

TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 19th February 2015 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, Mrs K Brownhill, J F Creek, G J Davis, Mrs C E Goodman, B Hobbs, 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.

154-14 Apologies for Absence:-

Apologies for absence were submitted on behalf of Councillor Miss J L Kinsman.

155-14 Declarations of interest relating to items on the agenda:-

Non-Registerable Interests (NRI) were declared by
Councillor G J Davis – Agenda item 11 (Grounds maintenance Contracts – as related to a tenderer).
Councillor Mrs J M Martin - Agenda item 9 (Cappola Christmas Show – related to the author).
Councillor Mrs R A Southworth – Agenda item 9 (Rame Peninsula Transport Users Group – as a member of this organisation).

156-14 Police Report:-

In the absence of the police representative, members were reminded that the crime report for January has been circulated. The crime statistics for Torpoint were as follows:-

41 crimes in the town consisting of

- 11** thefts (including 1 fraud, 1 make off without payment)
- 10** assaults (all categories including sexual and domestic incidents)
- 3** burglaries (dwellings)
- 13** criminal damage
- 1** vehicle interference
- 1** public order type offence
- 1** communication offences
- 1** danger to road user offence

157-14 Minutes of the previous meeting:-

The minutes of the meeting held on Thursday 15th January 2015 were taken as read, confirmed and signed by the Mayor.

158-14 Matters arising from the Minutes:-

a) Police Report:-

Pursuant to minute 144-14 the Assistant Town Clerk reported receipt of an email (as circulated) from the local press informing the Council that the story is similar but the emphasis was different in each article. The email was therefore noted.

b) Cornwall Council Report:-

Pursuant to minute 146-14 (b) Councillor B Hobbs explained that the purchasing department at Cornwall Council were unaware that the problems affected two roundabouts in the play area. It was confirmed that the parts have now been ordered although delivery is expected to be in the region of 6-8 weeks. Pursuant

to minute 152-14(a) Councillor Mrs C A Jackson sought a response on the vacant accommodation at Albion Court. Councillor B Hobbs explained that following contact with the Head of Housing, he was informed that maintenance is required for the building following which it might be sold to an external contractor. It was further suggested that the premises might be converted into two flats. The Deputy Town Mayor chastised Cornwall Council for not being consistent with policies and Councillor Mrs C A Jackson reminded Councillor Hobbs that this particular premises had been vacant for some 3 years and suggested a temporary let could have been put in place. Councillor E H Andrews posited the question as to whether families were being placed in bed and breakfast when perfectly serviceable accommodation was available. Councillor Hobbs explained that the Council could only let premises on a permanent basis and not a temporary contract that elicited the reply from Councillor Andrews that this is simply a change in procedure given that Cornwall Council have in employment a legal team. Following further discussion it was **resolved** that a letter is sent to the Housing Department at Cornwall Council (with a copy to the cabinet port-folio holder Councillor G Brown) clearly voicing this Council's concern that perfectly serviceable three bedroomed accommodation has been left vacant for 3 years when it could be let, albeit even for a temporary period, especially when local families are having to be accommodated bed and breakfast. Councillor Mrs J M Martin insisted that a deadline for a reply should be forthcoming from Cornwall Council to prevent this matter becoming protracted

c) Dog Fouling:-

Pursuant to minute 146-14(d) the Assistant Town Clerk reported that one member of staff has been trained as a Dog Warden and would undertake patrols of the town. It was also reported that the Town Council employee together with the Enforcement Officer from Cornwall Council would undertake a patrol of the town.

159-14 Mayors Communications

Mayors Report March

The plans for Cornwall's Armed Forces Day here in Torpoint on Saturday 20 June 2015 are progressing. The day will start at 11.00 am with a veteran's parade and will end at 10.00 pm with fireworks. A full day of displays, demonstrations and music is on the programme to enable members of the public from across the region to meet and show their support for our Armed Forces, past, present and future. So far we have commitment from HMS Raleigh and the Cadets / Reserve Forces who are both bringing a range of displays and demonstrations to entertain the crowd. We're engaged with the RAF and Army who are also keen to support our event. Gav & The Grimnotes and Jazz band Company B is our headline act for the evening. Veterans who want to take part should contact Colin Prideaux. Organisations who want to be involved should contact Kim Brownhill. We are also looking for volunteers to help on the day to help to make the day run smoothly, so if you would like to support the day in this way please contact me or Kim know. You can also follow and keep updated with plans for the day on Facebook (Cornwall's Armed Forces Day) and Twitter (Cornwall Afd).

HMS Raleigh will be contacting us to ask if this year's 'Freedom Parade' can be postponed until 2016 so it will be able to be celebrated with the Battle of Jutland.(31st May)

Thank you John & Pat Tivnan and Kim & Andy Brownhill for presenting the Town Council with a Poppy from the Tower of London's famous dry moat which was filled with over 800,000 ceramic poppies, creating a powerful visual commemoration for the First World War Centenary. The Poppy will be mounted on the wall in the Council Chambers for all to see.

Due to all the hard work of the Torpoint Athletic Football Club Committee and staff that The Mill has been chosen as the venue for this season's SWPL Walter C Parsons Cup Final on Sunday 10th May.

Friday 16th January Lunch at Trevol House and passing out parade

Sunday 18th January Tour of Penntorr Health Centre before it opened on the Monday.

Wednesday 28th January – Visited the Health Clinic to join in with the "Torpoint Gaspers Group" which is for people short of breath or Asthma. Well worth a visit if you suffer in this way. They meet every Wednesday afternoon.

Saturday 31st January - Torpoint Players Pantomime "Sleeping Beauty" A very entertaining show, well done to all who took part.

Sunday 1st February – Liskeard Town Council Civic Service – Mayor Phillip Seeva.

Friday 6th February – Seventeen Thirty Club presentation to the Rainbows at the Kings.

Friday 6th February Attended the Torpoint & Nursery show – Council Chambers –their 'Super Singing Spectacular'. Thank you everybody for helping them to raise the amazing total of £1143.57 to be used for more drums and drumming lessons. – A fantastic show by all the pupils and thanks must go to all the staff.

Saturday 7th February the Torpoint & Rame Lions Dinner & Dance, Council Chambers. Another enjoyable evening.

Saturday 14th February Table Top Sale in aid of the Mayors Charity I would like to thank all who attended and helped in anyway. A total of £452.20 was raised.

160-14 Planning Applications:-

None.

161-14 Minutes of the Development and Localism Committee Meeting.

It was **resolved** that the minutes of the meeting held on Thursday 22nd January 2015 are received and the recommendations in minutes 63-14DL (a) (Police Station) and 64-14DL (b) (Youth Club) are adopted and implemented. Pursuant to minute 63-14DL (b) (Meeting with the cabinet Port-folio holder) the Chairman announced that Simon Ryan would address members prior to the next meeting of the Committee at 6.30pm. The Chairman then updated members on progress with the proposed Neighbourhood Development Plan and stressed the importance of moving forward. Whilst confirming that this Council had been successful in obtaining financial assistance of £5,200 from the Localities fund, it was agreed that a Steering group must be formed consisting of Councillors and local residents under the umbrella of this Council. The Clerk reported on a meeting with a senior planning officer at Cornwall Council during which reference was made to a document containing a template and guidance notes on establishing a Steering Group that might be of assistance. Following further discussion it was **resolved** to establish a group to take this matter forward consisting of Councillors E H Andrews, J F Creek, G J Davis, Mrs. C E Goodman, Mrs. A I Johnson and J Tivnan with an initial meeting to be held on Monday 23rd February 2015 and that a public meeting is held in the Council Chambers with a provisional date given of Saturday 7th March 2015. Prior to this meeting a booklet previously circulated to members by Councillor J Tivnan would be mailed to residents of the town using the local newspaper as the distribution vehicle at a cost of £120. Members **resolved** to support this expenditure. Members then discussed the two possible questionnaires that had been circulated to members prior to the meeting for consideration. Councillor J Tivnan explained that the questionnaire that he had compiled was arrived at after perusing models from other Council's and Councillor G J Davis reported that the questionnaire that he had circulated was taken off the Cornwall Council template. Members discussed the methodology of consulting all residents of the town especially the hard to reach and younger residents. Councillor Mrs. C E Goodman spoke of the valuable input that students could give to the process and to the future vision of the town. The suggested composition of the proposed steering group was discussed with Councillor Mrs. Brownhill being of the opinion that a student from the community college should be appointed to it. After duly considering the submitted questionnaires further it was **resolved** to defer this matter to the steering group to decide on the most appropriate course of action and final composition. The Assistant Town Clerk was thanked for the input who then drew attention to variations in financial controls between those insisted upon by the Locality funding and this Council's Financial Regulations and Best Value Statement. It was noted that in the circumstances the conditions in the Localities terms must be adhered to. The Clerk reminded members of the document detailing Cornwall's Site Allocations Development Plan Document (DPD) for Torpoint (as previously circulated) and that a reply to Cornwall Council was required this month. It was **resolved** to refer this item to the Development and Localism Committee to consider further and reply to Cornwall Council on behalf of the Council.

162-14 Minutes of the Finance and Personnel Committee

It was **resolved** that the minutes of the meeting held on Thursday 22nd January 2015 are received and the recommendations in minutes 94FGP-14(a) (Internal Controls Scrutiny Process), 95FGP-14(a) (Lettings Policy), 95FGP-14(b) (Equal Opportunities Policy), 95-14FGP(c) (Internal Audit Service), 96FGP-14(a) (Overtime/Casual Hours), 96FGP-14(b) (Creditors/Debtors), 98FGP-14(a) (Local Maintenance Partnership), 98FGP-14(b) (Rame Peninsula Public Transport Users Group), 98FGP-14(d) (Coppola Christmas Show) and 104-14FGP (Recommendations in the confidential minute) are adopted and implemented. Pursuant to minute 95FGP-14(a) (Lettings Policy) it was **resolved** to accept the recommendation that the policy is adopted subject to the deletion of any reference to the Town Administrator and insertion of Assistant Town Clerk and also insertion within the Conditions for Hiring Council Property as "item 10 (d) Return to the premises is only allowed by the express permission of the Emergency Services or in the event of a "false alarm" an officer of the Town Council or the responsible person in charge of the hiring". Pursuant to minute 98FGP-14(b) (Rame Peninsula Public Transport Users Group) Councillor Mrs R A Southworth declared a non-registerable interest (as a member of the group and left the meeting – minute 155-14 refers). Pursuant to minute 98FGP-14(d) (Coppola Christmas Show) it was noted that Councillor Mrs J M Martin declared a non-registerable interest at the Finance and Personnel Committee meeting – as being related to the author and remained in the meeting) but also declared a non-registerable interest at this Council meeting (as related to the author minute 155-14 refers) and left the meeting whilst this item was discussed.

163-14 Minutes of the Asset Management Committee Meeting

It was **resolved** that the minutes of the meeting held on Thursday 22nd January 2015 are received and the recommendations in minutes 112-14FP (Fly the Flag for the Commonwealth), 113-14FP(c) (Fire Risk Assessment), 118 -14FP (Communications Strategy – 3 recommendations), reference to the Chairman and Vice Chairman position and 104-14FGP (Recommendations in the confidential minute) are adopted and implemented. The retiring Chairman Councillor E H Andrews thanked members for their support and extended his very best wishes to Councillor L E Keise as his successor in the post. Pursuant to minute 113-14FP(c) (Fire Risk Assessment) the Deputy Town Mayor voiced concern that the garage doors might pose a security risk and suggested that if this was no longer going to be a fire exit then the doors could be replaced possibly with roller shutter doors. It was suggested that this is considered further by the committee.

164-14 To consider and approve the grounds/external maintenance contracts for 2015-2016

It was **resolved** that this item is considered with the public and press excluded as the matter contained commercially sensitive information (Public Bodies (Admission to Meetings) Act 1960 sec 1 para 2).

165-14 Financial Comparison

It was **resolved** that the January 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 RFO explained to members that to accommodate a Neighbourhood Plan expenditure cost centre for ease of grant tracking, the Parks Improvement and Skateboard Park cost centres together with the budgets would be combined and the vacant cost centre would become the Neighbourhood Plan expenditure centre. The Council **resolved** to concur with the RFO's proposed actions.

166-14 Accounts for payment

PAYEE	REASON	GROSS	VAT	NET
Cornwall Council	Garage Rent (2.2.15 - 1.3.15)	47.76	7.96	39.80
Cornwall Council	Garage Rent (2.3.15 - 5.4.15)	59.70	9.95	49.75
Nisbets	Kitchen/Catering Utensils	197.18	32.86	164.32
British Telecom	Telephone	28.92	4.82	24.10
CORY Environmental	Wheelie Bin	94.99	15.83	79.16
Cornwall Council	Fixed Penalty Training	90.00	0.00	90.00
SLCC	Roadshow (Clerk/Asst Town Clerk)	153.00	25.60	127.40
Don Benson	Clock Winding	28.00	0.00	28.00
B & Q (I Beard)	Salt - Skateboard Park	5.00	0.00	5.00
British Gas	Gas Invoice	1,750.81	291.80	1,459.01
Western Web	Annual renewal licence/email etc	80.40	13.40	67.00
EDF Energy	Haldo Pillar	20.96	3.41	17.55
ITEC	Photocopies	67.39	11.23	56.16
Western Web	Supply and Install WiFi adaptor	34.78	5.80	28.98
M Acton	Laundry	126.00	0.00	126.00
Torpoint & Rame Youth*	Grant	1,000.00	0.00	1,000.00
S Elliott**	Baby Changing Unit	50.00	0.00	50.00
EE/T Mobile	Telephones	60.38	10.06	50.32

*Issued to replace cheque 4998 (£1,000) lost and cancelled.

**Issued to replace cheque 5010 (£50) lost and cancelled.

167-14 Correspondence

a) Torpoint Nursery and Infant School – Use of premises.
Noted.

b) Linda Lambert – Keep Britain Tidy.

Noted. Councillor B Hobbs suggested that the Council obtain a supply of anti-dog fouling stickers and that the Town Council trained dog warden is vigilant. Councillor G J Davis offered to support the initiative and it was suggested that the CORMAC litter removal facilities are made available. Councillor J Tivnan offered to contact CORMAC on this matter.

168-14 Reports

a) Cornwall Council:-

Councillor B Hobbs confirmed that he would be attending the meeting in Truro along with members of the local youth centre to discuss the future of the service in Torpoint. The recently destroyed bench in Chapeldown Road as a result of an accident would be brought to the attention of CORMAC. Councillor G J Davis drew attention to two pieces of apparatus that were broken in the play area at Thanckes Park. Councillor Hobbs would pursue this matter.

Councillor M N Pearn MBE confirmed receipt of the ferry report. The report is replicated below:-

DATE	EFFICIENCY %	CROSSINGS
w/c 12 th January	96.6% efficient	44 crossings lost (fit segments and two main chains).
w/c 19 th January	100% efficient	0 crossings lost
w/c 26 th January	100% efficient	0 crossings lost

w/c 2 nd February	99.4% efficient	8 crossings lost (segment and sheave check)
w/c 9 th February	100% efficient	0 crossings lost

Target is 99% Average since the last report – 99.2%. Average during last rolling 12 month period – 99.5%

b) Torpoint Town Partnership (TTP):-

Councillor Mrs. J M Martin drew attention to the requirement of a dissolution clause that was required in the constitution of the Torpoint Town Partnership. It was suggested that TTP hand any residual finances to the Town Council for use on community projects. The Clerk confirmed that any decision on constitution or how any residual money is to be distributed had to be a decision made by the TTP. However the Council had to decide if it wished to accept any money from the TTP and compliance with any caveats that were applied. The Council also had to ensure that caveats also fell within the Council’s powers to spend money. After considering the matter members **resolved** to accept any finances from the TTP with a caveat that these were to be distributed to community organisations in line with financial regulations and standing orders in place at the time.

c) Cornwall Armed Forces Day:-

The Town Mayor announced that preparations for the day are the principal topic at the meetings. The Mayor appealed for volunteers on the day. It was announced that there are pages on Facebook and Twitter designated to the day. The date of the next meeting is scheduled for the 17th March 2015.

169-14 Date of the next meeting.

Thursday 19th March 2015.

170-14 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

Rev Lynn Parker – Drew attention to large pot holes at the entrance to the new cemetery. It was confirmed that the cemetery is owned and operated by Cornwall Council and Councillor M N Pearn MBE in his capacity as Cornwall Councillor would pursue this matter.