



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of Torpoint Town Council will be held on Thursday 19<sup>th</sup> June 2025 at 7.00pm in the Committee Room, 4 York Road, Torpoint to which you are summoned to attend.

An Open Forum will precede the meeting.

Additionally, members of the public wishing to put a question to the Council can do so, 24 hours prior to the start of the meeting in writing to the Clerk: [clerk@torpointtowncouncil.gov.uk](mailto:clerk@torpointtowncouncil.gov.uk)

### AGENDA

- 1. Apologies for absence.**
- 2. Declarations of Interest relating to matters on the Agenda.**
  - a) To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
- 3. Planning Applications.**
  - a) PA25/03730 - Rear and side extension. 13 Maker Road, Torpoint PL11 2HY.  
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SWHWULFGLBK00>
  - b) PA25/04031 – Proposed first floor bedroom and bathroom extension. 22 Buller Road, Torpoint PL11 2LD.  
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SX0UULFGHQ600>
- 4. To provide an update on the process to fill the Councillor vacancy in the West Ward -**

If by 13 June, 2025 (excluding Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday and Bank Holidays) a request for an election to fill said vacancy is made in writing (by hand or post) to the Proper Officer by TEN electors for the said Town Ward, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.
- 5. Cornwall Council Reports** (one report attached).
- 6. Police Activity Report** (as circulated).
  - a) To consider any next steps regarding the possible installation of CCTV, in partnership with Cornwall Housing and Devon and Cornwall Police, at Harvey Street.
- 7. Minutes of the previous meetings.**
  - a) Minutes of the Annual meeting held on Thursday 15<sup>th</sup> May 2025 (as circulated).
  - b) Minutes of the Adjourned meeting held on Thursday 22<sup>nd</sup> May 2025 (as circulated).
- 8. Matters arising from the minutes.**
  - a) Information to be forwarded to the External Auditor and publish Notice of Publication of Unaudited Accounts (Clerk – minute number 36-25 refers).
  - b) Write letter of congratulations to Oakwood College (minute number 37-25 refers)
- 9. Mayor's communications.**
- 10. Finance and Operations Committee.**

Minutes of the meeting held on Monday 2<sup>nd</sup> June 2025 and to consider the recommendations in the minutes: to follow.

# 11. Development and Localism Committee.

Minutes of the meeting held on Thursday 5<sup>th</sup> June 2025 and to consider the recommendations in the minutes: to follow.

# 12. Personnel Committee.

Minutes of the meeting held on Thursday 12<sup>th</sup> June 2025 and to consider the recommendations in the minutes: to follow.

# 13. Question of which notice has been given or notice of motion.

# 14. Torpoint Ferry Statistics (to follow).

# 15. Financial Information. May 2025 Budget Variance (to follow).

# 16. Accounts for payment.

PAYEE	Invoice /Reference No.	GROSS (£)	(VAT)(£)	NETT (£)	REASON
Cornwall Council - Bus Rate Tennis Courts	802923069	48.00	0.00	48.00	Business Rates Tennis Courts May
Cornwall Council Bus Rates Room 4	802980235	61.00	0.00	61.00	Business Rates Room 4 May
Cornwall council - Bus Rate Library	802715760	555.00	0.00	555.00	Business Rates Library May
Cornwall Council - Bus Rate Chambers	802311466	1,322.00	0.00	1,322.00	Business Rates Chambers May
Caradon Tool and Plant Hire Ltd	IN1317	141.30	23.55	117.75	Repairs and Maintenance Council Chambers (works to manhole cover in bar area)
Caradon Tool and Plant Hire Ltd	IN950	56.70	9.45	47.25	Cultivator hire March 2025 (Late invoices sent due to Caradon invoicing system error)
Caradon Tool and Plant Hire Ltd	IN432	88.20	14.70	73.50	Cultivator hire February 2025 (Late invoices sent due to Caradon invoicing system error)
Cornish Tea & Cornish Coffee Co Ltd	SL99053	120.00	0.00	120.00	Coffee Machine Rental
Cornish Tea & Cornish Coffee Co Ltd	SL99117	165.83	0.00	165.83	Café Supplies Library
Richards Builders Merchants Ltd	938245	31.24	5.21	26.03	Supplies for Beacon Lighting D-Day 80
FOY-AIR Enterprises Ltd T/A LittleMops	2325	129.55	21.59	107.96	Consumables Council Chambers and Public Conveniences
Richards Builders Merchants Ltd	938736	64.05	10.67	53.38	Parks Maintenance
Richards Builders Merchants Ltd	938769	18.92	3.15	15.77	Parks Maintenance
Richards Builders Merchants Ltd	938841	65.10	10.85	54.25	Parks Maintenance
Richards Builders Merchants Ltd	938812	91.01	15.17	75.84	Chambers Maintenance
Rame and Rivers Churches	Civic Service	78.00	0.00	78.00	Church Booking for Civic Service Sunday 13th July
Richards Builders Merchants Ltd	939477	88.06	14.68	73.38	Chambers Maintenance
Richards Builders Merchants Ltd	939442	37.86	6.31	31.55	Chambers Maintenance
Richards Builders	939893	1.82	0.30	1.52	Chambers Maintenance

Merchants Ltd					
Richards Builders Merchants Ltd	939885	43.63	7.27	36.36	Chambers Maintenance
Richards Builders Merchants Ltd	439897	16.43	2.74	13.69	Parks Maintenance
Richards Builders Merchants Ltd	940160	180.07	30.01	150.06	Library Maintenance
Richards Builders Merchants Ltd	940161	14.52	2.42	12.10	Parks Maintenance
Spangles the Clown	Torpoint Fest '25	325.00	0.00	325.00	Entertainment for Torpoint Fest '25
Black Friday	Torpoint Fest '25	350.00	0.00	350.00	Entertainment for Torpoint Fest '25
Richards Builders Merchants Ltd	940844	5.94	0.99	4.95	Parks Maintenance
St John Ambulance	S25002368	137.28	22.88	114.40	First Aid for Beacon Lighting
Richards Builders Merchants Ltd	941469	115.90	19.32	96.58	Parks Maintenance
ITEC	1107160	142.42	23.74	118.68	Meter Readings Xerox
ACF Cleaning	24850	53.15	8.86	44.29	Laundry
Richards Builders Merchants Ltd	942022	59.30	9.88	49.42	Parks Maintenance
Unique Fire & Security	SI45738	210.04	35.01	175.03	Fire Alarm Maintenance
Print Options	INV151	1,918.00	73.00	1,845.00	Newsletter Printing and Artwork June 2025
Awenek Studio	1135	502.00	0.00	502.00	Provision of Art Workshops at the Library 2025
BS Embroidery Plus	5459	306.64	0.00	306.64	Embroidered Staff Uniform
Cornwall ALC Limited	2526-261	42.00	7.00	35.00	Staff Training
Duchy Defibrillators	JN1781	246.00	41.00	205.00	Annual Monitoring Fee - Costcutter
Print Options	INV-15181	72.00	12.00	60.00	A2 Correx Signs for Torpoint Fest '25
Buds Waste	June 2025	125.00	0.00	125.00	Removal of Waste - Thanckes
Isla Sell	036	420.00	0.00	420.00	Library and Chair Standing Pilates Sessions at the Library
Cornish Tea & Cornish Coffee Co Ltd	SL101507	126.28	0.00	126.28	Café Supplies Library
Security Dynamics	INV-0463	690.00	115.00	575.00	Renewal of 12 Month Maintenance Contract - CCTV
Vincent Tractors, Fraddon, St.Columb, Cornwall, United Kingdom, TR9 6NA	181738	13,080.00	2,180.00	10,900.00	Grillo Climber Mower
L & L Diverse Solutions	021/2025	822.00	137.00	685.00	1.0 Days consultancy to support Torpoint Website delivery
n9design	6097	7,722.00	1,287.00	6,435.00	Torpoint Visitor Website 50% Project Management/50% development/50% design & delivery/hosting 2 years 50%/URL 2yrs 50%
Outersight (UK) Ltd T/A PlymStages	INV-2020	3,159.36	526.56	2,632.80	Provision of Stage and equipment and engineers for Torpoint Fest '25
Don Benson	63	56.00	0.00	56.00	Clock Winding St James
<b>TOTAL</b>		<b>34,104.60</b>	<b>4,677.31</b>	<b>29,427.29</b>	

**17. Correspondence.**

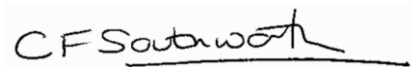
- a) To consider and note: The continued disruption regarding the closure of JHoots Pharmacy – V Avis (as circulated). (This correspondence has already been forwarded to Anna Gelderd MP – her response is included.)
- b) To note: NHS Cornwall & Isles of Scilly ICB Patient Transport Options (as circulated).
- c) To consider and note: The Pharmacy situation in Torpoint – G Gore (as circulated).
- d) To consider and note: Draft revised Street Trading Policy for consultation (as circulated/draft policy).
- e) To consider: Important update regarding litter bins in your area. Proposed removal of bins located at Roseleare Avenue, Rowe Street, Kingsley Avenue, Trevithick Avenue – Cornwall Housing (as circulated).
- f) To note: Correspondence issued to Sydney Road residents from Cormac, re highway's improvements to Sydney Road and Adela Road (as circulated).
- g) To consider: Free of charge application for room use – Rame Peninsula Public Transport Users Group (as circulated).
- h) To note: latest 2024/25 statistics for Torpoint - Citizens Advice Cornwall (as circulated).

**18. Reports.**

- a) To receive: Neighbourhood Development Plan (NDP) update.
- b) To receive: Torpoint Town Partnership (TTP) update.
- c) To receive: Town Team Project Board (TTPB) – To consider the notes of the meeting held on Monday 16<sup>th</sup> June and any recommendations therein.
  - i) To consider any opportunities to apply for Town Regeneration & Investment Programme (TRIP) grant scheme, the closing date for applications is 5.00pm 30<sup>th</sup> June 2025.
- d) To receive: Reports from delegates to outside bodies.
  - i) Torpoint Archives & Heritage Centre – May 2025 (report as circulated).

**19. Date of next meeting.**

Thursday 17<sup>th</sup> July 2025.

A handwritten signature in black ink that reads "C F Southworth".

Mrs C F Southworth Cert (HE), BA (Hons), FSLCC  
Town Clerk and RFO

Friday 13<sup>th</sup> June 2025