TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 19th March 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, G J Davis, P R Edwards, Mrs C E Goodman, B Hobbs, Mrs. C A Jackson, Mrs A I Johnson, L E Keise, Mrs J M Martin and Mrs R A Southworth and plus the Town Clerk with the Assistant Town Clerk in attendance.

171-14 Apologies for Absence:-

Apologies for absence were submitted on behalf of Councillors Mrs K Brownhill, J F Creek, Miss J L Kinsman and J Tivnan.

172-14 Declarations of interest relating to items on the agenda:-

None.

173-14 Police Report:-

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

28 crimes in the town consisting of

12 thefts
4 assaults (all categories including sexual and domestic incidents)
2 burglaries (1 dwelling, 1 non-dwelling)
4 criminal damage
1 possession of a bladed article
1 public order type offence
2 communication offences
1 driving offence
1 animal related offence

174-14 Minutes of the previous meeting:-

The minutes of the meeting held on Thursday 19th February 2015 were taken as read, confirmed and signed by the Mayor subject to the amended spelling of "Coppolla" in minute 155 14 and the insertion of the words " and Infant" after Nursery in minute 159-14.

175-14 Matters arising from the Minutes:-

a) Cornwall Council Report:-
Pursuant to minute 158-14 (b) the Clerk reported receipt of an email (as circulated) from the Landlord Services Director of Cornwall Housing in response to this Council's letter, confirming that Cornwall Housing are now "open" to making the vacant accommodation at Albion Court available for temporary letting subject to re-configuring the premises to disaggregate it from the current letting area. The email detailed the process to date and was noted. Councillor Mrs C A Jackson expressed delight at the news, explaining that it had taken three years of pressure to obtain this result. Councillor B Hobbs updated members on progress of the project.
b) Keep Britain Tidy:-

Pursuant to minute 167-14 (b) in the absence of Councillor J Tivnan a brief update was given by Councillor G J Davis. It his report Councillor Davis confirmed that Councillor Tivnan did email CORMAC but the promised confirmation to Councillor Davis from CORMAC did not arrive. In the absence of the confirmation Councillor Davis reported that the proposed "clean up" will not proceed.

c) Maintenance Contracts:-

Pursuant to minute 170-14 (Confidential minute) the Clerk reported that all three contractors had now accepted the Council's offer following the submission of tenders and had all submitted their public liability insurance information. The Clerk was awaiting one method statement. The Clerk was now in the process of compiling the SLA's for the contractors.

176-14 Mayors Communications

Mayors Diary Dates

Monday 23rd February – St James Church Hall to welcome the WI baton which is going around the country to celebrate the 100th anniversary of the WI.

Wednesday 25th February - Golf Presentation at Whitsand Bay Hotel, the outgoing Captain of Whitsand Bay Golf Club Chris Stevenson presented a Cheque for £3,534.00 to Mr. Ken Dawe a representative of Prostate Cancer UK.

Friday 27th February - STC (1730 Club) Presentation to the Torpoint Mosquito Sailing Club (Cadet Section). The money will be used to purchase much needed equipment.

Saturday 28th February - St Columb Major for their traditional Hurling the Silver Ball (Cornish: Hyrlîan), an outdoor team game of Celtic origin played only in Cornwall.

Monday 9th March - A ceremony to celebrate Commonwealth Day was held at Sparrow Park. The Commonwealth Flag was raised at 10am, where the children of the Torpoint Nursery & Infants School and Carbeile Junior School joined hundreds of organisations across the UK and overseas who raised the flag to celebrate the Commonwealth and its values of friendship and cooperation.

Wednesday 11th March - The Royal British Legion (Torpoint Branch) presentations of certificates to all who have helped at the Poppy Appeal 2014/15. Running Total at the presentation evening was £19,173.82.

Friday 13th March - STC (1730 Club) Presentation to the youngsters of Torpoint Tigers Rugby, part of St Columba and Torpoint Rugby Club.

Saturday 14th March - Neighbourhood Plan Public Meeting.

Saturday 14th March - Torpoint Silver Band Concert with the Ferryboat Entertainers, The Torpetts and Sandra Dryden at the Council Chambers in Aid of Children's Hospice South West.

Thursday 19th March - Official Opening of Penntorr Health Centre by Sheryll Murray MP.

Congratulations to The Mayors Chaplain Lynn Parker on her "promotion" to become a Rector.

177-14 Planning Applications:-

None.

178-14 Minutes of the Development and Localism Committee Meeting.

It was **resolved** that the minutes of the meeting held on Thursday 26th February 2015 are received and the recommendations in minute 75-14DL a) and b) (Localism) are adopted and implemented. Pursuant to minute 76-14DL (i) (Neighbourhood Plan) it was noted that the word "bill" was omitted after the words "private members". The Chairman Councillor G J Davis updated members on the progress of the Neighbourhood Plan. It was noted that the Steering Group had not been fully formed and currently there are no terms of reference or a Chairman/officers in place but given the urgency of timescale, the group of volunteer Councillors that would form the nucleus of a steering group. Councillor Davis reported that the group had worked hard to arrange for the first meeting of town residents and had distributed information/invitations. Councillor Davis announced that a further meeting had been arranged for Tuesday 24th March 2015 during which it is proposed to form the steering group that would consist of those original town council volunteer members and also residents from the town. The Assistant Town Clerk noted that a

number of residents had expressed an interest in joining the steering group and all had been invited to attend the meeting. The Chairman then produced a report that he had produced (as circulated) and expanded on points within the report. The report was noted. Councillor E H Andrews voiced concern at the consultation and engagement methods that had been discussed by the group. Councillor Andrews was of the opinion that all residents should be consulted and not just one questionnaire per household. Councillor Andrews insisted that the confidence of the public must be retained and the need to engage with the whole community was vital. The proposed chronological sequence of consulting the public was also discussed. Councillor Davis suggested that the methodology of engagement should be decided by the steering group when it is formed. It was also confirmed that the complete council must be included in the distribution process of information, reports and consultation documents. It was further **resolved** that the written reports from the Steering Group would be listed on the agenda under reports and not be part of the Development and Localism Committee minutes or reporting process.

- Town Emergency Plan – It was **resolved** that this matter is no longer considered by this Committee or Council until after the Neighbourhood Development Plan has been completed.

179-14 Minutes of the Finance and Personnel Committee

It was **resolved** that the minutes of the meeting held on Monday 2nd March 2015 are received and the recommendations in minutes 107FGP-14(b) (Revised Terms of Reference), 107FGP-14(c) (Revised Pay and Conditions Policy), 108FGP-14(a) (Standing Orders), 108-14FGP(b) (Financial Regulations and Best Value Statement), 108FGP-14(c) (Internal Controls Self-Assessment Document), 108FGP (d) Statement of Internal Controls), 109FGP-14(a) (Overtime/Casual Hours), 109FGP-14(b) (Creditors/Debtors), 109FGP-14(c) (HR Policies and Procedures (Organisational Framework), 111FGP-14(a) (Cornwall International Male Voice Choir – Request for Financial Assistance) and 111-14FGP(b) (CHAT – Request to use Council facilities at no cost) are adopted and implemented. Pursuant to minute 108-14FGP (b) (Financial Regulations and Best Value Statement) the Clerk informed members that a 2015 version of the 2014 Local Government Transparency Code has now produced for implementation after April 2015. Pursuant to minute 108FGP-14(c) (Internal Controls Self-Assessment Document) the Town Mayor signed off the document. Pursuant to minute 108FGP (d) (Statement of Internal Controls) the Chairman of the Finance and Personnel Committee, Town Mayor and Town Clerk signed off the document. Pursuant to minute 109FGP-14(c) (HR Policies and Procedures (Organisational Framework) the Clerk briefed members on proposals to be included on the form.

a) A D Smith – Confidential Report.

It was **resolved** to consider this item with the public and press excluded as matters to be discussed included employee contracts and other confidential matters (Public Bodies (Admission to meetings Act) 1960 sec 1 para 2).

180-14 Minutes of the Asset Management Committee Meeting

It was **resolved** that the minutes of the meeting held on Thursday 5th March 2015 are received and the recommendations in minutes 127-14FP (Salt Bins), 137-14FP(c) (Fire Risk Assessment) and 137 -14FP (m) (Bus Shelters) are adopted and implemented. Pursuant to minute 128-14FP (g) (External Gable End) the Assistant Town Clerk drew attention to a quotation of £780 + VAT to repair the render on the gable end of the hall. The Council **resolved** to proceed with the repair as the quotation was below £1,000 and was therefore delegated to the Clerk to proceed with the repair (Financial Regulation 7.6 – see also Best Value Statement). Pursuant to minute 128-14FP (k) (Benodet Park and Skateboard Park) the Assistant Town Clerk drew attention to a quotation of £560 + VAT to repair the roof to the bandstand in Benodet Park. The Council **resolved** to proceed with the repair as the quotation was below £1,000 and was therefore delegated to the Clerk to proceed with the repair (Financial Regulation 7.6 – see also Best Value Statement). Pursuant to minute 128-14FP (k) (Benodet Park and Skateboard Park) the Assistant Town Clerk reported a spate of vandalism to this area and that CCTV footage had been passed to the police for further consideration and action.

181-14 Policies, Risk Management and other Protocols Diary 2015-16

It was **resolved** that the Policies, Risk Management and other Protocols Diary for 2015-16 (as circulated) is approved and implemented.

182-14 Financial Comparison

It was **resolved** that the February 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.

183-14 Accounts for payment

PAYEE	REASON	GROSS	VAT	NET
Atlas Graphics	Neighbourhood Plan Banners	244.80	40.80	204.00
Viking Direct	Stationery	45.52	7.59	37.93
Zurich Municipal	Annual Insurance	3,544.30	0.00	3,544.30
British Telecom	Telephone	29.76	4.96	24.80
CORY Environmental	Wheelie Bin	105.20	17.53	87.67
Lanes Group	Drain Clearance	102.00	17.00	85.00
Viking Direct	Neighbourhood Plan Stationery	226.83	37.77	189.06
Ian Baard	Padlocks - Public Conveniences	78.00	0.00	78.00
Rame Peninsula Trust	Grants Application - Localism	1,020.00	0.00	1,020.00
British Gas	Gas Invoice	1,407.12	234.52	1,172.60
Western Web	Neighbourhood Plan Website (part)	133.20	22.20	111.00
Don Benson	Clock Winding	28.00	0.00	28.00
Print Options	Neighbourhood Plan Booklets	849.00	4.00	845.00
BUNZL	Cleaning/Sanitary Supplies	135.73	22.62	113.11
M Southworth (reimb)	Refreshts - Commonwealth Flag Day	20.15	0.00	20.15
BROXAP	2 Litter Bins/Fixing Bolts - Benodet Pk	524.28	87.38	436.90
PWLB	Loan Repayment	17,599.99	0.00	17,599.99
ITEC	Neighbourhood Plan Photocopies	228.09	45.02	183.07
ITEC	Photocopies	30.21	6.64	23.57
BNP Parabas	Photocopier Lease	486.72	81.12	405.60
EE/T Mobile	Telephones	60.38	10.06	50.32

184-14 Correspondence

a) M A Watkiss – FOI Request (Proposals to fill in the tidal area between Rendel Park and Carew Wharf to create a car park and deep water mooring).

Noted. After briefly considering the request, members **resolved** to direct the reply that this Council have not recently considered or voted on this matter. Councillor B Hobbs reminded members that this item was briefly discussed some 10-12 years ago following a former Caradon District Council initiative but it had not been actioned or pursued by this Council.

b) CHICKS – Information letter and fund raising ideas.

Noted.

c) Debbie Thorpe – Food Revolution Day (by email).

Noted. It was suggested that the facilities are made available at no cost (subject to an application being submitted and the usual terms of reference) and other publicity is applied.
(it was **resolved** that the meeting stand adjourned for five minutes during the above minute to allow the author of the email the opportunity to address members).

d) EE/T Mobile – Change in fees.
Noted. It was confirmed that the fees will increase by 1.1%.

185-14 Reports

a) Cornwall Council:-
Councillor B Hobbs briefed members on the meeting he had attended at Truro to discuss the future of youth provision in the town. Councillor Hobbs reported that Cornwall Council have permitted unconditional use of the rooms and have confirmed that funds are available to run the youth centre for 12 months. Councillor Hobbs further reported that the organisation is looking to raise funds themselves but were also to look for financial support from local councils. Councillor Hobbs then raised the issue of refuse collection sacks being left out the night before the collections were due. Councillor Hobbs drew attention to issues of security and possible identity theft with evidence that sacks had been "rifled through" during the night. Councillor G J Davis confirmed that he has witnessed bags being deposited on the beach and carried out on outgoing tides. Councillor Mrs A I Johnson observed that the length of time between leaving the bags out and being collected by the refuse service was lengthening although Councillor Hobbs suggested that the problem was nocturnal and not during the day. Councillor G J Davis raised the issue of tree felling in the Grove and asked if there was an update. Councillor Hobbs spoke on the matter with Councillor M N Pearn MBE reporting that it is in the hands of the police.
Councillor M N Pearn MBE confirmed receipt of the ferry report. The report is replicated below:-

DATE	EFFICIENCY %	CROSSINGS
w/c 16th February	98.9% efficient	14 crossings lost (unable to lower the prow).
w/c 23rd February	100% efficient	0 crossings lost
w/c 2nd March	100% efficient	0 crossings lost
w/c 9th March	99.5% efficient	8 crossings lost (sheave replacement)

Target is 99% Average since the last report – 99.6%. Average during last rolling 12 month period – 99.5%
b) Torpoint Town Partnership (TTP):-
The Mayor reported that the principal topic was now the carnival that would be pursued with more vigour after the Armed Forces Day in June. Councillor Mrs. J M Martin confirmed that a proposed dissolution clause for the organisation will be presented to the members of the organisation for consideration.
c) Cornwall Armed Forces Day:-
The Town Mayor announced that preparations for the day are progressing well and events being planned for the day.

186-14 Date of the next meeting.

Thursday 16th April 2015.

187-14 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 8.45p.m. ……..Town Mayor
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OPEN FORUM

Mr Pyne – Spoke on a matter relating to Torpoint Community College and the curriculum. The Town Mayor reminded Mr Pyne that this Council has no influence on curriculum matters at the college.