



TORPOINT TOWN COUNCIL

Reverend Jo Northey led prayers before the meeting.

MINUTES of the meeting of Torpoint Town Council held on Thursday 19th September 2024 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor G J Davis), Deputy Town Mayor (Councillor Mrs. K Brownhill), Councillors Mrs. S G Bickle, Mrs. L Fellows, L E Keise, C R Sawyer, C R Still, J Tivnan BEM also the Town Clerk & RFO (Clerk) was in attendance.

Representatives from Kernow Connect - Action for Children gave a brief presentation to the town council, starting at 7.00pm.

	ACTION
<p>75-24 Suspension of Standing Orders: - It was resolved to suspend standing orders, to allow representatives from Kernow Connect - Action for Children to give a brief presentation. Standing orders resumed at 7.32pm.</p>	
<p>76-24 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors Miss R A Evans BEM, Mrs. C E Goodman, Mrs. J M Martin, D S Phipps, Mrs. J L Reeves, M J Spurling, B A Walsh and R M Willoughby, also Councillor Mrs. K Ewert and the Town Council Support Officer</p>	
<p>77-24 Declarations of Interest relating to matters on the Agenda: - None.</p>	
<p>78-24 Planning Applications: - a) PA24/06924 - Prior notification of proposed development by telecommunications code system operators for installation of a 20m monopole with 9 no. antenna apertures, 2 no. 300mm transmission dishes, 6 no. equipment cabinets and development ancillary thereto for a 24/7 telecommunications cell site. Land off Antony Road, Antony Road, Torpoint, PL11 2NH. Following discussion, it is resolved there are no objections.</p>	Clerk
<p>79-24 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 highlighted that following the ongoing issues with the footpath to the rear of Sydney Road, he had recently been advised that the fence will be renewed and in due course the whole pathway will be resurfaced. There is no date yet for these works. The Deputy Mayor (Councillor Mrs. K Brownhill) asked whether there had been any feedback, following the new system of booking a slot at the Household Waste Recycling Centre (HWRC), Saltash, which had been recently implemented. Councillor Tivnan explained that currently the staff at the HWRC have indicated that the new system is working well, with cars not now queuing to dispose of items. The Clerk will include the details of the HWRC booking system in the forthcoming edition of the council newsletter.</p>	Clerk
<p>80-24 Police Activity Newsletter and Report: - The monthly crime statistics report comparing 13/08/23 - 13/09/23 to 13/08/24 – 13/09/24 was noted, along with the latest Newsletter. PC Gething had given her apologies and was</p>	

<p>unable to attend. Following a question put, the Clerk is directed to ask PC Gething for more details regarding "Other offences" recorded on this months' statistics.</p>	<p>Clerk</p>
<p>81-24 Minutes of the previous meeting: - a) Minutes of the meeting held on Thursday 15th August 2024, as circulated, are adopted.</p>	
<p>82-24 Matters arising from the minutes: - a) Correspond with the Torpoint Ferry offices, regarding provision of additional ferry crossings: - Pursuant to minute number 69-24, the Clerk has thanked the Torpoint Ferry offices for the provision of additional ferry crossings, who welcomed the recognition. b) Civic Chain repairs and insurance valuation: - Pursuant to minute number 72-24 (e) the Clerk updated members' regarding the (Town Mayor) Civic Chain repairs and insurance valuation. The Civic Chain has been taken to Buck and Co Jewellers, Goldsmiths and Diamond Mounters in Bodmin, who on inspection had found and proposed some additional works to the Civic Chain. Due to the presence of the original hallmarks on the back of the enamel jewel, which were not previously visible, the Torpoint Town Council silver medallion will now be mounted above the Urban District Council town badge. The jewellers believe it was made by a prominent Birmingham maker, Thomas Fattorini and as such it is better to leave these marks exposed, as they are an important part of the history of the chain.</p> <p>The Clerk advised the formal written valuation is expected, however, it is anticipated the Civic Chain will have an insurance replacement value of £198,000. Members' were astonished to receive the significant amount the Chain is valued at. On receipt of the valuation, the Clerk will liaise with the council insurers and any procedures / guidance from the insurers will have to be followed, regarding the safe storage.</p> <p>Following a question put, the additional Civic Regalia will be considered for refurbishment and valuation in the next financial year. It is suggested to include an article on the Civic Chain repairs in the forthcoming edition of the council newsletter.</p>	<p>Clerk</p>
<p>83-24 Mayor's communications: - The Town Mayor (Councillor G J Davis) summarised events recently undertaken. August</p> <ul style="list-style-type: none"> • 18th August (Sunday) – The Family Dog Show, organised by Torpoint Town Partnership. This was a great success, thank you to the Deputy Mayor (Councillor Mrs. K Brownhill) and all those involved with this event, which was very well attended. • 25th August (Sunday) – Opened 2nd Hand Sundays, a small community project in Torpoint. 	

<ul style="list-style-type: none"> • 27th August (Tuesday) - Hosted a visit to Torpoint of Anna Gelderd MP. She was given the same presentation as what was delivered at the Town Meeting. Thank you to Councillor J Tivnan BEM for joining the meeting, Councillor Mrs. K Ewert had given her apologies. The meeting was an opportunity to talk about what is being planned in the town, Anna Gelderd MP is keen to support end of life care and she indicated that she had enjoyed this early introduction into the town of Torpoint. <p><u>September</u></p> <ul style="list-style-type: none"> • 1st September (Sunday) – Wags R Us opening – thank you again to the Deputy Mayor (Councillor Mrs. K Brownhill) for attending the opening of Wags R Us, who then explained the new organisation/shop is keen to be involved in future events being planned in the town. 	
<p>84-24 Finance and Operations Committee.</p> <p>It is resolved the minutes of the meeting held on Monday 2nd September and the recommendations in the minutes: Delegate to the Clerk to work alongside the Chairman, plus the Finance and Operations committee Chairman, to instigate proceedings with Cornwall Council to renew the lease on the Library and Community Hub Building, for three years (minute number 51-24F&O (b)) and Grant Application CAB Cornwall (minute number 57-24F&O (f)), as circulated, are adopted.</p> <p>a) Conclusion of the Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024 and publication of the "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements: - The Clerk presented the conclusion of the Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024, highlighting the Notification of conclusion of audit had already been placed, in line with statutory requirements. The Mayor (Councillor G J Davis) minuted thanks to the Officers for all their hard work with the conclusion of audit.</p>	Clerk
<p>85-24 Development and Localism Committee.</p> <p>It is resolved the minutes of the meeting held on Thursday 5th September 2024, and the recommendations in the minutes: To explore a nominal amount, to be offered for home baking of cakes, which are subsequently served and sold in Dreckly's café (minute number 57-24D&L (b)), Delegate to the Clerk to sign the Memorandum of Understanding between Torpoint Town Council and Torpoint Community College for the 3G Pitch 9v9 Project (minute number 65-24D&L (b)), to purchase and Fly a Flag of Celebration for VE Day 80 Celebrations on 8th May 2025 (minute number 69-24D&L (a)) and to organise a Beacon Lighting event at Rendel Park, inviting the Torpoint Sea Cadet band to perform, to celebrate VE Day 80 Celebrations on 8th May 2025 (minute number 69-24D&L (a)), as circulated, are adopted.</p>	
<p>86-24 Personnel Committee.</p> <p>It is resolved the minutes of the meeting held on Tuesday 10th September 2024, and the recommendations in the minutes: Adopt the Managing Sickness Absence Policy (minute number 16-24Pers (a)) and Adopt the Employment Grievance Policy (minute number 16-24Pers (c)), as circulated, are adopted.</p> <p>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, due to the confidentiality of the discussions.</p>	

<p>87-24 Question of which notice has been given or notice of motion: - None.</p>																																																																																																	
<p>88-24 Torpoint Ferry Statistics: - The Town Mayor (Councillor G J Davis) thanked the Torpoint Ferry staff for the report. It is noted that Mr David List has announced he will be retiring on 31st December 2024. a) Phase 2 of Torpoint Ferry Gantries project: - The information as previously circulated is noted.</p>																																																																																																	
<p>89-24 Financial Information: - It is resolved that the August 2024 Budget Variance as circulated, is received and adopted. The Clerk drew members' attention to the outstanding first instalment of the funding income, generated from an application to Volunteer Cornwall and following discussion it is resolved to correspond with the Chair of NHS Cornwall and IoS, (address as received), highlighting the councils concern about the delay in receiving the first instalment payment.</p>	Clerk																																																																																																
<p>90-24 Accounts for Payment: -</p> <table border="1" data-bbox="119 851 1300 2056"> <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>Cornwall Council</td> <td>802980235</td> <td>87.00</td> <td>0.00</td> <td>87.00</td> <td>Business Rates Room 4 for 2024 October</td> </tr> <tr> <td>Cornwall Council</td> <td>802715760</td> <td>444.00</td> <td>0.00</td> <td>444.00</td> <td>Library Business Rates October 2024</td> </tr> <tr> <td>Cornwall Council</td> <td>802311466</td> <td>1,322.00</td> <td>0.00</td> <td>1,322.00</td> <td>Council Chambers Business Rates October 2024</td> </tr> <tr> <td>Cornwall Council</td> <td>802923069</td> <td>54.00</td> <td>0.00</td> <td>54.00</td> <td>Tennis Courts Business Rates October 2024</td> </tr> <tr> <td>Biffa</td> <td>522C56881</td> <td>44.86</td> <td>7.48</td> <td>37.38</td> <td>General Waste Collection Library</td> </tr> <tr> <td>Biffa</td> <td>522C56882</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>522C56880</td> <td>31.90</td> <td>5.32</td> <td>26.58</td> <td>Recycling Collection Library</td> </tr> <tr> <td>Biffa</td> <td>522C56883</td> <td>58.56</td> <td>9.76</td> <td>48.80</td> <td>General Waste Collection Council Chambers</td> </tr> <tr> <td>JR PAT Testing Ltd</td> <td>9808</td> <td>202.50</td> <td>33.75</td> <td>168.75</td> <td>PAT Testing all venues</td> </tr> <tr> <td>Don Benson</td> <td>54</td> <td>48.00</td> <td>0.00</td> <td>48.00</td> <td>Clock Winding St James</td> </tr> <tr> <td>MPLC Motion picture Licensing Complanly</td> <td>680841</td> <td>391.52</td> <td>65.25</td> <td>326.27</td> <td>Motion Picture Licence Company - Annual - Council Chambers</td> </tr> <tr> <td>Cornwall Council</td> <td>810049937 1</td> <td>74.00</td> <td>6.00</td> <td>68.00</td> <td>DBS Checks - Library</td> </tr> <tr> <td>ITEC</td> <td>1025156</td> <td>36.06</td> <td>6.01</td> <td>30.05</td> <td>Xerox Meter Readings</td> </tr> <tr> <td>Go Collaborate</td> <td>046</td> <td>900.00</td> <td>150.00</td> <td>750.00</td> <td>Provision of GC consultation platform including build and development support for the Torpoint Masterplan</td> </tr> <tr> <td>Penny Madge</td> <td>Out With Friends -</td> <td>75.00</td> <td>0.00</td> <td>75.00</td> <td>Bus Fare, Rame Community Bus, Out With Friends</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	VAT	NET	Description	Cornwall Council	802980235	87.00	0.00	87.00	Business Rates Room 4 for 2024 October	Cornwall Council	802715760	444.00	0.00	444.00	Library Business Rates October 2024	Cornwall Council	802311466	1,322.00	0.00	1,322.00	Council Chambers Business Rates October 2024	Cornwall Council	802923069	54.00	0.00	54.00	Tennis Courts Business Rates October 2024	Biffa	522C56881	44.86	7.48	37.38	General Waste Collection Library	Biffa	522C56882	31.90	5.32	26.58	Recycling Collection Council Chambers	Biffa	522C56880	31.90	5.32	26.58	Recycling Collection Library	Biffa	522C56883	58.56	9.76	48.80	General Waste Collection Council Chambers	JR PAT Testing Ltd	9808	202.50	33.75	168.75	PAT Testing all venues	Don Benson	54	48.00	0.00	48.00	Clock Winding St James	MPLC Motion picture Licensing Complanly	680841	391.52	65.25	326.27	Motion Picture Licence Company - Annual - Council Chambers	Cornwall Council	810049937 1	74.00	6.00	68.00	DBS Checks - Library	ITEC	1025156	36.06	6.01	30.05	Xerox Meter Readings	Go Collaborate	046	900.00	150.00	750.00	Provision of GC consultation platform including build and development support for the Torpoint Masterplan	Penny Madge	Out With Friends -	75.00	0.00	75.00	Bus Fare, Rame Community Bus, Out With Friends	
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	Torpoint				Torpoint Group
Vent-Clenz Ltd	KCC20242 29	510.00	85.00	425.00	Cleaning of Council Chambers Kitchen Ventilation System
Living Wage Foundation	INV - 155864	164.40	27.40	137.00	Annual Accreditation Fee
BDO LLP	INV- 00578725	1,638.00	273.00	1,365.00	Limited Assurance Review for the year ended 31st March 2024
Richards Builders Merchants Ltd	907398	24.08	4.01	20.07	Parks Maintenance
Richards Builders Merchants Ltd	907947	28.58	4.76	23.82	Public Conveniences Maintenance
Richards Builders Merchants Ltd	906828	10.46	1.74	8.72	Parks Maintenance
TOTAL		6,176.82			
Amazon	CC Amazon	38.70	6.42	32.28	Heavy Duty Refuse Sacks
Amazon	CC Amazon	13.50	2.25	11.25	File Trays
Amazon	CC Amazon	49.11	8.32	41.59	Liquid Chalk Pens and Stationery for Library
Amazon	CC Amazon	3.58	0.00	3.58	Danger Signs
XERO	CC August 2024 subscriptio n	36.00	6.00	30.00	XERO - Monthly accounting software subscription September 2024
Adobe Systems Software Ireland Ltd	CC August 2024	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription September 2024
Amazon	CC Amazon	117.10	3.34	113.76	Flourescent Bulb and Garden Hedge Trimming Tools
Amazon	CC Amazon	59.12	9.85	49.27	Staff Clothing
Amazon	CC Amazon	9.99	1.66	8.33	2025 Diary
Amazon	CC Amazon	99.95	16.66	83.29	Garden Trolley
Peli UK	CC #WS72234	359.09	59.85	299.24	Case for the Chain of Office
First Great Western	CC 29729882	44.20	0.00	44.20	Train Tickets
Cornwall Council	CC WF24YJX	1.10	0.00	1.10	Car Parking
Amazon	CC Amazon	97.61	16.27	81.34	Protective Chainsaw Trousers

Amazon	CC Amazon	105.85	17.64	88.21	Toolboxes and work bench
Amazon	CC Amazon	94.56	15.76	78.80	Saw, Clamps and Stationery Items
Amazon	CC Amazon	27.74	4.62	23.12	2025 Wall Planners and 2025 Diary
Tool Station	CC Toolstation	35.94	5.99	29.95	Tools and Drill Bits
Phillips MOT Centre	CC INV-5548	41.86	6.98	34.88	Replacement Mirror Glass
Sams Ironing Service	CC R84534	258.74	0.00	258.74	Laundering of tea towels and table cloths
Booker	CC 0238141	362.03	38.33	323.70	Library Café Supplies
Sainsburys	CC Sainsburys	52.16	8.69	43.47	Library Café Supplies
Amazon	CC Amazon	7.00	1.17	5.83	Stanley Toolbox
Amazon	CC Amazon	15.05	2.51	12.54	Stationery
Amazon	CC Amazon	142.07	23.68	118.39	Waste paper baskets and cleaning supplies
Amazon	CC Amazon	30.56	5.09	25.47	Pedal Bins
CO-OP GROUP 380558	CC Co-Op	118.60	19.77	98.83	Library Newspapers and Café Supplies
TOTAL		2237.85			
EE	DD V02266050525	113.03	22.42	90.61	EE - Mobile Phone Contracts August - September
Shire Leasing PLC	DD September 2024	267.85	44.64	223.21	Telephone Equipment Leasing Quarterly
ALD Automotive Limited t/a Ford Lease	DD September 2024	747.42	124.57	622.85	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle September 2024
ENGIE Electricity Haldo Pillar	DD 2-045457005	47.23	2.25	44.98	ENGIE Electricity Haldo Pillar - Electricity Supplied to Haldo Pillar 01/08/2024 - 31/08/2024
Everflow Water	DD 3624678	119.71	7.64	112.07	Everflow Water - Chambers Water Rates 18/10/2024-17/11/2024
Everflow Water	DD 3624678	0.52	0.05	0.47	Everflow Water - Library Water Rates 18/10/2024-17/11/2024
Everflow Water	DD 3624678	70.95	4.54	66.41	Everflow Water - Public Conveniences Water Rates - Water 18/10/2024-17/11/2024

Corona Energy - Chambers- Gas	DD	203.35	9.68	193.67	Corona Energy - Chambers- Gas - Gas Supplied to Council Chambers August - September 2024	
ENGIE Gas Library	DD 1-01405443	157.62	7.51	150.11	ENGIE Electricity Library - Gas Supplied to Library 01/08/2024 - 31/08/2024	
ENGIE Public Conveniences	DD 2-04547003	136.86	6.52	130.34	ENGIE Electricity Public Conveniences - Electricity Supplied to Public Conveniences 01/08/2024 - 31/08/2024	
TOTAL		1864.54				
<p>91-24 Correspondence: -</p> <p>a) Brief points from A374 meeting with local parish councils (organised by SheviocK Parish Council): - Noted.</p> <p>b) Complaint under the Freedom of Information act re Dereliction of duty - Mr M Watkiss: - Members' considered and noted the correspondents concerns and identified that the issues are all the responsibility of Cornwall Council.</p> <p>c) Affordable Housing Newsletter – Cornwall Housing: - Noted.</p> <p>d) Countryside 20mph speed limit Phase 3: - Noted and being implement in the town currently.</p> <p>e) Forward planning for Elections 2025 – CALC :- Noted.</p> <p>f) EN24/00424 – Land at Fisgard Way – Further anauthorised developments – Mr S Corbidge:- Noted.</p> <p>g) Listening to residents 2024 – South East Cornwall / Saltash event – Cornwall Council (as circulated: - Noted.</p> <p>h) CALC News round-up 10 September 2024 – CALC:- Following discussion, the council discussed and it is agree there will be no change to the process for voting and written ballots.</p> <p>i) Community Area Partnerships (CAP) online survey 2024 – Cornwall Council: - The Town Mayor (Councillor G J Davis) will complete the CAP online survey.</p> <p>j) CALC Legal Update and Information Sharing: Highways/Traffic Management Training – CALC: - Noted.</p>						Clerk
<p>92-24 Reports: -</p> <p>a) Neighbourhood Development Plan (NDP) update. The Regulation 16 consultation has finished, the next stage will be to appoint an External Examiner. A meeting of the neighbourhood plan steering group will be called to undertake the appointment. Following discussion, it is resolved to delegate to the Clerk, with guidance from the neighbourhood plan steering group, to advise Cornwall Council which External Examiner to appoint. The next meeting is being arranged for Wednesday 25th September.</p> <p>b) Torpoint Town Partnership (TTP). The Deputy Mayor (Councillor Mrs. K Brownhill) summarised the recent activities of the TTP, which included the Family Dog Show, which was very successful. The updated diary dates are available and at the recent meeting an update on the Bonfire and fireworks event was</p>						Clerk

