INV 889280</td> <td>15.58</td> <td>2.60</td> <td>12.98</td> <td>Maintenance</td> </tr> <tr> <td>Wallgate Care Limited</td> <td>INV 00034191</td> <td>1,521.47</td> <td>253.58</td> <td>1,267.89</td> <td>Annual Service Fee Public Conveniences</td> </tr> <tr> <td>Cornish Tea & Cornish Coffee Co Ltd</td> <td>SL84288</td> <td>157.72</td> <td>0.00</td> <td>157.72</td> <td>Library Café Supplies</td> </tr> <tr> <td>BT</td> <td>Q062 F2</td> <td>710.07</td> <td>118.35</td> <td>591.72</td> <td>BT Phone Services</td> </tr> <tr> <td>Biffa</td> <td>522C14780</td> <td>44.86</td> <td>7.48</td> <td>37.38</td> <td>General Waste Library</td> </tr> <tr> <td>Don Benson</td> <td>49</td> <td>48.00</td> <td>0.00</td> <td>48.00</td> <td>Clock Winding</td> </tr> <tr> <td>ITEC</td> <td>975125</td> <td>45.34</td> <td>7.56</td> <td>37.78</td> <td>Meter Readings March 2024</td> </tr> <tr> <td>Cornwall ALC Limited</td> <td>2425_192</td> <td>2,509.05</td> <td>343.04</td> <td>2,166.01</td> <td>Annual Subscriptions 24-25 NALC and CALC</td> </tr> <tr> <td>Biffa</td> <td>522C14779</td> <td>31.90</td> <td>5.32</td> <td>26.58</td> <td>Recycling Collection Library</td> </tr> <tr> <td>Mole Valley Farmers</td> <td>Torpoint Town Council</td> <td>95.98</td> <td>16.00</td> <td>79.98</td> <td>Compost Library Planters</td> </tr> <tr> <td>Biffa</td> <td>522C14781</td> <td>31.90</td> <td>5.32</td> <td>26.58</td> <td>Recycling Collection Council Chambers</td> </tr> <tr> <td>Biffa</td> <td>522C14782</td> <td>58.56</td> <td>9.76</td> <td>48.80</td> <td>General Waste Council Chambers</td> </tr> </tbody> </table>						Contact Name	Invoice Number	Total	VAT	NET	Description	The Play Inspection Company	PO-0372 INV 67978	1,680.00	280.00	1,400.00	Annual Inspection License 24-25	ITEC	913817	70.66	11.78	58.88	Itec September 2023	Richards Builders Merchants Ltd	INV 889280	15.58	2.60	12.98	Maintenance	Wallgate Care Limited	INV 00034191	1,521.47	253.58	1,267.89	Annual Service Fee Public Conveniences	Cornish Tea & Cornish Coffee Co Ltd	SL84288	157.72	0.00	157.72	Library Café Supplies	BT	Q062 F2	710.07	118.35	591.72	BT Phone Services	Biffa	522C14780	44.86	7.48	37.38	General Waste Library	Don Benson	49	48.00	0.00	48.00	Clock Winding	ITEC	975125	45.34	7.56	37.78	Meter Readings March 2024	Cornwall ALC Limited	2425_192	2,509.05	343.04	2,166.01	Annual Subscriptions 24-25 NALC and CALC	Biffa	522C14779	31.90	5.32	26.58	Recycling Collection Library	Mole Valley Farmers	Torpoint Town Council	95.98	16.00	79.98	Compost Library Planters	Biffa	522C14781	31.90	5.32	26.58	Recycling Collection Council Chambers	Biffa	522C14782	58.56	9.76	48.80	General Waste Council Chambers
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NABMA	INV 166	434.00	0.00	434.00	Annual Subscription
Andy Campfield	Photographs	20.00	0.00	20.00	Commonwealth Day Photos
Cornwall Council	802715760	444.00	0.00	444.00	Library Business Rates May 2024
Cornwall Council	802311466	1,322.00	0.00	1,322.00	Council Chambers Business Rates May 2024
Cornwall Council	802923069	54.00	0.00	54.00	Tennis Courts Business Rates May 2024
FOY-AIR	2164	67.18	11.20	55.98	Consumables Library
FOY-AIR	2163	57.54	9.60	47.94	Consumables Public Conveniences
Westcare	SORD00210364	408.20	68.03	340.17	Stationery Chambers and Library
FOY-AIR	2162	91.16	15.20	75.96	Consumables Council Chambers
James Hallam	532514926 (minus credit note 19579800)	176.96	0.00	176.96	Removal of previous van and addition of new van, insurance.
Western Web	24375	144.00	24.00	120.00	Amend Facilities for Hire Page
Western Web	24376	90.00	15.00	75.00	Replacement of Banners and Addition of Book a Tennis Court link
Print Options	14506	1,464.00	69.00	1,395.00	Artwork and Printing of 3600 12pg newsletters
TOTAL		11,794.13			
Xero	CC April 2024	36.00	6.00	30.00	Monthly Accounting Software Subscription April 2024
Co-op Goup 380558	CC Library	164.15	27.36	136.79	Café Supplies and Newspapers
Adobe Ireland	CC April 2024	16.64	0.00	16.64	Adobe Subscription 2024
TORPOINT HARDWARE & D	CC 027067	5.00	0.83	4.17	TORPOINT HARDWARE & D - Keys Cut
Newton Newton Flag Company	CC #6245	74.40	12.40	62.00	Newton Newton Flag Company - D Day 80 Flag
Rock Awnings	CC #000018402	74.95	12.49	62.46	Rock Awnings - Replacement Legs for Gazebo
Tool Store Direct	CC #17675	251.98	42.00	209.98	Tool Store Direct - Aluminium Loading Ramps for Council Van
Sainsburys	CC Sainsburys	85.14	14.19	70.95	Café Supplies and Newspapers
Morrisons	CC morrisons	78.01	13.00	65.01	Café Supplies and Newspapers
Amazon	Safety Plasters	18.59	3.10	15.49	Safety Plasters

Amazon	Work Shoes	28.99	4.83	24.16	Work Shoes
Amazon	Replacement Plug	5.97	1.99	1.66	Replacement plug
Amazon	O Ring Gasket Kit	3.99	0.67	3.32	O Ring Gasket Kit
Amazon	Picture Hanging Kit	13.82	2.30	11.52	Picture Hanging Kit
Amazon	Feather Duster	14.99	2.50	12.49	Feather Duster
Amazon	Sack Truck	26.99	4.50	24.99	Sack Truck
Amazon	Strimmer Head	14.69	2.45	12.24	Strimmer Head
Amazon	Galvanised Mop Bucket	14.99	2.50	12.49	Galvanised Mop Bucket
Amazon	Steel Anchor Point	4.98	0.83	1.45	Steel Anchor Point
Booker	Café Supplies	334.53	55.76	278.77	Café Supplies
Empire Medals	Pin Badges	325.00	54.17	270.83	50th Anniversary Pin Badges
Screwfix	Trolley for Library	84.96	14.16	70.80	Trolley for Library
Total		1,678.76			
EE	Q22952892511 778267	108.73	18.12	90.61	Mobile phone contracts
SSE Library Electricity	IV00673769	280.32	46.72	233.60	Electricity supplied to library 18/01/2024-31/03/2024
ALD Automotive Ford Lease	19419069	4,484.52	747.42	3,737.10	Ford Lease New Contract
Corona Energy - Chambers- Gas	DD 18336701	1,503.34	250.56	1,252.78	Corona Energy - Chambers- Gas - Gas Supplied to the Council Chambers March 2024 - April 2024
Total		6,376.91			

242-23 Correspondence: -

a) Making of Public Path Order – *The Cornwall Council Public footpath No. 3 Torpoint (Part) (Trematon Close, Torpoint) Public Path Extinguishment Order 2024* – Land at Trematon Close, PL11 4RY: -

Noted. Councillor J Tivnan BEM highlighted what this means to the residents' currently living at the property address, adding that he will continue to pursue those other residents' who are in a similar situation. The Town Mayor thanked Councillor Tivnan for his efforts on this.

b) Employer Newsletter March 2024 – Cornwall Pension Fund: -
Noted.

c) Tamar Crossings Newsletter 12 Spring 2024 – Tamar Crossings: -
Noted.

<p>d) Notification of CIL Neighbourhood Parish Payments April 2024 – Cornwall Council: - £4,853.87 received in April 2024, for PA21/12428 (98, Marine Drive, Torpoint).</p>	
<p>243-23 Reports: -</p> <p>a) Neighbourhood Development Plan (NDP) – Details of the Regulation 16 consultation are expected to be received shortly, from Cornwall Council.</p> <p>b) Torpoint Town Partnership (TTP): - The Deputy Mayor (Councillor Mrs. J M Martin) reported the TTP had virtually met on 9th April 2024, there has been no change to the balance in the bank account. The diary dates were reviewed and had been shared on social media. It is expected Richard Pymm will organise an information sharing evening, having recently travelled to Poland, on an aid relief mission to Ukraine. The next TTP meeting is scheduled for Tuesday 21st May, at 6.00pm.</p> <p>c) Town Team Project Board (TTPB): - The Town Mayor (Councillor G J Davis) explained the recent TTPB meeting had been cancelled, due to lack of expected attendance and the meeting is now rearranged for Tuesday 7th May. The contract for the Masterplan has been placed, so the work on this will now commence.</p> <p>d) Reports from delegates to outside bodies.</p> <p>i) Torpoint Archives & Heritage Centre – March 2024: - The Town Mayor (Councillor G J Davis) minuted thanks to the Torpoint Archives for providing the report, highlighting how much he is looking forward to the 30th Anniversary event on 25th April. He has been made aware that the Torpoint Archives have published a new book called “Torpoint’s Lost Terraces” and he is planning to buy a copy.</p> <p>ii) Friends of Thanckes Park: - Councillor M J Spurling explained the group had organised a fantastic Easter event, highlighting the collaboration with Urban Green Shoots and their volunteering days planned for 24th April and 4th May, from 9.00am – midday, meeting at Bénodet Park. On 30th May there is a ‘Sustainability Event’, with bicycle repairs being planned, along with a plant sale and toy hospital. A football boots swap with donations towards the 3G Pitch, will also be available. On 19th and 27th August a collaboration with Plymouth Argyle Community Trust, with football training in the park, is also being planned.</p> <p>iii) The Town Mayor (Councillor G J Davis) explained, having attended the South East Cornwall Economic Sub Group meeting, with Menheniot Parish Council Chairman chairing the meeting, the group are developing an Economic Plan for the area. The group has called for any information to support the development of the plan, if members have any information they wish to share, please forward to the Town Mayor.</p>	
<p>244-23 Date of next meeting: - Thursday 16th May 2024 – Annual Meeting (Mayor Making).</p>	
<p>Meeting closed at 8:15pm Town Mayor</p>	