

Fr Michael Brown led prayers before the meeting. Members of the public were in the public gallery along with PC Hayley Gething.

MINUTES of the meeting of Torpoint Town Council held on Thursday 16th April 2026 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor Mrs. J M Martin) Chairman, Deputy Town Mayor (Councillor Mrs. C E Goodman), Councillors Mrs. S G Bickle, Mrs. K Brownhill, S A Clark, Miss R A Evans BEM, Mrs. L Fellows, L E Keise, K J Moon, S J Pike, Mrs. J L Reeves, M G Spurling, C R Still and J Tivnan BEM. The Town Clerk & RFO (Clerk), the Town Council Support Officer / Assistant to the Town Clerk were also in attendance.

	ACTION
<p>1-26 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors G J Davis and L Hogan, [Cornwall] Councillors Mrs. K Ewert and R Parsonage.</p>	
<p>2-26 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. i) An NRI (Non-Registerable Interest) was declared by: - Town Mayor Councillor Mrs J M Martin – (Agenda item 9c. As a relative of a member of 2nd Torpoint Sea Scouts.) ii) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J L Reeves – (Agenda item 3b. As an associate of the applicant.) iii) An NRI (Registerable Interest) was declared by: - Councillor S A Clark – (Agenda item 3a. As an associate of the applicant.) b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.</p>	
<p>3-26 Planning Applications: - a) PA26/01079 - Change of use from public house to 5 studio flats on ground floor and regularisation of use of first and second floors as a HMO (house in multiple occupation). It is resolved there are no objections. The Town Council recorded the following observation regarding this property/building. The external character and historic significance of 'The Kings Public House' - the building should be retained. This is one the very first buildings to be seen as you enter the 'Gateway to Cornwall', the landowner is asked to retain this character in its redevelopment and change of use. (Councillor S A Clark left the meeting for this agenda item.)</p> <p>b) PA26/PA26/01485 - The proposed development of industrial/commercial units (Use Class B8), parking, landscaping and associated works - Land At Trevol Business Park Trevol Road Torpoint Cornwall. It is resolved there are no objections or observations. (Councillor Mrs. J L Reeves left the meeting for this agenda item.)</p>	<p>Clerk</p> <p>Clerk</p>
<p>4-26 Cornwall Council Reports: - Town Mayor (Councillor Mrs. J M Martin) thanked [Cornwall] Councillors Mrs. K Ewert and R Parsonage for their written reports. In the absence of Councillor Parsonage, some questions were asked, the Town Mayor agreed to record the questions to ask Councillor Parsonage at their next meeting. The subjects of the questions include: -</p>	<p>Cllr Martin & Clerk</p>

<p>i) The request for the Street lighting to be turned back on between midnight and 5.00am, what steps has Councillor Parsonage taken to secure a change in the decision taken by Cornwall Council to turn them off?</p>	
<p>5-26 Police Activity Report Town Mayor (Councillor Mrs. J M Martin) thanked PC Hayley Gething for providing the statistics, congratulating her on her recent promotion to Custody Sergeant at Charles Cross Police Station and thanked her for everything she has done for the residents' of Torpoint and the Rame Peninsula. The Mayor will formally correspond with PC Gething thanking her, on behalf of the council.</p> <p>PC Gething explained that if the street lighting is turned back on during the hours of darkness then this can be considered as crime prevention.</p> <p>PCSO Alice Fox has recently commenced her training / partnering with colleagues and will soon meet and link up with representatives of the town.</p> <p>A question was raised regarding hate crime statistics and PC Gething agreed to contact the Diverse Communities Team regarding these.</p>	<p>Cllr Martin</p>
<p>6-26 Minutes of the previous meeting: - a) It is resolved the minutes of the meeting held on Thursday 19th March 2026 as circulated, are adopted.</p>	
<p>7-26 Matters arising from the minutes: - a) Respond to Cornwall Council again regarding disposal of land: - This has been actioned. b) Arrange Torpoint Town Partnership Meeting / invite all [Council] members to attend, to review `Christmas opportunities: - This has been actioned. c) Minutes of Personnel committee meeting 12th March 2026: i) Casual Caretaker vacancy; ii) Increase the spinal points for 13 employees; iii) Review Job Description/Role for Operations Manager Pursuant to minute number 209-25, the Town Mayor explained the Casual Caretaker vacancy and the increase in the spinal points for 13 employees had been actioned.</p> <p>The Job Description and Pay Scale Review for the Operations Manager had not been undertaken yet, as the Personnel Committee is scheduled to meet on Monday 27th April, to consider these queries. Following a proposal put by the Town Mayor, which was seconded by the Deputy Town Mayor, it is resolved to delegate authority to the Finance and Operations committee, to formally agree on behalf of the town council, any recommendations from the Personnel Committee meeting, so any pay changes can be actioned in time for the May 2026 payroll deadline.</p> <p>d) To consider any matters arising from the minutes of the Extraordinary meeting held on Tuesday 14th April 2026: - The correspondence to Torpoint Community College will be sent tomorrow.</p>	<p>Clerk</p>
<p>8-26 Mayor's communications: - Town Mayor (Councillor Mrs. J M Martin) gave her Mayor's Communications. This last month has been challenging to say the least, but I am very grateful for everyone's continued support and their passion for the work of this Council. At the time of last month's council meeting we had two days of workshops and walkabouts with Johnny Birkett to provide him with information about our town and the Rame Peninsula,</p>	

in order for him to be able to write and submit an expression of interest for the Town of Culture competition. We wait to hear any outcome from this.

On the evening of 20th March, I was delighted to be invited to a thank you event hosted by Jeremiah's Journey. It was a lovely evening and they are to be congratulated on all the work they do supporting bereaved children and their families.

On Thursday 26th March we held the official opening of the Accessible Play Equipment. I am very grateful to all Councillors who have supported my fundraising over the year, made personal donations and who supported this event. It was a truly magical afternoon with children from Torpoint Nursery and Infant School and students' from Oakwood College really making use of the equipment which was a delight to witness. Well done to all involved in bringing this project to fruition.

I held a Skittles Night on Friday 27th and raised another £130 for my charity fund so again thank you to those Councillors and friends who supported the event.

I was invited to Cornerstone Church's Easter Fayre on the Saturday and they are to be congratulated on the continuous effort they are putting into raising funds for their building project.

It was lovely to be invited by the Friends of Thanckes Park (FOTP) to meet young people from City College Plymouth who have been volunteering in the park as part of the Duke of Edinburgh Award Scheme. Well done to them and the FOTP volunteers who have supported them.

I was pleased to be invited to the Bowling Club last Saturday to officially open the green for the new season. I bowled the first wood, very well I might add, and would like to make everyone aware that they are holding an open day this Saturday from 12pm where everybody is invited to go along and have a try in a social environment. The bar will be open and refreshments are being served.

A further date for your diaries is Monday 18th May 7pm when I will be hosting a farewell to Captain Jeremy Ussher as he departs HMS Raleigh. An event to welcome the new Commanding Officer Col Chris Hall will be arranged in due course.

As this is my last Mayor's Communications for this Civic Year, I would just like to thank you all for your support to me and to the work of this Council over the last 12 months. Your time and efforts are very much appreciated and although the outlook may seem a little bleak at the moment, I am sure that with the energy and passion that exists in this room and in the wider community we can find a way forward together.

9-26 Finance and Operations Committee:

It is **resolved** the minutes of the meeting held on Monday 30th March 2026 and the recommendation in the minutes: - 156-25F&O (c) Award a total of £600 grant funding to 2nd Torpoint Sea Scouts, for a specific excursion to be organised as part of the Scouts trip to Kandersege, as circulated, is adopted.

It was explained that when the appointment of committees, working parties and outside bodies is considered at the Annual meeting of the council next month, Councillor L Hogan will be taking the role as liaison with the Youth Partnership, instead of Councillor K J Moon.

<p>Whilst presenting the meeting minutes, Councillor M J Spurling explained that pursuant to minute number 147-25 (b) CCTV proposals for Harvey Street, the Project Initiation Document had been updated and shared with members'. With this in mind Councillor J Tivnan clarified that following a meeting with Cornwall Housing, held earlier this week, the funding for this project is now all in place, with the exception of the monthly cost for the internet connection [approximately £30.00 per month], which it is hoped this council will agree to fund. Following a proposal put by Councillor Spurling, which was seconded by Councillor Mrs. J L Reeves, it is resolved to delegate authority to the Finance and Operations committee, to formally agree on behalf of the town council, any recommendations for the installation of 10 CCTV cameras and equipment, proceeding in partnership with Cornwall Housing, at Harvey Street.</p> <p>a) To consider: Quotation for one year: 26/27 or two years: 26/27 plus 27/28: For the installation of Christmas lights to Fore Street, plus Christmas lights to the Christmas tree from MHLS Ltd.: - Following consideration of the quotation, for either one further year or two years, from MHLS Ltd, it is resolved to instruct MHLS Ltd. to erect the Christmas lights on Fore Street and the lights on the Christmas tree, for two consecutive years 2026/2027 and 2027/2028, at a cost of £3,400 each year for 7 Crossings.</p> <p>b) To consider: CALC Membership Renewal 2026-2027 – CALC: - The CALC Membership renewal for 2026-2027 was considered and accepted for a further year.</p>	<p>Clerk</p> <p>Clerk</p>
<p>10-26 Development and Localism Committee It is resolved the Minutes of the meeting held on Wednesday 1st April 2026 and the recommendation in the minutes: 151-25D&L (a) The updated Terms of Reference for the Diverse Advisory Panel are approved, is adopted.</p> <p>a) To note: Community Infrastructure Fund Expression of Interest, response to application submitted for Torpoint Skatepark – Cornwall Council: - Noted.</p>	<p>Clerk</p>
<p>11-26 Question of which notice has been given or notice of motion None.</p>	
<p>12-26 Torpoint Ferry Statistics: Town Mayor (Councillor Mrs. J M Martin) thanked the Torpoint Ferry staff for the report and the more realistic statistics. The current situation with the continuing two Ferry service was highlighted, and the impact this has on all travellers.</p>	
<p>13-26 Financial Information: It is resolved that the March 2026 Budget Variance as circulated, is received and adopted. The Clerk detailing the process for recording in council meeting agendas and then minuting the amounts being paid to employees, Cornwall Pensions and HMRC, as the new payroll process commenced on 1st April 2026. This information will be added, after payments, to the agenda of the next Finance and Operations committee meeting, and where there is no Finance and Operations committee meeting, the information will be included on the council meeting agenda.</p>	<p>Clerk</p>

14-26 Accounts for Payment: -

Contact Name	Invoice Number	Total	VAT	NET	Description
Cornwall Council - Bus Rate Tennis Courts	802923069	54.47	0.00	54.47	Business Rates Tennis Courts May '26
Cornwall Council Bus Rates Room 4	802980235	62.85	0.00	62.85	Business Rates Room 4 May '26
Cornwall Council - Bus Rate Library	802715760	653.00	0.00	653.00	Business Rates Library May '26
Cornwall Council - Bus Rate Chambers	802311466	1,501.00	0.00	1,501.00	Business Rates Chambers May '26
Cornwall ALC Limited	2627_192	2,797.27	381.80	2,415.47	Annual Membership Subscription - Both NALC and CALC
ITEC	1182565	54.22	9.04	45.18	Meter Readings - Xerox- (February Invoice)
Biffa	522C130450	58.80	9.80	49.00	General Waste Collection Library
Biffa	522C130449	38.54	6.42	32.12	Recycling Collection Library
Biffa	522C130451	38.54	6.42	32.12	Recycling Collection Chambers
Biffa	522C130452	115.16	19.19	95.97	General Waste Collection Chambers
Don Benson	74	56.00	0.00	56.00	Clock winding St James
ITEC	1190639	45.96	7.66	38.30	Meter Readings - Xerox
The Festive Lighting Company	INV-2026-03-000142	2,614.68	435.78	2,178.90	Festive Lights Year 2 of 3 as Per Purchase Order
Andy Campfield	March '26	30.00	0.00	30.00	Commonwealth Day photography
TOTAL		8,120.49	876.11	7,244.38	
Amazon	CC Amazon	16.79	2.80	13.99	Amazon - High Security Padlock
Screwfix	CC A21162127149	291.87	48.64	243.23	Screwfix - Repairs to Council Chambers Flagstone
Amazon	CC Amazon	9.98	1.66	8.32	Amazon - ant killer
Amazon	CC Amazon	17.84	2.97	14.87	Amazon - ant bait
Amazon	CC Amazon	(2.61)	(0.43)	(2.18)	Amazon - discount
Amazon	CC Amazon	41.54	6.92	34.62	Amazon - Toilet Cleaner
Amazon	CC Amazon	25.21	4.20	21.01	Amazon - phone case

Amazon	CC Amazon	69.36	11.56	57.80	Amazon - Ant Killer - Library
Hallmaster	CC Hallmaster	339.00	56.50	282.50	Hallmaster - Hallmaster subscription 2026 - 2027
Amazon	CC Amazon	26.95	4.49	22.46	Amazon - van seat covers
Amazon	CC Amazon	12.35	2.06	10.29	Amazon - A3 Printer Paper
Amazon	CC Amazon	27.54	4.59	22.95	Amazon - Foam insert
Amazon	CC Amazon	5.59	0.93	4.66	Amazon - Key Covers
Amazon	CC Amazon	31.99	5.33	26.66	Amazon - over the door storage
Amazon	CC Amazon	5.69	0.95	4.74	Amazon - Key covers
Amazon	CC Amazon	13.95	2.32	11.63	Amazon - High density blue foam
Amazon	CC Amazon	19.58	3.26	16.32	Amazon - Really Useful Box
Amazon	CC Amazon	11.29	1.88	9.41	Amazon - Self Adhesive Hooks
Amazon	CC Amazon	29.98	5.00	24.98	Amazon - Label Maker
SAINSBURYS S/MKTS	CC R77321	32.48	5.41	27.07	SAINSBURYS S/MKTS - Cafe Supplies
Amazon	CC Amazon	65.00	10.83	54.17	Amazon - Steel Banding
Adobe Systems Software Ireland Ltd	CC April 2026	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription April 2026
Clifford Motors	CC Fuel	49.09	8.18	40.91	Clifford Motors - Fuel for the Machinery
XERO	CC Xero Monthly Subscription	44.40	7.40	37.00	XERO - XERO UK INV-17711905 MILTON KEYNES LND
CO-OP GROUP 380558	CC Co-op	232.45	38.76	193.69	Café Supplies and Newspapers Library
Total		1,433.95	236.21	1,197.74	
ENGIE Electricity Public Conveniences	DD 2-05974328	191.92	31.99	159.93	ENGIE Electricity Public Conveniences - Electricity Supplied to Public Conveniences March
ENGIE Electricity Council Chambers	DD 2-05974331	783.55	130.59	652.96	ENGIE Electricity Council Chambers - electricity supplied to council chambers March 2026
ENGIE Electricity Cambridge Field	DD 2-05974329	47.85	7.97	39.88	ENGIE Electricity Cambridge Field - Electricity supplied to Cambridge Field March

					2026	
ENGIE Electricity Library	DD 2-05974327	510.92	85.15	425.77	ENGIE Electricity Library - Electricity supplied to library March 2026	
ALD Automotive Limited t/a Ford Lease	DD 22602614	747.42	124.57	622.85	ALD Automotive Limited t/a Ford Lease - Lease Payment	
ALD Automotive Limited t/a Ford Lease	DD 22602614	414.00	69.00	345.00	ALD Automotive Limited t/a Ford Lease - VED Recharge	
ENGIE Gas Library and Community Hub	DD 1-02059220	465.24	77.54	387.70	ENGIE Gas Library and Community Hub - Gas Supplied to Library March 2026	
EE	DD V02462601 76	129.26	21.54	107.72	EE - Mobile phone charges April 2026	
Corona Energy - Chambers- Gas	DD 19993161	1,461.34	243.56	1,217.78	Corona Energy - Chambers- Gas - Gas supplied to council chambers March 2026 - April 2026	
Everflow Water	DD 5439142	139.03	8.35	130.68	Everflow Water - Library Water Rates 18/04/2026 - 17/05/2026	
Everflow Water	DD 5439142	(0.37)	10.77	(11.14)	Everflow Water - Chambers Water Rates 18/04/2026 - 17/05/2026	
Everflow Water	DD 5439142	225.55	24.64	200.91	Everflow Water - Public Conveniences Water Rates - Water 18/04/2026-17/05/2026	
Everflow Water	DD 5445972	421.04	25.86	395.18	Everflow Water - Library Water Rates 18/05/2026 - 17/06/2026	
Everflow Water	DD 5445972	139.70	8.37	131.33	Everflow Water - Chambers Water Rates 18/05/2026 - 17/06/2026	
Everflow Water	DD 5445972	185.44	11.39	174.05	Everflow Water - Public Conveniences Water Rates - Water 18/05/2026-17/06/2026	
Total		5,861.89	881.29	4,980.60		

15-26 Correspondence:

a) To consider: Public Realm Improvement and Re-introduction of Weed Treatment, Cornwall Council Connectivity and Environment Service: -
Members' considered the proposals and Councillor Tivnan spoke on the matter, explaining that this council has undertaken spraying over a number of years and therefore, this would save the council money and following discussion it is **resolved** to accept Cornwall Council's plan to re-introduce weed treatment to improve the public realm.

b) To note: Advance Notice: Price Adjustment from 1st May 2026 – Cornish Tea and Coffee Co Noted.

c) To note: NALC LEGAL BULLETIN 31/3/26 AND ADVICE NOTES – CALC: -
Noted.

d) To consider: Cornwall Council Community Engagement Event for the Cornwall Local Plan

Clerk

Clerk

<p>2050: - Clerk is delegated to arrange a suitable date for this event accordingly. e) To note: Draft Belonging in Cornwall strategy consultation: - The consultation has been shared on the council's social media today, Councillor Fellows and the Clerk to compile a response on behalf of the Town Council.</p>	<p>Cllr Fellows/Clerk</p>
<p>16-26 Reports: a) To receive: Torpoint Town Partnership (TTP) update. The Deputy Mayor (Councillor Mrs. C E Goodman) gave an update following the recent meeting of the Torpoint Town Partnership. It was well attended, with an update from the Treasurer. The diary dates were reviewed and a reminder that any dates to be added should be emailed to admin@torpointtowncouncil.gov.uk. There was also lots of discussions about opportunities to enhance all the Christmas activities in the town. b) To receive: Town Team Project Board (TTPB) update. Councillor G J Davis explained there had been a meeting of the Town Team Project Board held earlier the same week. The 'one pager' is currently in progress; Councillor Davis minuted thanks to Torpoint Artists Collective, who since the meeting, have made an offer to progress this piece of work free of charge, their offer will be followed up in due course. c) To receive: Reports from delegates to outside bodies. i) Torpoint Archives & Heritage Centre – March 2026: - Noted. Thank you to Torpoint Archives and Heritage Centre for the report. ii) Friends of Thanckes Park – Councillor M J Spurling detailed the Children's Bat Walk and Talk event taking place the following evening, 17th April, starting in Bénodet Park and added that all other events are included on the list of diary dates. iii) Councillor C R Still highlighted that on 31st March the Friends of Thanckes Park said farewell to the Pathway to Progression students from City College Plymouth. Also, the monthly photographic competition continues. iv) Councillor J Tivnan BEM wanted to let members' know that Louis Sanderson, who was a former councillor, is now a fully trained Doctor working at Derriford Hospital. v) Councillor L Fellows reported having attended the Skate Park design workshop, hosted by Canvas Spaces at the library and community hub. Also, a member of the public and Councillor Lizeta Fellows are being interviewed for Hospital Radio Plymouth this week. The interview is focussing around accessibility at the tennis courts, the availability of specialist equipment at the courts, as well as the recently installed inclusive play park equipment. The interviews will then then be broadcast by the presenter on Hospital Radio Plymouth.</p>	
<p>17-26 Date of next Meeting: Thursday 21st May 2026 – Council Annual Meeting / Mayor Making.</p>	
<p>Meeting closed at 8:41pm Town Mayor</p>	