

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 18<sup>th</sup> December 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, G J Davis, Mrs C E Goodman, Mrs. C A Jackson, Mrs A I Johnson, L E Keise, Mrs J M Martin, Mrs R A Southworth and J Tivnan plus the Town Clerk with the Assistant Town Clerk in attendance.

### **120-14 Apologies for Absence:-**

Apologies for absence were submitted on behalf of Councillors Mrs K Brownhill, P R Edwards, B Hobbs, and Miss J L Kinsman.

### **121-14 Declarations of interest relating to items on the agenda:-**

Non-Registerable Interests (NRI) were declared by Deputy Town Mayor – Matters referring to the Torpoint Moorings Association (minute 112-14(c)). Councillor Mrs R A Southworth - Agenda item 10 (as being a member of the Torpoint Archives Association – minute 85-14FGP (b) refers).

### **122-14 Police Report:-**

In the absence of the police members were reminded that the crime report for November (as previously circulated) was noted

**32 crimes** in the town consisting of

**5** thefts

**9** assaults (all categories including sexual and domestic incidents)

**6** burglary (1 shed, 1 attempted, 2 linked at business storage, 2 dwellings)

**4** criminal damage

**5** public order type offences including possession of bladed items

**2** communication offences

**1** drugs offence

### **123-14 Minutes of the previous meeting:-**

The minutes of the meeting held on Thursday 20<sup>th</sup> November 2014 was taken as read, confirmed and signed by the Mayor subject to the deletion of the name "Jason" and insertion and insertion of the name "Jenson" in minute 109-14.

### **124-14 Matters arising from the Minutes:-**

a) Cornwall Council Report:-

Pursuant to minute 108-14 (a) and in the absence of Councillor B Hobbs to update members, the Clerk reported that he has emailed Cornwall Council in support of Councillor Hobbs in his efforts to effect repairs to play equipment in Cambridge Field. It is understood that Councillor Hobbs is pursuing this matter with another officer at Cornwall Council and it is hopeful this matter will be resolved in the near future.

b) Weed Control Strategy:-

Pursuant to minute 108 -14 (b) the Clerk confirmed that in his email to Cornwall Council he will request dates on treatment of Japanese Knotweed in particular within Thanckes Park and also request that

Cornwall Council investigate the possibility of a herbicide stem injection programme and also the extraction method and notify this Council of the findings.

c) Finance and Personnel Committee:-

Pursuant to minute 112-13 the Clerk reported that the Loan Repayment had been understated by £200 in the 2015-16 budget. In the circumstances and given the non-material effect on the overall budget, the Council concurred that this matter would be dealt with by either a budget virement or allowing this cost centre to overspend by this amount.

d) Asset Management Committee:-

Pursuant to minute 113-14 the Clerk reported that he has sent an email to the Cornwall Council Housing Officer confirming that this Council is still interested in maintaining a constructed flower bed at Harvey Street flats and also requesting the railings adjacent to the A374 in Harvey Street and repaired and maintained.

## **125-14 Mayors Communications**

### **Mayors Diary**

Friday 21<sup>st</sup> November - Friends of Antony Road Surgery Fashion Show – Council Chambers.

Friday 28<sup>th</sup> November - The Kernow King show at the Council Chambers.

Saturday 29<sup>th</sup> November – Official opening of the St James Christmas Tree Festival, entered by Community Organisations and individuals.

Saturday 29<sup>th</sup> November - Christmas Lights Switch on – Fore Street – Another great community event, A big thank you to all helped and to all the entertainers and Andy Martin and his crew for the staging and Sound system.

Sunday 30<sup>th</sup> November Truro Cathedral for the High Sheriff of Cornwall's Legal Service.

Friday 5<sup>th</sup> December Seventeen Thirty Club (1730) £100 presentation to the 2<sup>nd</sup> Brownies

Saturday 6<sup>th</sup> December - We visited the St James Church Fair and Tree Festival, then a visit to Father Christmas at the offices of Kernewek Link , Macey Street

Friday 12<sup>th</sup> December St James Church for the presentation of the Christmas trees winner which was won by the Arthritis Group. I would like to thank Kim Brownhill for entering ours from the Council.

Friday 12<sup>th</sup> December - Nursery & Infants Christmas Show Fantastic performance by all the Children.

Saturday 13<sup>th</sup> December Royal British Legion Christmas Dinner @ the Council Chambers – an enjoyable evening.

Sunday 14<sup>th</sup> December - St James Church Community Carol Service – another good evening with great entertainment by the Wilcove Bell ringers, The Torpettes and Jennie Wright.

Christmas trees will be collected on the garden waste collection day in weeks beginning the 12<sup>th</sup> January and the 19<sup>th</sup> January. Put your tree out beside your rubbish and it will be collected separately. Cards can be recycled at Sainsbury.

Congratulations to:

Chloe Vincent and Chloe Phelps who are performing in the Plymouth's Theatre Royal pantomime "**Jack and the Beanstalk**"

Veronica Bright winning 2<sup>nd</sup> place in an international short story competition.

To all the Young footballers who raised a fantastic £1,000 in memory of a much-loved resident of Torpoint Glynis Kitching, The young people from Torpoint Athletic FC raised the cash for the "Glynis Kitching Memorial Fund" and it was donated to Wolf Ward at Derriford Hospital. Fourteen teams took part in a tournament at The Mill, and the event was so popular that six teams had to be turned away. Tony Kitching presented the £1000 cheque to senior sister Margaret Mahoney. The funds will be used to refurbish Wolf Ward Day Room, which is used by families and staff.

The Pride of Plymouth 2014 Emergency Services Award went to the RNLI Lifeguards Andy Wrennal, Daniel Holley, Joe Saunders and Aidan Hetherington. Thanks to their quick thinking and skill a potentially tragic

situation was averted when a group of six were rescued from rip currents off Tregonhawke Beach.

**Congratulations to them all.**

The Mayor reported receipt of Christmas cards from other civic leaders and towns in the area. The Mayor concluded by announcing that the Mayoral Ball will be held on the 1<sup>st</sup> May 2015.

**126-14 Planning Applications:-**

- a) PA14/11412 – 63, Sycamore Drive, Torpoint – Single storey rear extension – change of use of garage to study, window formed in garage door and porch extension.  
No objections or observations.

**127-14 Minutes of the Development and Localism Committee**

It was **resolved** that the minutes of the meeting held on Thursday 27<sup>th</sup> November 2014 are received and the recommendations in minute 53-14DL (Localism – both recommendations) are adopted and implemented. The Chairman Councillor G J Davis also drew attention to a conditional grant offer. As a result of the conditions applied to the conditional offer, it was **resolved** to consider this matter with the public and press excluded (Public Bodies (Admission to meetings Act) 1960 sec 1 para 2).

**128-14 Minutes of the Finance and Personnel Committee.**

It was **resolved** that the minutes of the meeting held on Monday 1<sup>st</sup> December 2014 are received and the recommendations in minutes 83-14FGP (a) (Pay and Conditions Policy), 83-14FGP (b) (Section 137 Application Form and Guidance Notes), 83-14FGP (c) (Use of facilities at No Cost and Guidance Notes), 84-14FGP (a) (Overtime and Casual Hours), 84-14FGP (b) (Creditors/Debtors), 84-14 (c) (Internal Controls Scrutiny Process), 85-14FGP (a) (Civic Functions), 85-14FGP (b) (Torpoint Archives), 86-14FGP (a) (Torpoint Silver Band – Request to use Council facilities at no cost), 86-14FGP (b) Young People Cornwall – Meeting to discuss Young People in Cornwall) and 88-14FGP (Accounts for payment) are adopted and implemented. Pursuant to minute 83-14FGP (a) (Pay and Conditions Policy) the organisational chart was circulated to members that is to be attached to the policy. The Clerk reminded members that the period of continuous service also applied to service with other qualifying public sector organisations. Members **resolved** to apply this caveat to the continuous service protocol. Pursuant to minute 83-14FGP (c) (Use of facilities at No Cost and Guidance Notes) in response to a question from Councillor E H Andrews it was noted that the amendment to the wording on this form had no impact on the six occasions when the Town Mayor is allowed use of the facilities free of charge (see the Lettings policy – free of charge notes). Pursuant to minute 84-14 (c) (Internal Controls Scrutiny Process) the Chairman suggested that other members might wish to accompany the working party to understand how the operational systems functioned. Pursuant to minute 85-14FGP (a) (Civic Functions) in response to a question by Councillor G J Davis, it was explained that the Town Mayor would now be accountable to this Committee and that this Council would take overall responsibility for the budget and report to the Council. Pursuant to minute 85-14FGP (b) (Torpoint Archives) the Clerk explained the future free letting of the rooms. (The Chairman Councillor Mrs R A Southworth declared a non-registerable interest and left the room whilst this item was discussed – the Deputy Town Mayor presented this item). It was **resolved** to consider Assistant Town Clerk's 6 month Appraisal with the public and press excluded as the matter discussed related directly to an employee (Public Bodies (Admission to meetings Act) 1960 sec 1 para 2.)

**129-14 Minutes of the Asset Management and Operations Committee**

It was **resolved** that the minutes of the meeting held on Thursday 4<sup>th</sup> December 2014 are received and the recommendations in minutes 97-14FP (b) (Town Emergency Plan), 97-14FP (c) (Fly a flag for the Commonwealth), 98-14FP (n) (Memorial Bench – E Sims), 99-14FP (a) (Environment Policy), 103-14FP (a) (Communication Strategy – 3 recommendations), 103-14FP (d) (Marketing Folders) and 108-14 FP (Revised Rendel Park Maintenance Agreement) are adopted and implemented. Pursuant to minute 97-14(b) (Town

Emergency Plan) it was **resolved** that the working party would consist of the Town Mayor (Councillor M N Pearn MBE – ex-officio), Chairman of the Committee (Councillor E H Andrews) together with Councillors Mrs. C E Goodman and Mrs. A I Johnson. Pursuant to minute 98-14FP (a) (Pearn’s Passage) the Assistant Town Clerk reported receipt of a quotation from CE builders for the sum of £700 plus VAT to repair the roof to Pearn’s passage. The Assistant Town Clerk reported that this was a long standing issue principally caused by a lack of capacity within the current drainage system. After considering the matter it was **resolved** to accept the quotation to undertake the repair subject to satisfactory receipt of a method statement. Pursuant to minute 98-14FP (j) (Chambers/Roof above the Archives) the Assistant Town Clerk reported receipt of 2 quotations to repair the roof It was **resolved** that because of the disparity of quotations the matter would be considered with the public and press excluded (Public Bodies (Admission to meetings Act) 1960 sec 1 para 2.). Pursuant to minute 98-14FP (m) (Commemorative Bench Mr. Ken Barrett) and in response to a question from Councillor Mrs. R A Southworth, it was confirmed that this Council would take on the ownership of this asset as is the usual practice of this Council when installing or replacing benches with commemorative benches. Pursuant to minute 98-14(o) (Benodet Park and Skate Park) it was **resolved** to purchase and install a cover box to encase the electrical box in Benodet Park at a cost of £320 plus vat from AMS Fabrications Ltd to eliminate the risk of injury. Pursuant to minute 104-14FP (a) (Alleged Statutory Nuisance – Cornwall Council), the Deputy Town Mayor observed that this Council should write into the hiring documents that cessation of alcohol sales should be at 11.30pm and music at midnight. The Clerk reminded members that the Lettings Policy was due for review at the February meeting of this Committee and that the hiring form including the terms and conditions could be amended to reflect this suggestion. It was therefore **resolved** to refer this suggestion to the Finance and Personnel Committee for further consideration at the February meeting of this Committee.

#### **130-14 To approve the meetings calendar for 2015.**

The Council considered the proposed meetings calendar for 2015 following which it was duly **resolved** to adopt the calendar.

#### **131-14 Financial Comparison**

It was **resolved** that the November 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. The Clerk also informed members that £1,600 has been vired between the S137 cost centre and the Marketing and Publicity cost centre to facilitate the Christmas Lights expenditure (LGA 1972 sec 144).

## 132-14 Accounts for payment

PAYEE	REASON	GROSS	VAT	NET
British Telecom	Phone Bill	28.92	4.82	24.10
CORY Environmental	Wheelie Bin	95.64	15.94	79.70
Cornwall Council	Non-Domestic Rates (Jan)	1,061.00	0.00	1,061.00
Trebor Maintenance	Grounds maintenance (Nov)	249.60	41.60	208.00
Trebor Maintenance	Grounds maintenance (Dec)	249.60	41.60	208.00
R N Benwell & Associates	Asbestos Inspection	306.00	51.00	255.00
S Elliott (Builder)	Fix baby changing unit	50.00	0.00	50.00
Cornerstone Vision	Tyhee Times	120.00	20.00	100.00
British Gas	Gas Invoice	892.18	148.69	743.49
Don Benson	Clock Winding	28.00	0.00	28.00
Clear Sight	Window Cleaner	60.00	0.00	60.00
Cornwall Council	Garage Storage Rent (29.12-01.02)	59.70	9.95	49.75
SLCC	Subscription	270.00	0.00	270.00
Dantek Environmental Ser	Legionella Training/Systems	540.00	90.00	450.00
Defence Estates	Fees seat at Yonderberry	35.00	0.00	35.00
ITEC	Photocopies	37.98	6.33	31.65
Viking Direct	Stationery/Stamps	104.49	8.58	95.91
EE/T Mobile	Telephone	64.13	10.69	53.44

## 133-14 Correspondence

a) Samuels Solicitors – protecting your community's assets.

Noted.

b) CORY Environmental – Annual price review.

Noted. The Clerk informed members that the proposed rise is primarily a result of the increases in land fill taxation.

c) Christmas card – From Sheryl Murray MP.

Noted.

d) Highways Weed Spraying 2015 – Receipt of quotations from CORMAC and Weed Control SW.

Noted. The quotations would be considered further in the New Year when the parks and footpath contracts are let.

e) Torpoint Community College – Dog Fouling.

Noted. The Chair of Governors voiced concern that proposed dog control order in Defiance Field might impact on the amount of dog fouling on school grounds. The letter urged members to use their influence with constituents and using the media to highlight the problems to residents in the town.

## 134-14 Reports

a) Cornwall Council:-

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

DATE	EFFICIENCY %	CROSSINGS
w/c 17 <sup>th</sup> November	100% efficient	0 crossings lost.
w/c 24 <sup>th</sup> November	100% efficient	0 crossings lost
w/c 1 <sup>st</sup> December	99.7% efficient	4 crossings lost (gantry wire replacement)
w/c 3 <sup>rd</sup> November	99.8% efficient	2 crossings lost (hydraulic power pack problem)

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

The Deputy Town Mayor (Councillor M J Crago) voiced disappointment that a ferry had been taken out of service at a peak time to facilitate the change of chains. Councillor Pearn would investigate this matter. Councillor G J Davis drew attention to trees being felled and logged at the Grove in Trevol Road. Councillor Pearn would also investigate this matter. The Deputy Town Mayor also drew attention to a cow that had been washed up on town beach. It was noted that this had been reported to the relevant authorities.

b) Torpoint Town Partnership (TTP):-

The Town Mayor spoke on the progress of preparations for Armed Services Day in June 2015. The Assistant Town Clerk confirmed that a link on the Town Council website home page to Armed Forces day information was now available.

**135-14 Date of the next meeting.**

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

**136-14 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 8.55p.m. ....Town Mayor

**OPEN FORUM**

Mr M Howells – Enquired if anyone could sell goods at the Fire Station. Mr Howells was informed by the Town Mayor that the property is owned and run by Cornwall Council and not this authority. It is understood that sales from this location will cease in the New Year. Mr Howells also asked how residents will access the new health centre when it opens in the New Year. Members ventured various solutions and suggested that he contact his GP. It was also suggested that Mr Howells put any questions to the Council in writing for consideration by members. Mr Howells also spoke on the proposal for the “Link into Learning” to be relocated to the Library. Mr Howells sought to understand if this would facilitate the Library opening full time. Councillor Mrs C A Jackson spoke on the proposed new arrangement indicating that whilst the Library might be “open” for 5 days per week the area operated by Link into Learning would be sectioned off.