

TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 18th June 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, G J Davis, 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 J Tivnan plus the Town Clerk with the Assistant Town Clerk in attendance.

38-15 Apologies for Absence:-

Apologies for absence were submitted on behalf of Councillors J F Creek and Miss J L Kinsman together with the Mayor's Chaplain the Reverend Lyn Parker. The Town Mayor reported receipt of a resignation letter from Councillor Mrs J L Kinsman. The letter was read and noted. The Clerk would notify Cornwall Council and commence the replacement process to fill the casual vacancy. It was **resolved** that a letter of appreciation for the work undertaken by Councillor Miss Kinsman during her term of office would be sent by the Mayor.

39-15 Declarations of interest relating to items on the agenda:-

Non-Registerable Interests (NRI) were declared by the following:-
Councillor Mrs C E Goodman – Agenda item 9 (as being a member of Torpoint and St Columba Rugby Club).

40-15 Police Report:-

In the absence of the police representative, the crime statistics for Torpoint (as circulated) are replicated below:-

21 crimes in the town consisting of

- 8** thefts (all categories)
- 3** assaults (all categories including sexual and domestic incidents)
- 1** attempted dwelling burglary
- 6** criminal damage
- 1** public order type offence
- 1** drugs offence
- 1** driving offence

41-15 Minutes of the previous meeting:-

The minutes of the annual meeting held on Thursday 21st May 2015 were taken as read, confirmed and signed by the Mayor subject to the slight spelling/grammatical amendments.

42-15 Matters arising from the Minutes:-

a) Accounts for Payment:-

Pursuant to minute 25-15 the Assistant Town Clerk had nothing further to report as a response from Cornwall Council has not been received.

b) To approve the Financial Accounts for 2014-15 and the Statement of Assurance:-

Pursuant to minute 31-15 the Clerk confirmed that the stamp "Not for re-sale" has been ordered for use in the "Making of a Cornish Town" books. It was **resolved** to confirm the discussions from the previous month that it is no longer required to note the "Making of a Cornish Town" books and the residue Gorsedh Mugs in the Supporting Statement.

c) Cornwall Armed Forces Day:-

Pursuant to minute 35-15(d) the Treasurer of the Cornwall Armed Forces Day Committee reported that £19,000 had been pledged in grants and other donations (including the £5,000 allocated by this Council) toward the event. Councillor J Tivnan reported that a recorder for the table top exercise had been recruited to undertake and complete the work.

43-15 Mayors Communications

Mayors Report

Friday 22nd May – Plymouth Lord Mayor Choosing at The Plymouth Guildhall – Councillor Dr John Mahony.

Saturday 23rd May - St Columba & Torpoint Rugby Club Dinner and Presentations.

Sunday 24th May – Plymouth Civic Service – St Andrews Church.

Tuesday 26th May – Callington Portreeve & Mayor Making - Cllr Andrew Long.

Wednesday 3rd June – RBL D Day Celebration at Carbeile Junior School.

Friday 5th June – Tamar Bridge – D Day Memorial Service.

Friday 5th June – Seventy Thirty Club presentation to the Torpoint Brownies at the Kings Arms.

Saturday 13th June – Torpoint Lady Singers 12hr marathon at the Cornerstone Church in aid of Sarcoma Cancer Research UK.

Sunday 14th June – Looe Civic Service - Cllr Armand Toms.

Sunday 15th June – Sparrow Park & The Council Chambers – Raising the Armed Forces Day Flag for the start of Cornwall's Armed Forces. Joined by Captain Bellfield Staff & trainees from HMS Raleigh, pupils of Carbeile Junior School, Torpoint Nursery & Infants and the Royal British Legion.

Congratulations to Trevor Gully on being awarded the OBE, Trevor was educated in Torpoint and is now the present Captain of HMS Sultan.

Well done to the RNLI Lifeguards who spotted two surfers getting into difficulty at Sharrow Point at Whitsand Bay, one casualty managed to make his way onto rocks but the other was extremely fatigued when the lifeguards arrived on scene, and as a result required further medical treatment.

The Lifeguards are patrolling Sharrow and Tregonhawke beaches daily from 10am to 6pm until the end of September, and Tregantle currently has RNLI lifeguard cover from 10am to 6pm every weekend until the peak season begins in July.

The Mayor also reported receipt of an email from the husband of the Head teacher at Torpoint Nursery and Infant School informing the Council of a horse riding accident to the Head teacher. The Mayor circulated a card for members and officers to sign. The Mayor also reported receipt of 4 complimentary tickets for members of the Council to attend the latest production from the Torpoint Ferryboat Entertainers

44-15 Planning Applications:-

a) PA15/04070 – 51, Sycamore Drive, Torpoint – Construction of a brick and timber fence to incorporate the entire garden.

Members recommend that the boundary should be checked as it appears that proposals incorporate Cornwall Council owned land.

45-15 Minutes of the Finance and Personnel Committee:-

It was **resolved** that the minutes of the meeting held on Monday 1st June 2015 are received the recommendations in minutes 22-15F&P (c) (Operation Liabilities – Review of Insurance Schedule [both recommendations]) and 23-15F&P (a) (Internal Auditor Report [both recommendations]), 24-15F&P (a) (CORY Commercial – Paperless Invoicing), 24-15F&P (b) (Coastal Community Initiative – Use of facilities at No Cost) and 24-15F&P (c) (Cornwall Deaf Centre – Request for financial assistance) are adopted and implemented. Pursuant to minute 23-15F&P (a) (Internal Auditor Report), Councillor E H Andrews reminded members that when he was Mayor all his expenses were posted on the website. Councillor Mrs J M Martin explained the reasoning for it being inappropriate to put the Mayor on the payroll. Councillor Mrs Martin

firstly reminded members of tax thresholds and if the Mayor's earnings was below this figure and secondly by possibly deducting tax and NIC the Council would have to "gross" the amount given to the Mayor to recompense for any tax and NIC payable. Pursuant to minute 23-15F&P (b) (Torpoint and St Columba RFC – Request for financial assistance) the Mayor reported that he had received the expenditure and accounts for the project. After a short discussion it was **resolved** that this Council would grant £1,000 toward the project.

(Councillor Mrs C E Goodman declared an NRI and left the Chamber whilst this item was discussed – minute 39-15 refers).

46-15 Minutes of the Asset Management and Operations Committee

It was **resolved** that the minutes of the meeting held on Tuesday 4th June 2015 are received the recommendations in minute's 22-15AMO (a) (Salt Bins), 22-15AMO (d) (Defibrillator), 22-15AMO (e) (Park in Rowe Street), 23-15AMO (b) (Fire Alarms), 23-15AMO (f) (External Gable End/Roof/Outside Chambers repairs), 23-15AMO (g) (Electrical Circuits) and 23-15AMO (l) (Dog Fouling Litter Patrols) are adopted and implemented. Pursuant to minute 23-15AMO (e) (Park in Rowe Street) it was **resolved** to delegate to the Clerk to enter into dialogue with Cornwall Council and report back to the Development and Localism Committee. Pursuant to minute 23-15AMO (b) (Fire Alarms) it was **resolved** that the Assistant Town Clerk is authorised to progress this project due to the urgency of rectifying the problems. Pursuant to minute 23-15AMO (f) (External Gable End/Roof/Outside Chambers repairs) it was **resolved** to pursue additional quotations to undertake the repairs. Councillor G J Davis voiced disappointment at the amount of money was being spent on the upkeep of the Hall and Council Chambers. Councillor Mrs J M Martin reminded Councillor Davis of the extensive use being made of the property by those that hire and occupy the premises and posited the response does Councillor Davis wish for the Council not to maintain the assets and let the premises deteriorate?. Pursuant to minute 23-15AMO (h) it was **resolved** that Council staff should not become involved with the complainant and let Cornwall Council resolve the issue.

47-15 Financial Comparison

It was **resolved** that the May 2015 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.

48-15 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates (Council Chambers) July	1,018.00	0.00	1,018.00
Cornwall Council	Rates (Public Cons) July	114.00	0.00	114.00
BUNZL*	Cleaning/Sanitary Supplies	233.14	38.86	194.28
Cornwall Council	Salaries (Jan-March 2015)	22,670.88	0.00	22,670.88
Don Benson	Clock Winding (May)	28.00	0.00	28.00
M Acton	Laundry	84.00	0.00	84.00
British Telecom	Phone Bill	29.08	4.84	24.24
Firewatch SW	Fire Extinguisher	71.82	11.97	59.85
Firewatch SW	Technician/Equipment/refills	366.84	61.14	305.70
BUNZL	Mop Bucket	12.68	2.11	10.57
British Gas	Annual Maintenance Contract	1,059.26	176.53	882.73
Western Web	Printer - Clerks Office	94.00	15.67	78.33
I Baard (Reimbursement)	Tap Replacement	10.00	1.67	8.33
Universal Hardware Direct	Doorguard	106.80	17.80	89.00
Safelinks (Fire Safety)	Doubledoor Panic Bar Set	123.47	20.58	102.89
British Gas	Gas Supply	704.25	117.37	586.88
M N Pearn MBE*	Mayors Allowance	2,600.00	0.00	2,600.00
St Columba & Torpoint RFC	Grant	1,000.00	0.00	1,000.00
EE T Mobile	Telephone	61.02	10.17	50.85

*Minutes 23-15F&P (a) and 45-15 both refer.

The Assistant Town Clerk reported that a credit note for 2 bins was awaited from BUNZL.

49-15 Correspondence

a) Cornwall Council – Consultation on the new Local Validation List (as circulated).

Noted.

b) Ability Lifts – Information email.

Noted.

50-15 Reports

a) Neighbourhood Plan Steering Group.

The Chairman of the Steering Group Councillor Mrs. A I Johnson presented the report to the Council. Councillor Mrs. Johnson reported that the consultation survey has now closed and that returns have illustrated a good demographic mix. Councillor Mrs. Johnson explained that the deadline for the survey had been extended principally to utilise the on-line survey which subsequently attracted a larger response from the younger age groups. Councillor Mrs. Johnson announced that 11 volunteers had undertaken the data entry exercise but that there was no in-depth analysis as yet of the responses. Councillor Mrs. Johnson reported that the press release has been drafted and concluded by highlighting the key issues that have emerged from the consultation exercise and also the areas of conflict. Members then considered the tender exercise to appoint a planning consultant. The Assistant Town Clerk (ATC) reported that 11 organisations had been approached with only one organisation submitting a tender document. It was noted that 3 organisations had declined or were unable to tender. The Clerk drew attention to the Best Value Statement (2015) with the estimated value of goods or services between £2,500 and £10,000 requiring three written quotations. It was clear from the report given by the ATC that the Council had attempted to elicit 3 quotations but that only one possible contractor had responded. Members considered the Council had met this Council's Best Value Statement criteria and that the Council should accept the one quotation. Councillor G J Davis reminded members that the Funding Body might have criteria that differed from this Council's financial regulations and that in the circumstances the Funding Body should be consulted. The Clerk concurred with Councillor Davis' overview. After a brief further debate it was **resolved**

- That the funding body is consulted that on the procedure and that this Council has complied with the process.
- That this matter is delegate to the Development and Localism Committee meeting on the 25th June 2015 for a decision to be made on behalf of the Council and that all members are invited to participate and voted on this agenda item.

b) Cornwall Council Report:-

Councillor B Hobbs praised the Town Council initiative to engage an "Enforcement Officer" to deal with dog fouling and litter and reported a decrease in the number of issues being reported to Cornwall Council and also an increase in sales of dog fecal bags at the library. Councillor Hobbs reported that work is now on-going in Cambridge Field and he was hopeful that the issues with defective equipment would be addressed. Councillor Hobbs expressed disappointment at this protracted issue. Councillor Hobbs voiced satisfaction that the introduction of surveillance cameras has reduced the number of incidents involving refuse bags. Councillor Mrs. C A Jackson expressed disappointment that since the intervention of this Council to press Cornwall Council to let the vacant accommodation at Albion Court, nothing has happened. Councillor Hobbs confirmed he will pursue this matter with Cornwall Housing. Councillor E H Andrews criticised the purchase of "new" parking ticket machines at the Cornwall Council owned car parks claiming similar machines were dispensed with at Derriford Hospital. Councillor Andrews advised members that he is awaiting an FOI request from Cornwall Council on the cost of the machines and reliability. Councillor Andrews claimed that the machines were not appropriate in certain circumstances and cited examples. Councillor Hobbs replied that he has been advised by Cornwall Council that 38 machines have been installed in Cornwall Council maintained and operated car parks and also cited examples of problems with the machines. The Deputy Town Mayor drew attention to problems with low branches on a tree at Harvey Street flats and noted he had reported this issue 12 months ago but has had no response from Cornwall Council. Councillor G J Davis asked if issues with the shelter on the promenade could be addressed. The Town Mayor promised to investigate the problems. The other matter was the 8 week hiatus between cutting grass by Cornwall Council and suggested that this length of time is not fit for purpose.

Councillor M N Pearn presented the ferry report that is replicated below:-

DATE	EFFICIENCY %	CROSSINGS
w/c 18 th May	100% efficient	0 crossings lost
w/c 25 th May	99.3% efficient	8 crossings lost (Lynher/Plym loose segment bolts)
w/c 01 st June	100% efficient	0 crossings lost
w/c 08 th June	100% efficient	0 crossings lost

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

The Deputy Town Mayor complained that he had observed three buses being allowed to board the ferry at one time.

c) Torpoint Town Partnership (TTP):-

The Town Mayor suggested that the regular cycle of business for the TTP will be re-instated after Armed Forces Day with the next meeting scheduled for the 7th July 2015.

d) Cornwall Armed Forces Day:-

Councillor J Tivnan announced that the final touches for the day are in place. Councillor Tivnan announced that additional lights have been ordered for the car park at Antony Estates given the rural location of the car park. Councillor Tivnan voiced disappointment that a provider of children's rides had pulled out of the event with very little notice. Councillor Mrs. K Brownhill informed the meeting that Armed Forces Day lapel badges are for sale. In conclusion the Town Mayor announced that following the event there will be a "wash-up" meeting.

e) Coastal Community Initiative:-

Councillor G J Davis spoke to the inaugural meeting report (as circulated). Councillor Davis spoke on various points from the meeting and announced that the grant application would be submitted. Councillor Mrs. K

Brownhill commented on the number of Town Councillors (4) that were present in addition to the Clerk and sought an explanation when Councillor Davis had suggested that only one Councillor would represent this Council. Councillor Davis responded that most of the Town Councillors were representing other organisations or groups and the Clerk had been invited out of courtesy for his position. It was announced that this item would be discussed further at the Development and Localism Committee meeting (Councillor Mrs. J M Martin apologised for non-attendance with Councillor E H Andrews deputising).

51-15 Date of the next meeting.

Thursday 16th July 2015.

Meeting closed at 8.54p.m.Town Mayor

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OPEN FORM

Mr M Howells – Asked if the rugby club were relocating from Defiance Field. The Mayor reported that at this time nothing has been finalised.