

Fr. Michael Brown led prayers before the meeting.

MINUTES of the meeting of Torpoint Town Council held on Thursday 18th September 2025 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

Present: - Deputy Town Mayor (Councillor Mrs. C E Goodman) Chairman, Councillors Mrs. K Brownhill, Mrs. S G Bickle, G J Davis, Miss R A Evans BEM, Mrs. L Fellows, L Hogan, L E Keise, K J Moon, S J Pike, Mrs. J L Reeves, C R Still, J Tivnan BEM. The Town Clerk & RFO (Clerk) was also in attendance.

	ACTION
101-25 Apologies for absence: - Apologies for absence were submitted on behalf of Town Mayor (Councillor Mrs. J M Martin), Councillors S A Clark and M J Spurling. [Cornwall] Councillor Mrs K Ewert and [Cornwall] Councillor R Parsonage submitted their apologies for absence. The Town Council Support Officer / Assistant to the Town Clerk was not in attendance.	
102-25 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. None. b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.	
103-25 Planning Applications: - a) None.	
104-25 Cornwall Council Reports: - Deputy Town Mayor (Councillor Mrs. C E Goodman) thanked [Cornwall] Councillors K Ewert and R Parsonage for their written reports. Councillor J Tivnan BEM minuted a question for Councillor Ewert regarding the Trevorder Play Park, which has once again suffered vandalism and recent closure, asking for Councillor Ewert to do all that she could to hasten the re-opening of the play park.	Clerk/ Cllr Ewert
105-25 Police Activity Report and Liskeard August Newsletter, Engagement Update: - Deputy Town Mayor (Councillor Mrs. C E Goodman) thanked PC Hayley Gething for the statistics and Newsletter. Following a statement put questioning the increase in shoplifting, members' were reminded that the increase in reporting of shoplifting is being supported by the Police.	
106-25 Minutes of the previous meetings: - a) It is resolved the minutes of the meeting held on Thursday 21 st August 2025 as circulated, are adopted.	
107-25 Matters arising from the minutes: - a) To receive a verbal update on EN24/00424 - Buildings operations on the land without compliance with planning conditions and in addition to PA20/02211. Information shared by local resident Mr S Corbidge, for and on behalf of the Lamorna Park residents' highlights that one enforcement notice has reached its conclusion, however,	

there are others which continue to be investigated. b) Correspond with local MP on the CCTV proposal: - Pursuant to minute number 88-25, correspondence has been shared, (agenda item 8a) from the MP to Cornwall Council plus Devon and Cornwall Police, requesting urgent action is taken regarding CCTV installation on Harvey Street, Torpoint. An Expression of Interest form, for funding, will be considered at the next meeting of the Finance and Operations Committee.	
108-25 Mayor's communications: - Mayor's Communications - Deputy Town Mayor (Councillor Mrs. C E Goodman) detailed the Mayor's communications. Ahead of last month's Council meeting it was lovely to be able to meet and host Philip Robinson, KellyAnn Newcombe and Robert Powell from Tamar Crossings. It was an excellent way to establish a relationship with the organisation and I hope that those Councillors who have visited or are planning to visit the ferry enjoy the experience. I was delighted to visit Mrs Brown's Bakery on their official opening day. The new business and investment in our town is most welcome and I wish them well. The Council sponsored new VE VJ 80 Veterans Garden is now established and in full bloom. Congratulations and thanks to Councillor John Tivnan BEM for all the work he has put in over the years establishing 10 gardens in total for the benefit of the town. I was pleased to attend the Liskeard Civic Service on Sunday 7th September. Although a much smaller occasion than the Torpoint one and with the weather the complete opposite to what we were lucky enough to have, there was a healthy congregation and several visiting Mayor's there all who were given a warm welcome. This month has seen active public engagement sessions on the proposals for a new Library and Community Hub and Community Square hosted on behalf of the Town Council in advance of the Council's submission for the outline planning application stage of this project. It is great to see the progress that this forward thinking Council is making. I look forward to seeing Councillors at the Bowling Club on Sunday at 2.00pm, (we will revert to Skittles indoors if it's wet), also on Monday evening to welcome the new Commanding Officer of HMS Raleigh and at the Freedom of the Town next Sunday. Thank you. Forthcoming dates for your diaries Sunday 28th September – Freedom of the Town Parade Saturday 14th February 2026 – Mayor's Charity Ball	
109-25 Finance and Operations Committee: - Minutes of the meeting held on Monday 1st September 2025 and to consider the recommendations in the minutes, which include: RESOLVED ITEMS (i), (ii) and (iii): i) PA24/03068 (Kings Arms review of planning application); ii) Torpoint Christmas Lights 2025 – 2026, appoint HMLS Ltd to install & remove Christmas lights; iii) Torpoint Christmas Lights 2025 – 2028, hire 6 motifs and Accessories for a three year hire, from The Festive Lighting Company;	

It is **resolved** the minutes of the meeting held on Monday 1st September 2025:
 53-25F&O (c) Appointment of Internal Auditor JT Audit and Accountancy,
 54-25F7O (a) Sustainable Procurement Policy,
 56-25F&O (c) Waive Financial Regulations and contract local supplier RB Windows to install replacement door at Buller Road @ £4,150 + VAT,
 56-25F&O (c) Correspond with Cornwall Council and St. James Church regarding WWI war memorial,
 60-25F&O (c) Provide Operations Team support for 2nd Torpoint Scouts Bonfire and fireworks event and
 60-25F&O (d) Award £282.00 grant funding to P. Smith to enable replacement battery for public accessible defibrillator to be purchased, as circulated are all adopted.

a) To note: Correspondence from Anna Gelderd MP to Cornwall Council plus Devon and Cornwall Police, requesting urgent action be taken regarding CCTV Installation on Harvey Street, Torpoint:
 Noted.

b) To consider actions as detailed and note: Conclusion of annual review 2024-25 with minor scope for improvement, External Auditor's Report and Certificate 2024/25 – BDO LLP - Southampton.

ACTIONS:

- i) Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- ii) Publish the Notice of conclusion along with the certified AGAR (sections 1, 2 and Final Report) which must include publication on the smaller authority's website.
- iii) Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- iv) Ensure that sections 1, 2 and Final Report of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication. (Information as circulated).

Following consideration of the Conclusion of annual review 2024-25 with minor scope for improvement, the Clerk read out the statement which is drawn to the attention of the authority:

The smaller authority should give consideration to their level of reserves as, after accounting for earmarked reserves, general reserves are low. The Practitioners Guide notes that the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure, dependent on the size and activity levels between councils. The smaller authority's general reserves represent less than three months of expenditure.

This prompted debate, with the Clerk endeavouring to explain that this council understood the amount held in General Reserves, when the annual year end accounts 2024/25 were agreed earlier this year. During the debate Councillor Mrs. L Fellows asked the Clerk to minute her statement: "This council has signed off for Christmas lights, that we cannot afford." To conclude the debate Councillor G J Davis proposed a full review of the amount held in Allocated Reserves, plus amounts held in other [savings] accounts, is included on

the agenda for the next Finance and Operations committee meeting; this was seconded by Councillor J Tivnan BEM and it is resolved that a detailed explanation of Allocated Reserves is presented by the Clerk and reviewed at the next Finance and Operations Committee meeting.	Clerk																																																						
110-25 Development and Localism Committee: - It is resolved the minutes of the meeting held on Thursday 4 th September 2025 and the recommendations in the minutes: 45-25D&L (b) Delegate to the Clerk to work with Torpoint Ramps Forum to prepare and issue the Invitation to Tender for the Skate Park Project, as circulated, is adopted.	Clerk																																																						
111-25 Personnel Committee: - It is resolved the minutes of the meeting held on Thursday 11 th September 2025 and the recommendations in the minutes: - 15-25Pers (a) To increase the NJC spinal point for Andrew Cannon (Part time Caretaker) from point 4 to point 7, with effect from 1 st October 2025, for all the reasons as detailed, as circulated, is adopted. [The recommendation regarding budget setting was not taken, as this is to enable a salaries figure to be applied and included in the budget setting process for 2026/27. Following a question put regarding the definition of 'a reasonable rate of inflation', an answer was provided.]	Clerk																																																						
112-25 Question of which notice has been given or notice of motion: - None.																																																							
113-25 Torpoint Ferry Statistics: - The Deputy Town Mayor (Councillor Mrs. C E Goodman) thanked the Torpoint Ferry staff for the report.																																																							
114-25 Financial Information: - It is resolved that the August 2025 Budget Variance as circulated, is received and adopted, there were no concerns.																																																							
115-25 Accounts for Payment: - <table><tr><th>Contact Name</th><th>Invoice Number</th><th>Total</th><th>VAT</th><th>NET</th><th>Description</th></tr><tr><td>Cornwall Council - Bus Rate Tennis Courts</td><td>802923069</td><td>48.00</td><td>0.00</td><td>48.00</td><td>Business Rates Tennis Courts October</td></tr><tr><td>Cornwall Council Bus Rates Room 4</td><td>802980235</td><td>61.00</td><td>0.00</td><td>61.00</td><td>Business Rates Room 4 October</td></tr><tr><td>Cornwall Council - Bus Rate Library</td><td>802715760</td><td>555.00</td><td>0.00</td><td>555.00</td><td>Business Rates Library October</td></tr><tr><td>Cornwall Council - Bus Rate Chambers</td><td>802311466</td><td>1,322.00</td><td>0.00</td><td>1,322.00</td><td>Business Rates Chambers October</td></tr><tr><td>L&L Diverse Solutions</td><td>038/2025</td><td>1,644.00</td><td>274.00</td><td>1,370.00</td><td>2 Days Consultancy</td></tr><tr><td>L&L Diverse Solutions</td><td>037/2025</td><td>1,644.00</td><td>274.00</td><td>1,370.00</td><td>2 Days Consultancy</td></tr><tr><td>Print Options</td><td>INV-15326</td><td>2,030.00</td><td>75.00</td><td>1,955.00</td><td>3700 24 page newsletters printed and artwork</td></tr><tr><td>Mole Valley Farmers</td><td>IN20977422 7</td><td>247.43</td><td>19.58</td><td>227.85</td><td>Safety Equipment</td></tr></table>	Contact Name	Invoice Number	Total	VAT	NET	Description	Cornwall Council - Bus Rate Tennis Courts	802923069	48.00	0.00	48.00	Business Rates Tennis Courts October	Cornwall Council Bus Rates Room 4	802980235	61.00	0.00	61.00	Business Rates Room 4 October	Cornwall Council - Bus Rate Library	802715760	555.00	0.00	555.00	Business Rates Library October	Cornwall Council - Bus Rate Chambers	802311466	1,322.00	0.00	1,322.00	Business Rates Chambers October	L&L Diverse Solutions	038/2025	1,644.00	274.00	1,370.00	2 Days Consultancy	L&L Diverse Solutions	037/2025	1,644.00	274.00	1,370.00	2 Days Consultancy	Print Options	INV-15326	2,030.00	75.00	1,955.00	3700 24 page newsletters printed and artwork	Mole Valley Farmers	IN20977422 7	247.43	19.58	227.85	Safety Equipment	
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Don Benson	67	56.00	0.00	56.00	Clock winding St James
Richards Builders Merchants	951074	8.42	1.40	7.02	Screws
Richards Builders Merchants	951709	4.79	0.80	3.99	Batteries
Richards Builders Merchants	952267	8.24	1.37	6.87	Bolts
Richards Builders Merchants	952696	55.48	9.25	46.23	Benodet Park Items
Richards Builders Merchants	953053	17.69	2.95	14.74	Council Chambers Maintenance
Clifton Emery Design	SI-5390	36,632.76	6,105.46	30,527.30	PO-0418 to produce reports for RIBA 3 design stage - Lower Fore Street
Katie Martin Promotions and Photography	Photography	50.00	0.00	50.00	Photography for Lower Fore Street Development Consultation
Living Wage Foundation	INV-174064	169.20	28.20	141.00	Accreditation 2025/2026
Itec	1132465	38.82	6.47	32.35	Xerox Meter Readings
Unique Fire and Security	SI49019	169.78	28.30	141.48	Callout to Council Chambers and repair
Cornish Tea and Coffee Ltd	SL105390	218.84	0.00	218.84	Café supplies - Library
TOTAL		42,995.45	6,826.78	36,168.67	
XERO	CC Sept 2025 subscription	39.60	6.60	33.00	XERO - Monthly accounting software subscription Sept 2025
Adobe Systems Software Ireland Ltd	CC Sept 2025	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription Sept 2025
Shire Leasing PLC	DD September 2025 Quarterly Payment	267.85	44.64	223.21	Shire Leasing PLC - Rental September 2025
Amazon	CC Amazon	21.72	3.62	18.10	Amazon - CCTV monitoring signs
Amazon	CC Amazon	14.18	2.36	11.82	Amazon - Ballpoint pens
Amazon	CC Amazon	(47.97)	(7.99)	(39.98)	Amazon - biodegradable food waste bags
Amazon	CC Amazon	8.99	1.50	7.49	Amazon - Water pipe / downpipe
Amazon	CC Amazon	17.09	2.85	14.24	Amazon - Cable Ties stainless steel

Amazon	CC Amazon	(41.85)	(6.97)	(34.88)	Amazon - dog waste bags
Amazon	CC Amazon	(47.97)	(7.99)	(39.98)	Amazon - biodegradable food waste bags
Amazon	CC Amazon	6.99	1.16	5.83	Amazon - CCTV monitoring signs
GWWR	CC Library Training	14.60	2.43	12.17	GWWR - Train travel St Germans to Redruth - Gwenda
Booker	CC 0421965	252.84	47.14	205.70	Soft Drink for Library and Freedom Parade
Booker	CC 0584929	598.32	61.98	536.34	Café Supplies for Library
Booker	CC 0223319	157.81	26.30	131.51	Refreshments for Freedom Parade
Bodmin Nursery	CC Plants	82.00	13.67	68.33	Ferns and Perennials for Planters
Sainsbury's	CC R93251	98.05	16.34	81.71	Refreshments for Freedom Parade
Sainsbury's	CC R84597	28.42	4.74	23.68	Refreshments for Public Consultation
Halfords	CC R52916	10.38	1.74	8.65	Mag Tape
Clifford Motors	CC 900437	43.47	7.25	36.22	Fuel for Machinery
CO-OP GROUP 380558	CC Co-op	168.18	28.00	140.18	Co-op Café Supplies and Newspapers Library
Total		1709.34	249.37	1459.98	
ALD Automotive Limited t/a Ford Lease	DD Sept 2025	747.42	124.57	622.85	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle Sept 2025
XEROX Finance	DD Sept 2025	224.22	37.37	186.85	XEROX Finance - XEROX FINANCE LIM1 5006818897922891
ENGIE Electricity Cambridge Field	DD 2-05457342	47.23	7.87	39.36	ENGIE Electricity Cambridge Field - Electricity Supplied to Cambridge Filed 01/08 - 31/08
ENGIE Electricity Public Conveniences	DD 2-05442698	171.00	8.14	162.86	ENGIE Electricity Public Conveniences - electricity supplied to public conveniences 01/08 - 31/08
ENGIE Electricity Council Chambers	DD 2-05442700	660.30	110.05	550.25	ENGIE Electricity Council Chambers - electricity supplied to council chambers 01/08 - 31/08
ENGIE Electricity Library	DD 2-05442697	353.00	16.81	336.19	ENGIE Electricity Library - Electricity supplied to

					Library 01/08 - 31/08	
ENGIE Gas Library and Community Hub	DD 1-01808553	85.62	14.27	71.35	ENGIE Gas Library and Community Hub - Gas Supplied to Library 01/08 - 31/08	
EE	DD V02377400 859	115.66	19.28	96.38	EE - Mobile phone contracts Sept 2025	
Everflow Water	DD 4715742	342.00	22.19	319.81	Everflow Water - Public Conveniences Water Rates - Water 18/10 - 17/11	
Everflow Water	DD 4715742	149.85	9.71	140.14	Everflow Water - Library Water Rates	
Everflow Water	DD 4715742	134.56	8.63	125.93	Everflow Water - Chambers Water Rates	
Corona Energy - Chambers- Gas	DD 19492315	197.14	32.86	164.28	Corona Energy - Chambers- Gas - Gas Supplied to Council Chambers August to September 2025	
Total		3,228.00	411.75	2816.25		

116-25 Correspondence: -

a) To consider and note: Cornwall Fire and Rescue Service Consultation – Live until 30th October 2025 – Cornwall Council: [Community Risk Management Plan 2026-30 | Let's Talk Cornwall: -](#)

Noted. Clerk is directed to share the link to social media.

b) To consider and note: Local Council training: Neighbourhood Planning and Neighbourhood Priorities Statements 30th September 2025 – Cornwall Council Planning and Housing Service: -
Noted.

Clerk

117-25 Reports: -

a) To receive: Neighbourhood Development Plan (NDP) update and notes of Steering Group meeting held Tuesday 9th September 2025: -
Minutes of the meeting held on Tuesday 9th September 2025 were considered, Councillor G J Davis explained the marketing strategy for the forthcoming Referendum on Thursday 30th October 2025. This will include printing and distributing a leaflet to all homes in the town, to coincide with the timing for polling cards which are being issued by Cornwall Council.

b) To receive: Torpoint Town Partnership (TTP) update.

Deputy Town Mayor (Councillor Mrs. C E Goodman) summarised the recent TTP meeting, held on 9th September giving highlights from the meeting, which included: -

- Thanking Councillor Mrs. K Brownhill for organising the Family Dog Show;
- A Christmas tree sponsor has come forward;
- Torpoint Artists Collective have a variety of consultation events coming up, all of which will be included in the diary dates;
- Saturday 29th November is the Christmas lights switch on event;
- The Coppola School of Performing Arts has its 20th Anniversary show in December;
- Lantern Making Workshop in November;
- TTP considered the opportunity to submit a funding bid to the Cornwall Community Foundation, to support the town council with the installation of CCTV at Harvey Street and have agreed to progress this further.

- There was the suggestion of organising a Pride event next year, as well as previously, a Colour Run event has been suggested. The next meeting is scheduled for Tuesday 14th October 2025.

c) To receive: Town Team Project Board (TTPB) update and minutes of the meeting held Monday 15th September 2025, including recommendations:

Following consideration of the minutes, Councillor G J Davis explained additional fees, which were not included in the original contractual award to Clifton Emery Design, which had been previously shared [via email by the Clerk] and are copied here for transparency.

1. The fees associated with submission of the outline planning application, will need to be approved at tomorrow night's meeting (fees were not included in the Clifton Emery Design submission). The fee calculation for Torpoint is attached and it includes a 50% reduction, as the application is being made on the behalf of a parish/community council (Torpoint Town Council). In addition to the fee, there is a Planning Portal fee of **£85.00** - so the total application fee is **£8,909.50**.
2. Attached is a summary of mandatory SAC (Special Area of Conservation) payments which are also required to paid upon submission, to mitigate the effects of recreational pressures on the Plymouth Sound and Tamar Estuaries SAC, resulting from residential development/occupation. This is **£5,194** plus **£53** admin fee – all payable to Cornwall Council.

The proposal put by Councillor G J Davis: "On the basis of all the material and information presented by the consultants, it is **recommended** the council agrees the appointed consultant (Clifton Emery Design) submits the outline planning application to Cornwall Council, for the land area as detailed and all associated costs. This was seconded by Councillor J Tivnan BEM. In advance of the voting, Councillor Mrs. K Brownhill requested a recorded (named) vote, this is recorded as follows: -

Councillor plus Surname	Vote
Councillor Mrs. S G Bickle	For
Councillor Mrs. K Brownhill	For
Councillor G J Davis	For
Councillor Miss R A Evans BEM	For
Councillor Mrs. L Fellows	Abstain
Councillor Mrs. C E Goodman (Deputy Town Mayor)	For
Councillor L Hogan	For
Councillor L Keise	For
Councillor K J Moon	Abstain
Councillor S J Pike	For
Councillor Mrs. J L Reeves	For
Councillor C R Still	For
Councillor J Tivnan BEM	For

The Clerk double checked the record made and announced the results of the vote: -

FOR	11
AGAINST	0
ABSTAIN	2
TOTAL	13

The vote is carried, it is therefore resolved to the council agrees the appointed consultant (Clifton Emery Design) submits the outline planning application to Cornwall Council, for the land area as detailed and all associated costs. d) To receive: Reports from delegates to outside bodies. i) Torpoint Archives & Heritage Centre – August 2025: - The Deputy Town Mayor thanked Torpoint Archives and Heritage Centre for their monthly report. ii) Councillor Mrs. J L Reeves thanked the Deputy Mayor (Torpoint Environmental Action) for the recent sewing machine tutorial session, which she had attended at the library and community hub recently. iii) Councillor K J Moon explained there are a number of forthcoming Torpoint Artists Collective (TAC) consultation events happening, including the next one, which is a 'walking consultation', planned for this Saturday, meet at the Courtyard Café at 10.00am. This prompted Councillor G J Davis, (Chairman of Development and Localism Committee) to highlight that representatives of TAC are possibly going to be invited to a future committee meeting to understand next steps. Councillor Davis will ensure all are made aware. Additionally, TAC has contacted the Council to arrange a presentation of the Creative Strategy to members' in advance of the November council meeting, more details to follow.	
118-25 Date of next meeting: Thursday 16th October 2025.	
Meeting closed at 7.56pm Town Mayor	