



## TORPOINT TOWN COUNCIL

Councillor Mrs. J M Martin led prayers before the meeting.

There were several members of the public in the public gallery. [Cornwall] Councillor Mrs. K Ewert was also in attendance in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 20<sup>th</sup> February 2025 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. C E Goodman, Mrs. L Fellows, Mrs. J M Martin, D S Phipps, Mrs. J L Reeves, C R Still, J Tivnan BEM also the Town Clerk & RFO (Clerk) and Town Council Support Officer were in attendance.

	<b>ACTION</b>
<p><b>165-24 Apologies for absence: -</b> Apologies for absence were submitted on behalf of Councillors Miss R A Evans BEM, L E Keise, C R Sawyer, M J Spurling and B A Walsh.</p>	
<p><b>166-24 Declarations of Interest relating to matters on the Agenda: -</b> None.</p>	
<p><b>167-24 Planning Applications: -</b> None.</p>	
<p><b>168-24 Cornwall Council Reports: -</b> 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. Both councillors expressed their concern having not yet had a response, from Cornwall Council, to the car parks [in Cornwall] consultation.</p> <p>Councillor Tivnan highlighted, having received concern from a resident, regarding the closure of a number of shops in Fore Street.</p> <p>Referring to Councillor Tivnan's report, Councillor Mrs. J M Martin highlighted that regarding the parking complaints in the town, and in particular around Torpoint Nursery and Infant School, the school will not be entering into any further correspondence on the issue. Councillor Tivnan explained he has requested that the frequency of visits by Parking Enforcement is increased.</p> <p>Referring to Councillor Tivnan's report, Councillor Mrs. J M Martin enquired whether Cornwall Council has any future plans for the garage sites in Carbeile Road and at the rear of Roberts Avenue, highlighting, perhaps the land could be used for parking for the local properties. Councillor Tivnan explained he has received complaints from local residents', as access is being blocked, and will be arranging a meeting, at which he will ask for the fencing to be moved.</p>	
<p><b>169-24 Police Activity Report and latest Newsletter: -</b> Town Mayor (Councillor G J Davis) thanked PC Hayley Gething for the report and latest Newsletter, the monthly crime statistics report is noted.</p>	
<p><b>170-24 Minutes of the previous meeting: -</b></p>	

<p>a) It is <b>resolved</b> the minutes of the previous meeting held on Thursday 16<sup>th</sup> January 2025 as circulated, are adopted.</p>	
<p><b>171-24 Matters arising from the minutes: -</b>  a) Cornwall Adult Education Centre Closures (further information as circulated from Cornwall Council):  Pursuant to minute number 156-24 (a), the additional information, as circulated, from the Head of Skills, Economy and Skills Service, Cornwall Council, is noted. Councillor Mrs. J M Martin highlighted the [council] letter of gratitude to Mrs. J Hughes had been postponed, due to a delay in the closure of the facility, adding, it would be timely to correspond with Mrs. Hughes before the end of February.</p>	Clerk
<p><b>172-24 Mayor’s communications: -</b>  Torpoint Town Mayor (Councillor G J Davis) summarised engagements.  <b>January</b>  16<sup>th</sup> Sea Cadets Awards Presentation Evening – well done to all the Sea Cadets, staff and officers, it was a fabulous evening.  28<sup>th</sup> Operation Encompass received The Kings Award for Voluntary Service.  Congratulations to the founders of Operation Encompass and well done for everything achieved. The Mayoress and I were honoured to join other VIPs and fellow supporters at the formal presentation of the award at Pentillie Castle, presented by The Lord Lieutenant of Cornwall Colonel Sir Edward Bolitho KCVO OBE, also, well done to the Town Clerk, who is a Trustee of the charity.  <b>February</b>  2<sup>nd</sup> Launceston Town Council Civic Service  14<sup>th</sup> Richard’s Leaving do at the Library and Community Hub, thank you to Richard for 9 years’ of service to Torpoint Town Council  15<sup>th</sup> The Pantomime Dick Whittington – congratulations to all involved at Torpoint Players, it is a superb community effort  18<sup>th</sup> Thanckes Park ‘thank you and celebration event’ – Friends of Thanckes Park. It is fantastic to see all the changes made to Thanckes Park, the gardens, the benches, accessible improvements supported by Cormac and the Urban Green Shoots Project, thank you to Councillor Bickle for her efforts and bringing everyone together. Also, the TEA (Torpoint Environmental Action) group for all their contributions to the improvements, it makes a real difference to Thanckes Park.  19<sup>th</sup> Freemasons Lodge Dinner – The Mayoress, Councillor Fellows along with the Clerk and I were delighted to be invited to join the Freemasons for dinner, after receiving cheque presentations of donations towards the Accessible Play Equipment Project – thank you to everyone.  <b>Other Notices</b>  On 4<sup>th</sup> February Torpoint Community Fire Station - Both fire appliances from Torpoint Fire Station were mobilised to a fire at Barrow Park, Mount Edgcumbe at 16:07. On arrival, the crews discovered a well-developed fire on the second floor of the building. The incident commander from Torpoint requested four further appliances, including an aerial ladder platform from our neighbouring stations. The first team of breathing apparatus wearers from Torpoint crew were committed into the building and confirmed the fire had spread rapidly into the roof space. A total of 28 BA wearers were rotated throughout the night, and eventually brought the fire under control. Unfortunately, there was extensive damage to the property, but luckily no persons were injured in this incident.  Crews continued to damp down any hotspots well into the following day, and once checked</p>	

<p>with a thermal imaging camera, the incident was closed at 18:19 on the 5<sup>th</sup> February. Smoke detectors were sounding in the building on arrival, and this highlights the importance of having working smoke and carbon monoxide detectors in your own homes. Special thanks to the team.</p> <p><b><u>Future</u></b> On Saturday 1<sup>st</sup> March Torpoint Town Council representatives have been invited to the Cornwall Tennis AGM to receive the County Parks award for Thanckes Park tennis courts, in Newquay. The Chairman of the Development and Localism Committee would like to attend, other volunteers include, Councillor Mrs. L Fellows and Councillor J Tivnan BEM. There is an opportunity to buy two tickets for Wimbledon, which cannot be used for fundraising / gifting, deadline for application is 28<sup>th</sup> February. Following discussion, a draw of those interested in purchasing two Wimbledon tickets will be made.</p> <p>St Piran's Day 5<sup>th</sup> March – BBC Radio Cornwall are broadcasting their breakfast show, from 6.00am – 10.00am in Torpoint Library and Community Hub. Monday 10<sup>th</sup> March – Commonwealth Day 11am at Sparrow Park. Friday 14<sup>th</sup> March – Notice of Elections published and Pre-election period begins and last until after polls close.</p>	Clerk
<p><b>173-24 Question of which notice has been given or notice of motion: -</b> None.</p>	
<p><b>174-24 Finance and Operations Committee.</b> It is <b>resolved</b> the minutes of the meeting held on Monday 3<sup>rd</sup> February 2025 and the recommendations in the minutes: - 113-24F&amp;O (e) Notice of Vacancy – East Ward will not be filled by Co-option, 114-24F&amp;O (a) Adopt Standing Orders, 114-24F&amp;O (b) adopt Financial Regulations and Best Value Statement, 116-24F&amp;O (c) Sign a two year fixed price contract with PI Digital for the Play Inspection App licence @ £1,445.00 plus VAT, 116-24F&amp;O (c) Sign up to the Chargeable Cleansing for the play parks with Cornwall Council @ estimate cost of £1,483.17 plus VAT, 116-24F&amp;O (f) Renew the annual weed spraying contract with Complete Weed Control @ £1,510.00 plus VAT each for two sprays in 2025, 122-24F&amp;O (d) Write a letter in support of the Rame Peninsula Public Transport Users Group Proposals to Improve Local Bus Services, 122-24F&amp;O (f) Submit a consultation response to the Governments consultation on 'Strengthening the Standards and Conduct Framework for Local Authorities in England' and 122-24F&amp;O (k) Set up a task and finish group to review the existing Armed Forces Covenant, with a view to renewing the Armed Forces Covenant, as circulated, are adopted.</p> <p>Pursuant to minute 122-24F&amp;O (f) Submit a consultation response to the Governments consultation on 'Strengthening the Standards and Conduct Framework for Local Authorities in England', Councillor Mrs. J Martin volunteered to take the lead in formulating the response, in line with the CALC response.</p> <p>Pursuant to minute 122-24F&amp;O (k) Set up a task and finish group to review the existing Armed Forces Covenant, with a view to renewing the Armed Forces Covenant, the Deputy Mayor (Councillor Mrs. K Brownhill) volunteered to take the lead, Councillor Mrs. J Reeves offered to support and it will be offered to all members to join the task and finish group.</p>	

**175-24 Development and Localism Committee.**

It is **resolved** the minutes of the meeting held on Thursday 6<sup>th</sup> February 2025 and the recommendations in the minutes: - 127-24D7L (b) Produce a work plan to share with the new council, 133-24D7L (d) Appoint External Examiner for the Neighbourhood Development Plan and 137-24D&L (a) To support a collaboration to develop an Arts, Culture, and Creative Industries Strategy for Torpoint with the Torpoint Artists Collective CIC, as circulated, are adopted.

Pursuant to minute number 133-24D&L (b) 3G Pitch 9v9 Project, the Clerk explained Torpoint Community College has decided to withdraw the current planning application and will be re-submitting a new application on the same land, but in a revised location. At this stage no further information is known.

Pursuant to minute number 137-24D&L (a) To support a collaboration to develop an Arts, Culture, and Creative Industries Strategy for Torpoint with the Torpoint Artists Collective CIC, Councillors Mrs. L Fellows, C R Still and B A Walsh volunteered to support the collaboration and it will be offered to all members to participate in the collaboration.

**176-24 Personnel Committee.**

It is **resolved** the minutes of the meeting held on Monday 10<sup>th</sup> February 2025 and the recommendations in the minutes: - 32-24Pers (b) Appoint existing part time temporary Caretaker to replacement position following resignation and amending the part time Caretaker contract to permanent, 32-24Pers (d) Recruitment and advertisement of part time vacancy at the Library and Community Hub and 32-24Pers (e) Recruitment and advertisement of a part time Internship Opportunity at the Library and Community Hub, as circulated, are adopted.

Pursuant to minute 39-24Pers, Councillor Mrs. J M Martin highlighted that unfortunately both the Clerk and herself were unable to attend the Cornwall Becoming a Living Wage Employer event scheduled for Friday 14<sup>th</sup> February, due to a road traffic accident on the journey to the event.

**177-24 Torpoint Ferry Statistics: -**

Town Mayor (Councillor G J Davis) thanked the Torpoint Ferry staff for the report.

**178-24 Financial Information: -**

It is **resolved** that the January 2025 Budget Variance as circulated, is received and adopted.

**179-24 Accounts for Payment: -**

Contact Name	Invoice Number	Total	VAT	NET	Description
Awenek Studio CIC	June 2024 - Feb 2025	1,078.00	0.00	1,078.00	Provision of Activities at Torpoint Library and Community Hub
Richards Builders Merchants	926066	1.75	0.29	1.75	Repairs and Maintenance - Council Chambers
Richards Builders Merchants	925900	52.64	8.78	43.86	Repairs and Maintenance - Parks
Richards Builders Merchants	925552	5.98	1.00	4.98	Repairs and Maintenance - Council Chambers

Richards Builders Merchants	924284	17.90	2.98	14.92	Repairs and Maintenance - Council Chambers
Richards Builders Merchants	924166	10.35	1.73	8.62	Repairs and Maintenance - Library
Richards Builders Merchants	924022	8.36	1.39	6.97	Repairs and Maintenance - Parks
Richards Builders Merchants	923689	24.99	0.00	24.99	Staff Uniform / Safety Boots
Richards Builders Merchants	923703	6.18	1.03	6.18	Repairs and Maintenance - Parks
Richards Builders Merchants	923705	208.46	34.74	173.72	Repairs and Maintenance - Parks
Richards Builders Merchants	923067	4.99	0.83	4.16	Repairs and Maintenance - Council Chambers
Watertight Roofing	3804	913.72	152.29	761.43	Slate Roof Repairs to Council Chambers
CIA Fire and Security	282086	662.40	110.40	552.00	SmartAccess Netcode Subscription and Entry Maintenance Contract - Tennis Courts
Print Options	INV-14969	1,903.00	73.00	1,830.00	3600 20 page Newsletters Printed (With Artwork)
<b>TOTAL</b>		<b>4,898.72</b>			
XERO	CC February 2025 subscription	39.60	6.60	33.00	XERO - Monthly accounting software subscription February 2025
Adobe Systems Software Ireland Ltd	CC February 2025	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription February 2025
Amazon	CC Amazon	8.47	1.41	7.06	Amazon - Body Camera Strap
Amazon	CC Amazon	29.99	5.00	24.99	Amazon - Body Worn Camera
Amazon	CC Amazon	13.80	2.30	11.50	Amazon - Mount for Body Camera
Amazon	CC Amazon	39.84	6.64	33.20	Amazon - Heavy Duty Refuse Sacks
Amazon	CC Amazon	26.95	4.49	22.46	Amazon - Waterproof leak sealant spray
Amazon	CC Amazon	59.00	9.83	49.17	Amazon - Manhole Cover
Amazon	CC Amazon	77.98	13.00	64.98	Amazon - Carpet Tiles
Amazon	CC Amazon	25.70	4.28	21.42	Amazon - White Paint
Amazon	CC Amazon	19.95	3.32	16.63	Amazon - Steel Fencing Pins
Amazon	CC Amazon	23.99	4.00	19.99	Amazon - Barrier Mesh



Amazon	CC Amazon	42.98	7.16	35.82	Amazon - Barrier Mesh
Amazon	CC Amazon	35.44	5.91	29.53	Amazon - Lawn Leveling Rake
SAINSBURYS S/MKTS	CC R46284	13.65	2.27	11.38	SAINSBURYS S/MKTS - Cafe Supplies
SAINSBURYS S/MKTS	CC R46284	3.20	0.53	2.67	SAINSBURYS S/MKTS - Newspapers
Booker	CC 0332882	189.12	31.52	157.60	Booker - Cafe Supplies
Booker	CC 0332882	225.46	0.00	225.46	Booker - cafe supplies
Amazon	CC Amazon	79.90	13.32	66.58	Amazon - stainless steel toilet roll holders pub cons
Amazon	CC Amazon	57.90	9.65	48.25	Amazon - toilet seats
Amazon	CC Amazon	4.69	0.78	3.91	Amazon - Light Bulbs
SAINSBURYS S/MKTS	CC R296689	3.20	0.53	2.67	SAINSBURYS S/MKTS - Newspapeers
SAINSBURYS S/MKTS	CC R296689	10.07	1.68	8.39	SAINSBURYS S/MKTS - Cafe Supplies
Amazon	CC Amazon	51.98	8.66	43.32	Amazon - Consumables Chambers
Amazon	CC Amazon	60.76	10.13	50.63	Amazon - biodegradable Trash Bags
SAINSBURYS S/MKTS	CC R19253	5.50	0.92	4.58	SAINSBURYS S/MKTS - Cafe Supplies
Amazon	CC Amazon	77.97	12.99	64.98	Amazon - Floor Cleaning buffer pads/ discs
Amazon	CC Amazon	70.08	11.68	58.40	Amazon - First Aid Box Refills
CO-OP GROUP 380558	CC R17819	133.14	22.10	111.04	CO-OP GROUP 380558 - cafe supplies and newspapers library
<b>TOTAL</b>		<b>1,446.95</b>			
ALD Automotive Limited t/a Ford Lease	DD February 2025	747.42	124.57	622.85	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle February 2025
ENGIE Electricity Council Chambers	DD 2-04821816	893.70	148.95	744.75	ENGIE Electricity Council Chambers - electricity supplied to council chambers 01/12/2024 - 31/12-2024
Corona Energy - Chambers- Gas	DD 18999094	1,785.83	297.64	1,488.19	Corona Energy - Chambers- Gas - Gas Supplied to Council Chambers Jan - Feb 25
ENGIE Gas Library and Community Hub	DD 1-01572191	1,087.82	181.30	906.52	ENGIE Gas Library and Community Hub - Gas supplied to Library 01/01/2025 - 31/02/2025

ENGIE Electricity Cambridge Field	DD 2-04893943	47.23	7.87	39.36	ENGIE Electricity Cambridge Field - Electricity supplied to cambridge field 01/01/2025 - 31/01/2025
ENGIE Electricity Library	DD 2-04893940	605.86	100.98	504.88	ENGIE Electricity Library - Electricity supplied to Library 01/01/2025 - 31/01/2025
ENGIE Electricity Council Chambers	DD 2-04893944	962.66	160.44	802.22	ENGIE Electricity Council Chambers - electricity supplied to council chambers 01/01/2025 - 31/01/2025
ENGIE Electricity Public Conveniences	DD 2-04893942	170.26	28.38	141.88	ENGIE Electricity Public Conveniences - electricity supplied to public conveniences 01/01/2025 - 31/01/2025
Everflow Water	DD 4043495	141.96	9.86	132.10	Everflow Water - Public Conveniences Water Rates - Water 18/03/2025 - 31/03/2025
Everflow Water	DD 4043495	86.27	5.60	80.67	Everflow Water - Library Water Rates
Everflow Water	DD 4043495	40.45	2.29	38.16	Everflow Water - Chambers Water Rates
Everflow Water	DD 4043495	223.49	14.29	208.57	Everflow Water - Public Conveniences Water Rates - Water 01-04 -17-04
Everflow Water	DD 4043495	52.26	3.53	48.73	Everflow Water - Library Water Rates
Everflow Water	DD 4043495	56.92	4.07	52.85	Everflow Water - Chambers Water Rates
EE	DDV02295791 736	108.73	18.12	90.61	Mobile Phone Contracts February 2025
<b>TOTAL</b>		<b>7,010.86</b>			

**180-24 Correspondence: -**

- a) To note: Safety of lithium-ion batteries campaign – R Bailey: - Noted.
- b) To note: Torpoint Skatepark 2025 update & Brief Impact Report – Torpoint Ramps Forum: - Item to be referred to the next meeting of the Development and Localism Committee.
- c) To note: Transport User Voice – February 2025 and Rame Peninsula Public Transport Users Group (RPPTUG) Update: - Noted.
- d) To re-affirm: Local Maintenance Partnership 2025 – 26 – Cornwall Council: - Clerk to ensure documentation is signed and returned, as previously *resolved* by council. Councillor J Tivnan BEM explained having contacted the Portfolio Holder, due to the low increase from 2024/25, compared to the rate of inflation.
- e) To note and consider: Arranging/purchasing the Code of Conduct training opportunity, plus any other training opportunity from CALC for the new council, documentation circulated to navigate the Election period – CALC: - Noted.
- f) To note: Funds have been secured for the Community Capacity Programme, for one further year. Also, the Community Levelling Up Programme (CLUP) has just been launched

Clerk

<p>- Cornwall Council: - Noted.</p> <p>g) To note and consider: Local Council briefing: Interim Planning Position Statement, briefing Wednesday 26<sup>th</sup> February, 4.00-5.15pm, call for sites. Also, to note the support the development of the future Local Plan – Cornwall Council Planning: - Noted.</p> <p>h) To note: Living Wage Accreditation Fees for 2025/26 – Living Wage Foundation: - Noted.</p> <p>i) To consider: Request to Raise the Ukrainian Flag on 24<sup>th</sup> February 2025, in recognition of three years’ of Russia’s full-scale war against Ukraine – The Sunflowers and Chough’s Club: It is <b>resolved</b> to fly the Ukrainian Flag on 24<sup>th</sup> February 2025, on the assumption the flag is available to be flown.</p> <p>j) To consider: Redruth Town Council Letter re Allocation of Second Home Funding – Redruth Town Council: - Noted.</p> <p>k) To note: Consultation - Strategic Implementation Plan (SIP) from Peninsula Transport sub-national transport body – Cornwall Council: - Noted.0</p> <p>l) To consider: Torpoint Town Council - Fleet Renewal - Due 8<sup>th</sup> March 2025 – James Hallam Insurance Brokers: - Following receipt of the information as previously circulated, it is <b>resolved</b> to renew the council Fleet insurance for the period 8<sup>th</sup> March 2025 to 7<sup>th</sup> March 2026, at a cost of £989.60, including Insurance Premium Tax and all fees, with James Hallam.</p>	
<p><b>181-24 Reports: -</b></p> <p>a) Neighbourhood Development Plan (NDP) update: - The Regulation 16 Consultation is ongoing. As previously <i>resolved</i>, Cornwall Council will now proceed with the appointment of the External Examiner.</p> <p>b) Torpoint Town Partnership (TTP): - The Deputy Town Mayor (Councillor Mrs. K Brownhill) summarised the recent TTP meeting held, the diary dates were discussed, as well as the plans for the Festival event. The next meeting is scheduled for Tuesday 11<sup>th</sup> March 2025 at 7.00pm.</p> <p>c) Town Team Project Board (TTPB) update. To consider the notes of the meeting held Tuesday 11<sup>th</sup> February 2025 and any recommendations therein: - The notes of the meeting held Tuesday 11<sup>th</sup> February 2025 are accepted. Following consideration of the proposal to submit a funding bid to the Community Levelling Up Programme (CLUP) it is <b>resolved</b> to submit a bid to CLUP for Year 4, for an amount in excess of £25k, focusing on criteria 3: Events and culture, by the deadline of 5.00pm Friday 28<sup>th</sup> February 2025.</p> <p>d) Reports from delegates to outside bodies.</p> <p>i) Torpoint Archives and Heritage Centre – January 2025: - report is noted. The recent nomination for The Kings Award for Voluntary Service is a significant nomination and it is <b>resolved</b> to correspond to congratulate the Torpoint Archives and Heritage Centre on the nomination.</p> <p>ii) Councillor Mrs. C E Goodman reported on behalf of TEA (Torpoint Environmental Action), a report has been made to Cornwall Council about the increase in fly tipping, which is being seen by the volunteers whilst litter picking around the town.</p> <p>iii) Councillor Mrs. J L Reeves reported on behalf of Team Raleigh CIC, having recently met with Battling On, who will now join the monthly 'Brew and Banter' sessions at the library and community hub.</p>	<p>Clerk</p>



<p><b>182-24    Date of next meeting:</b> Thursday 20<sup>th</sup> March 2025.</p>	
<p>Meeting closed at 8.13pm ..... Town Mayor</p>	

DRAFT