

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 20<sup>th</sup> November 2014 at 7.00 p.m. in the Council Committee Room, 4 York Road, Torpoint.

**Present:** - Town Mayor (Councillor M N Pearn MBE), Deputy Town Mayor (Councillor M J Crago), Councillors E H Andrews, Mrs K Brownhill, G J Davis, Mrs C E Goodman, B Hobbs, Mrs A I Johnson, Miss J L Kinsman, Mrs J M Martin, Mrs R A Southworth and J Tivnan plus the Town Clerk with the Assistant Town Clerk in attendance.

**Also present:** - PCSO Andy Halls.

### **104-14 Apologies for Absence:-**

Apologies for absence were submitted on behalf of Councillors P R Edwards, Mrs. C A Jackson, and L E Keise. The Mayor welcomed Councillor Mrs A I Johnson to the meeting.

### **105-14 Declarations of interest relating to items on the agenda:-**

Non-Registerable Interests (NRI) were declared by Deputy Town Mayor (Councillor M J Crago) – Agenda item 10 (72-14(c)) (As a member of the Torpoint Moorings Association).

Councillor B Hobbs - Agenda item 10 (72-14(c)) (As a member of the Torpoint Moorings Association).

Councillor Mrs J M Martin – Agenda item 14(b) (As being related to the author of the letter).

Councillor Mrs R A Southworth - Agenda item 10 (72-14(c)) (As related to the treasurer of the Torpoint Moorings Association).

- Agenda item 14 (d) (as being a member of the Torpoint Archives Association).

### **106-14 Police Report:-**

PCSO Andy Halls reported to members on behalf of the police. The crime report for October (as previously circulated) were noted

**11 crimes** in the town consisting of

**3** thefts

**2** assaults (all categories including domestic incident)

**1** burglary (shed)

**5** criminal damage (including arson)

PCSO Halls commented on some of the problems including incidents at both the Skateboard Park and Allotments. Councillor E H Andrews voiced concern at recent media reports on reporting crime statistics. Councillor Andrews posed the question have the public now “given up” on reporting crimes? Councillor Andrews urged the police to retain a visible presence and concluded by being of the opinion that the appointment of a Police and Crime commissioner was a “complete waste of time”. The Mayor reminded members that the police did undertake a surgery in the town and urged the public to convey concerns at this forum. Councillor Mrs C E Goodman drew attention to the number of incidents involving students that did not use a light on bicycles and warned that this was compromising road safety. It was suggested that the Mayor might wish to raise this matter in the Mayors column. (PCSO Halls was thanked for his report and left the meeting).

## **107-14 Minutes of the previous meeting:-**

The minutes of the meeting held on Thursday 16<sup>th</sup> October 2014 was taken as read, confirmed and signed by the Mayor subject to the deletion of the amount "£1,250" in minute 95-14 and insertion of the amount £1,040 and also noting that Councillor Mrs C A Jackson declared a pecuniary interest and left the chamber in minute 101-14(a) (Torpoint Library).

## **108-14 Matters arising from the Minutes:-**

### **a) Cornwall Council Report:-**

Pursuant to minute 92-14(a) members were reminded of the recently circulated reply from Cornwall Council on the subject of equipment at Sennen Park confirming the paucity of funds to repair the equipment and enquiring if this Council wished to contribute toward any repairs and replacement. The email was noted. Councillor J Tivnan suggested that Cornwall Council should provide a maintenance and upgrade programme and if there are no finances available to then evaluate if the Town Council can assist with a contribution. Councillor B Hobbs informed the meeting that he had offered a contribution from his community fund toward repairs to the roundabout in Cambridge Field. Councillor Hobbs was given to understand by Cornwall Council that the finances are available to repair the piece of equipment but that a replacement part is still awaited. Councillor G J Davis reminded members that the parks have been discussed as part of the Council development plan but observed that equipment is expensive to replace and that organisations other than the statutory authorities can access funding. It was suggested that Torpoint Town Partnership therefore might wish to work with Cornwall Council to access funding for play equipment. Councillor Davis but urged members to promote the parks. The Deputy Town Mayor informed the meeting that parks at Sennen and Chestnut had been created as a result of the housing estates and urged the Council to ensure that future housing developments also made provision for children's play areas. After further discussion it was **resolved** to write to Cornwall Council in support of Councillor Brian Hobbs efforts to obtain the replacement part for the seesaw and further it was suggested that the Torpoint Town Partnerships (TTP) might wish to explore the possibility of obtaining grant assistance toward replacement and new play equipment.

### **b) Weed Control Strategy:-**

Pursuant to minute 95-14 receipt was reported of an email from Cornwall Council (as circulated) in reply to this Council's communication on the offer to implement a programme to eradicate this weed with financial assistance from Cornwall Council. The email was noted. The Assistant Town Clerk has received information on a relatively new chemical treatment method to eradicate this weed and would reduce the treatment period. Additionally Councillor Tivnan also referred to an extraction programme. The Clerk would draw Cornwall Council's attention to both programmes and suggest that the authority implement this scheme. Councillor Mrs R A Southworth speaking on a recent meeting with Cornwall Council at Thanckes Park, indicated that this weed was now spreading to other areas of the park. It was further noted and understood that it is the government intention to levy fines and other punitive measures to those that do not control the weed.

### **c) Asset Management Committee:-**

Pursuant to minute 97-14 (Electrical Connection – CCTV camera) the Assistant Town Clerk reported that electrical contractors have been contacted and quotation awaited. Pursuant to minute 97-14 (Sale of Mower) the Assistant Town Clerk reported that following further investigation the original funders of the provision would be consulted. The Assistant Town Clerk reported receipt of an offer to purchase the mower on a "sold as seen" Receipt was reported of a bid to purchase the mower. The Clerk advised that it would be inappropriate at this point to disclose the bid at this point as if the Council did pursue the sale option then this would be on an open sale process when this bid would be considered. Members concurred with the Clerk's advice and Councillor G J Davis suggested that a national auction site might be used as an alternative sales vehicle.

### **d) Cornwall Council Report (Torpoint Library):-**

Pursuant to minute 101-14(a) receipt was reported of an email from the Head of Communities and Customers confirming that at this juncture there is no plans to close Libraries Torpoint Library but that future proposals would be to enter dialogue with Town and Parish Council's with a view to enter into an agreement or partnership to devolve services. It was further noted that the community and voluntary sector might become involved. The email was noted. Councillor B Hobbs praised the current library service in the town and also the use of the One Stop Shop located in the library. Other members also noted the use of the library. It was noted that the port-folio holder for devolution would be invited to meet with members early in the New Year to discuss this and other devolution opportunities available to the council.

## **109-14 Mayors Communications**

### **Mayors Diary:-**

Saturday 18<sup>th</sup> October – Royal Naval Association Trafalgar Night Dinner at the Council Chambers – Guest Speaker Captain Robert Bellfield.

Monday 20<sup>th</sup> October - Rotary Club of Torpoint Eddystone Trafalgar Night Dinner at Whitsand Bay Hotel – Guest Speaker Captain Bob Fancy.

Thursday 23<sup>rd</sup> October – RBL Poppy Appeal Launch Concert – St James Church – A great and poignant evening – Well done to all who took part.

Friday 24<sup>th</sup> October – Torpoint & Eddystone Rotary Club Show at the Guildhall, Plymouth. A great show and entertainment including our own singer Janine Wright.

Saturday 25<sup>th</sup> October – The Coppola School of Performing Arts presented Walt Disney's Beauty and the Beast at the Council Chambers. An amazing show, well done to all!!

Saturday 25<sup>th</sup> October - Mayors Charity Quiz – Comrades Club – Thank you to Graeme for arranging the evening and the teams for their support.

Saturday 1<sup>st</sup> November Official Opening of GSR Chandlery (Geraldine and Steve Roberts) at the former rowing club building, also Jamie Watts give me a tour of his Swift Sails offices and workshops. Good Luck to you all in your new ventures.

Friday 7<sup>th</sup> November Plymouth & District ex Services Remembrance Service – Plymouth Pavilions.

Sunday 9<sup>th</sup> November – Remembrance Service. Thank you Torpoint for making this a wonderful occasion.

Tuesday 11<sup>th</sup> November 11am Armistice Day - 2mins Silence at Sparrow Park - Remembering the courage, honour and the sacrifice of the boys who became men 100 years ago and support the young men and women who have followed in their footsteps and are our Armed Forces of today.

Tuesday 11<sup>th</sup> November 2pm Torpoint Nursery and Infant School Remembrance Day Ceremony – with readings, poems and singing, from the young people. It was a very emotional service.

Wednesday 12<sup>th</sup> November – A Welcome Reception to Torpoint at the Council Chambers for HMS Raleigh's new Commanding Officer Captain Rob Bellfield and his wife Zoë.

Thursday 13<sup>th</sup> November Attended the Police Station for a presentation to the Police Cadets of their Cop Car Project car kit which the cadets will build and enter competitions in. *Watch out Jason Button!!*

Thursday 13<sup>th</sup> November Mary & Spike Hughes Diamond Wedding. Congratulations to you both. Mary will be Skydiving in the New Year for charity. Any sponsors please would be most welcome.

### **Congratulations to the following:**

Torpoint Community Events Ltd on winning the shield in the category for "Transforming Spaces" around Torpoint in The Cornwall in Bloom Awards at Truro. Congratulations to all concerned!!

Jasmine Vigus-Huggins on winning The Bill Starling Memorial Trophy for Prose Reading in the City of Plymouth Festival of Music – Speech and Drama.

Rachel Tanner who has been awarded the British Empire Medal for services to British interests in Kabul and to charity work.

Torpoint Nursery and Infant Head Teacher Lis Carney-Haworth. Was given the Chief Constable's Award for Good Citizenship.

PCSO Andy Halls has been informed that he has been successful in his application to become a police constable. He will start in his new role in January but will continue his hard work around Torpoint until then.

The Mayor also reported receipt of a letter of appreciation from Captain Rob Bellfield for the welcome ceremony put on by this Council. The Mayor also read from an email on the matter of Torpoint Advertiser distribution. Councillor Mrs J M Martin also noted Chloe Vincent has progressed with the Theatre Royal.

#### **110-14 Planning Applications:-**

a) PA14/10034 – Torpoint Ferry, 2, Ferry Street, Torpoint – Siting of a portable building to be used as additional office and storage space.

No objections or observations.

b) PA14/10256 – 3B Trevol Business Park, Trevol, Torpoint – Application for B2 use. Unit to be used for MOT station light vehicle and car servicing repair garage. B2 use required by VOSA for MOT station.

No objections or observations.

#### **111-14 Minutes of the Development and Localism Committee**

It was **resolved** that the minutes of the meeting held on Monday 27<sup>th</sup> October 2014 are received and the recommendation in minute 42-14DL (Localism) is adopted and implemented. Pursuant to minute 42-14DL (Localism) Councillor Mrs. R A Southworth reminded members that shortly the Council would vote and confirm the budget and precept for the 2015-16 financial year and that if any localism project is not included in the budget then it should not be included in the any spending plans during the next financial year.

#### **112-14 Minutes of the Finance and Personnel Committee.**

It was **resolved** that the minutes of the meeting held on Monday 3<sup>rd</sup> November 2014 are received and the recommendations in minutes 72-14FGP (To consider the implications of the Local Government Transparency Code 2014), 72-14FGP (a) (Torpoint and Rame Youth Project – Request for financial assistance), 72-14FGP (b) (2<sup>nd</sup> Torpoint Brownies – Request for financial assistance), 72-14FGP (c) (Torpoint Moorings Association – Request for financial assistance), 73-14 FGP(b) (Creditors/Debtors), 73-14FGP (c) (Gorsedh – Sale of Mugs) and 73-14FGP (d) (Internal Audit Review and Terms of Reference) are adopted and implemented. Pursuant to minute 69-14FGP (To consider rental and hire charges for the 2015-16 financial year) a proposed amendment to the occupiers fees rentals by the Deputy Town Mayor not to impose any increase on occupiers fees or rentals was defeated. It was therefore **resolved** to discuss this matter further with the Public and Press excluded as information was commercially sensitive (Public Bodies (Admission to Meetings Act) 1960 para 1 section 2). Members then discussed the remainder of this minute and resolved to round down the hire charges for both the Committee Room, Mayors Parlour and Hall. The Clerk also referred to the Council's wish to eliminate the convoluted process for the Torpoint Archives to recover the occupier fee, the Council allow the Torpoint Archives to occupy the building at no cost as the Council were providing accommodation for an organisation with social objectives (LGA (Miscellaneous Provisions) 1976 sec 19). The Council **resolved** to implement the Clerks suggestion. The final **resolved** Hire and Charges proposal (including the fees and rentals discussed with the public and press excluded) are attached to these minutes. Pursuant to minute 70-14FGP (To recommend the budget for the 2015/2016 financial year) members **resolved** to implement the recommendation in minute 70-14FGP (e) (Mayors Allowance) is implemented. It was resolved to refer the recommendation in minute 70-14FGP (Salaries - referring to the proposals on the casual cleaner) with the Public and Press excluded (Public Bodies (Admission to Meetings Act) 1960 para 1 sec 2). The Clerk confirmed that the formal agreement between the LGA and Unions mentioned in this minute had now been agreed and it was noted that the part 2 item would not have a material impact on the overall budget as this had been included in the calculations therefore the budget could be agreed prior to meeting in part 2. The Clerk continued that notification had been received that the CTS grant had been increased slightly since the Finance meeting that would therefore reduce the precept by the corresponding amount. The Council also noted that the training budget was also available for members to utilise. After

further discussion it was therefore proposed by Councillor E H Andrews and seconded by Councillor Mrs. J M Martin and subsequently **resolved** by the Council that the council would set an imbalanced budget for the 2015-16 financial setting expenditure at £263,800 with a net precept of £202,646 with the imbalanced amount of £25,000 being taken from reserves for "one-off" expenditure (Councillor Mrs. R A Southworth abstained from voting on this minute explaining that she could not agree to the Council setting an imbalanced revenue budget). The final budget is appended to these minutes. Pursuant to minute 72-14FGP (c) (Torpoint Moorings Association – Request for financial assistance) the Deputy Town Mayor together with Councillors B Hobbs and Mrs. R A Southworth all left the room whilst this matter was discussed - Councillor Mrs. J M Martin continued with the report in the absence of the Chairman and Vice Chairman of this Committee (see minute 105-14).

### **113-14 Minutes of the Asset Management and Operations Committee**

It was **resolved** that the minutes of the meeting held on Thursday 6<sup>th</sup> November 2014 are received and the recommendations in minutes 82-14FP (g) (Annexe), 83-14FP (a) (Data Protection, Records Management and Records Retention policies – both recommendations), 86-14FP (a) (i) – Electrical Safety), 86-14FP (a) (vi) – Asbestos Survey) and 87-14FP – Communication Strategy) are adopted and implemented. Pursuant to minute 82-14FP (m) (Harvey Street Flats) Councillor J Tivnan explained the reasons for removing the railings not only noting the poor condition but also suggesting there is no purpose for retaining them. Councillor G J Davis argued that the railings served as a safety mechanism preventing children from running onto the road and also preventing children from using the low wall to walk on. Councillor Tivnan disagreed with this observation but following further consideration the Council resolved retain the original proposal to conform the installation of the flower bed and also to request that the railings are refurbished to prevent further deterioration. Councillor Tivnan confirmed that as a result of the Council's decision he no longer wished to be involved with this project. Pursuant to minute 86-14FP (Communication Strategy) it was **resolved** that Councillor Mrs. A I Johnson would also be appointed to the Finance and Personnel Committee.

### **114-14 Financial Comparison**

It was **resolved** that the October financial comparison (as circulated) is received and adopted. It was reported that the Assistant Town Clerk has reviewed the income and expenditure and confirmed the financial comparison as being accurate.

## 115-14 Accounts for payment

PAYEE	REASON	GROSS	VAT	NET
British Telecom	Phone Bill	28.92	4.82	24.10
CORY Environmental	Wheelie Bin	92.62	15.44	77.18
Cornwall Council	Non-Domestic Rates (Jan)	1,111.00	0.00	1,111.00
ITEC	Photocopies	32.78	5.46	27.32
Councillor M N Pearn MBE	Refreshments - HMS Raleigh	55.84	0.00	55.84
NDF Civils & Property	Restoring Bench - Sparrow Pk	120.00	0.00	120.00
Nisbets	Replacement Boiler	107.98	17.99	89.99
Festive Lighting Company	Christmas Lights	1,869.60	311.60	1,558.00
Don Benson	Clock Winding	35.00	0.00	35.00
British Gas	Gas Invoice	761.62	126.93	634.69
Performing Rights Soc	Tarriff	468.96	78.16	390.80
G W Brown	Roof Repairs	95.00	0.00	95.00
Wardworth Limited	Stepladder	71.53	11.92	59.61
EE Tmobile	Telephones	64.19	10.70	53.49
Information Commissioner	Data Protection	35.00	0.00	35.00
Torpoint & Rame Y P	Grant S137	1,000.00	0.00	1,000.00
2nd Torpoint Brownies	Grant S137	150.00	0.00	150.00
Torpoint Moorings Assn	Grant S137	1,400.00	0.00	1,400.00

Councillor B Hobbs suggested that hirers might be asked if they have also obtained a licence with the Performing Rights Society.

## 116-14 Correspondence

a) Torpoint Lady Singers – Request to site cabinet in Council Chambers.

Noted. After a brief discussion members suggested that regrettably there is no suitable space or location within the Council chambers to site the cabinet. Members suggested that the Library might be a more suitable location.

b) Kelly Jane Brown – Appreciation email.

Noted.

c) Cornwall Council – National Food Hygiene Rating Scheme.

Noted. The Assistant Town Clerk would pursue this matter.

d) Torpoint Archives – Request for financial assistance (reimbursement of room fee).

Referred to the Finance and Personnel Committee for further consideration.

e) M A Watkiss – Complaint, failure to act.

Noted. It was confirmed that the Freedom of Information request for information on Rendel Park has been referred to the Tamar Bridge and Torpoint Ferry Joint Committee who are the owners of the park. Mr Watkiss will be informed accordingly. With reference to the damaged shelter panel, the Mayor confirmed that the company have been informed and would investigate this matter and rectify any defects. It is not known if there is likely to be any costs but the Mayor considered it unlikely. Councillor E H Andrews briefed the Council on the history of project and concluded by reminding members that this Council had improved a previously neglected asset on the promenade. The Clerk would reply to Mr Watkiss accordingly.

## 117-14 Reports

### a) Cornwall Council:-

Councillor B Hobbs had nothing further to add. Councillor Miss J L Kinsman asked if there was any further information on the proposed jetty at Rendel Park. Councillor Hobbs reported that the meeting had been cancelled and the Mayor added that it is understood one of the funders had withdrawn. Councillor G J Davis understood that the funding required for the project was £300,000 but suggested that the Town Council write to the Bridge and Ferry Committee for details of the project. Councillor Mrs R A Southworth understood that the proposed new offices for the Bridge and Ferry Committee would be built in St Budeaux at a cost of around £3 million and that this would be taken from the revenue account. Councillor E H Andrews suggested that with the proposal to build the offices at the bridge then this would eliminate any prospect of offices being built at Rendel Park.

Councillor M N Pearn MBE read the ferry report to the meeting. The report is replicated below:-

DATE	EFFICIENCY %	CROSSINGS
w/c 13 <sup>th</sup> October	100% efficient	0 crossings lost.
w/c 20 <sup>th</sup> October	100% efficient	0 crossings lost
w/c 27 <sup>th</sup> October	99.6% efficient	6 crossings lost (loose rubbing plate bolt)
w/c 3 <sup>rd</sup> November	100% efficient	0 crossings lost
w/c 11 <sup>th</sup> November	100% efficient	0 crossings lost

Target is 99% Average since the last report – 99.9%. Average during last rolling 12 month period – 99.4%

Councillor Pearn also informed the meeting that the seats would be renovated by the contractors in Rendel Park in the very near future.

### b) Torpoint Town Partnership (TTP):-

The Town Mayor informed the meeting of key points during the Armed Forces day/TTP meeting. The Mayor also noted key diary dates. Councillor G J Davis noted that the Assistant Town Clerk was not in attendance at the meeting. The Mayor reported that the Armed Forces Day meeting had a separate secretary and in the circumstances he suggested that for a seamless meeting the same person should minute both meetings. It was however noted that the Assistant Town Clerk would be available for support to the TTP. Councillor Mrs. R A Southworth reported on a meeting with Cornwall Council at Thanckes Park when it was conformed that Cornwall Council would not undertake remedial work to the trees.

## 118-14 Date of the next meeting.

Thursday 18<sup>th</sup> December 2014.

## 119-14 Adjournment of the Meeting

It was **resolved** that the meeting stand adjourned until after the Open Forum. It was further **resolved** to exclude the Public and Press as items to be discussed involved staff and staff contracts and also commercially sensitive information. (Public Bodies (Admission to Meetings) Act 1960). The minute is listed as confidential and appended to these minutes.

Meeting closed at 9.45p.m. ....Town Mayor

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**OPEN FORUM**

Mr R Pyne – Complained at helicopter flights in and out of HMS Raleigh and in particular the length of time engines were left running at the base. It was suggested that Mr Pyne contact the MOD and/or HMS Raleigh to lodge a formal complaint. Mr Pyne also complained at the 101 telephone system to contact the police and cited recent examples.