

TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 15th October 2015 at 7.12 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, Mrs. C A Jackson, Mrs. A I Johnson, L E Keise, Mrs. J M Martin, Mrs R A Southworth, Miss R A Tanner and J Tivnan plus the Town Clerk with the Assistant Town Clerk in attendance. Newly co-opted member Miss R A Tanner was welcomed to the meeting and it was confirmed had signed the Declaration of Acceptance of Office.

90-15 Standing Orders:-

Standing Orders relating to the commencement of business were suspended.

91-15 Apologies for Absence:-

Apologies for absence were submitted on behalf of Councillors P R Edwards and B Hobbs.

92-15 Declarations of interest relating to items on the agenda:-

Non Registerable Interests (NRI) were declared by the following:-

Deputy Town Mayor – Agenda item 13 (as the proprietor of JMC Motors and Taxi Service)

Agenda item 14 (b) (as a member of the Torpoint Moorings Association).

Councillor E H Andrews – Agenda item 13 (as the Treasurer of the Torpoint Town Partnerships).

Councillor Mrs J M Martin – Agenda item 10 (as being related to Kelly Brown who is also the proprietor of the Cappola School of Performing Arts).

Councillor Mrs. R A Southworth – Agenda item 11 (as Treasurer of the Torpoint Archives Committee).
Agenda item 14 (b) (as related to the Treasurer of the Torpoint Moorings Association).

93-15 Police Report:-

In the absence of the police representative, the crime statistics for Torpoint for September 2015 (as circulated) are replicated below:-

15 crimes in the town consisting of

3 thefts from vehicles

8 assaults (all categories including sexual and domestic incidents)

1 burglary non dwelling

1 arson

2 communications offences

Councillor J Tivnan announced that he has arranged an appointment with the Beat Manager to discuss forthcoming events and other matters in the town.

94-15 Minutes of the previous meeting:-

The minutes of the meeting held on Thursday 17th September 2015 were taken as read, confirmed and signed by the Mayor subject to the correction to some minor grammatical errors.

95-15 Matters arising from the Minutes:-

a) Accounts for Payment:-

Pursuant to minute 79-15 (a) the Assistant Town Clerk reported of a visit from a VOA officer to review the non-domestic rate valuation of the Council complex. It is understood that room 7 and the kitchen will now be included within the general valuation that should lead to a reduction in the business rate for the premises.

b) Cornwall Council Report:-

Pursuant to minute 79-15 (b) (Car Parking Meters) receipt was reported of a reply from the Cornwall Council cabinet port-folio holder explaining the reasons for purchasing the meters, the procurement process and the decision. The Clerk read relevant extracts from the letter that was then noted. Councillor E H Andrews whilst acknowledging the points from the letter, insisted that the purchase of the meters was a waste of public money. The Deputy Town Mayor posited the opinion that the money could be better spent supporting other services, for example, the Library provision. Pursuant to minute 79-15(d) (Bus Depot) the Mayor explained that following receipt of a letter from the manager of City Bus, it was noted that the depot is now up for sale and it was understood that the buses would eventually be removed. The Mayor suggested that more would be known at the forthcoming meeting with the Manager of City Bus. Pursuant to minute 88-15(b) (Bench in Chapeldown Road) the Assistant Town Clerk reported that the Insurance Company had valued the bench at a lower valuation to that which the replacement bench and installation would cost. It was noted that this matter would be pursued further by the Assistant Town Clerk.

96-15 Mayors Communications

Mayors Council Report for October

Friday 18th September – Cornwall Historic Churches Trust – Kingsand to welcome two young chartered surveyors who had cycled the Cornish Coast road from Bude to Kingsand to raise money for the Trust. The Charity has recently given a grant to St John's Church.

Saturday 19th September – Together with The Deputy Mayor, officially opened the newly refurbished lounge at the Torpoint & District Unionist Club - Conservative Club, Macey Street.

Sunday 20th September – St Andrews Church Plymouth – Commemoration Service for the 75th Anniversary of The Battle of Britain and the laying up of the Burma Star Association Standard.

Thursday 24th September - Guernsey to join the Guernsey Association of Royal Navy & Royal Marines for the HMS Charybdis and HMS Limbourne Memorial Weekend. We went to the memorial service at the Le Foulon cemetery and laid a wreath in memory of Frank Bradford who grew up and lived in Torpoint. Frank lost his life on HMS Charybdis and is buried in Guernsey.

Sunday 11th October - Civic Service I would like to thank all the Councillors, Organisations and Volunteers for attending, John Tivnan and the road marshalls, Royal Marine Volunteer Cadet Corps, Megan Devey, Torpoint Infants and Nursery School, The Reverend Canon Lynn Parker and St James Church vergers and helpers, Chris and John for their readings, Last but not least Milly, Stan, Ian, Marion and Rachael for all their help to make the day such a success. Also it was a pleasure for the HMS Heroes Standard to be blessed at the service which now can be used in all Torpoint and District parades.

Received letters and emails of thanks from

Sir Richard Carew Pole, The Deputy Lord Mayor & Mayoress of Plymouth, Commodore Bob Fancy & Sarah, Commander Sean Brady, Lt Cdr Mark Keyworth and his family.

I would like to congratulate all the award winners:

Person of Courage Award - Gregg Phillips

Citizen of the Year Award - Kelly-Jane Brown

Special Certificate of Thanks - Linda Lambert

Torpoint Community Award - Torpoint Silver Band

Congratulations to Helen and Paul Roper whose charity skydive for Children's Hospice South West took place at Perranporth. They were all psyched up after last month's disappointment, but have done it and are hoping to pass the £2,000.

The Mayor also reminded members that there will be a scout presentation evening at the Comrades Club on the 28th October 2015 commencing at 7.00pm. Councillor Mrs R A Southworth thanked the Mayor for allowing the blessing of the HMS Heroes Standard.

97-15 Planning Applications

a) PA15/08697 – 62, Antony Road, Torpoint – Retrospective application for a single storey ground floor rear extension replacing garage/store.

It was noted that this is a retrospective application and no observations were made.

98-15 Minutes of the Development and Localism Committee:-

It was **resolved** that the minutes of the meeting held on Thursday 24th September 2015 are received and the recommendations in minutes 39-15DL (Parish Lengthsman Scheme [Japanese Knotweed Control]), 40-15DL (a) (Library Service), 40-15DL (b) (Town Centre Manager), 40-15DL (c) (Town Festival) and 40-15DL (e) (Park in Rowe Street) are adopted and implemented. Pursuant to minute 40-15DL (a) (Library Service) it was understood from Cornwall Council that the full cost of the current library provision in the town would be known at the end of October. Pursuant to minute 40-15DL (b) (Town Centre Manager) the Chairman expanded on this matter and confirmed that it would be discussed further at the next meeting of this Committee. Pursuant to minute 40-15DL (e) (Park in Rowe Street) the Chairman observed that with the precept and budget setting meeting coming up in the near future, we should press Cornwall Council for more information.

99-15 Minutes of the Finance and Personnel Committee:-

It was **resolved** that the minutes of the meeting held on Monday 28th September 2015 are received and the recommendations in minutes 59-15F&P (b) (Councillor Skills Audit), 60-15F&P (a) (Financial Risk Protocols), 60-15F&P (b) (Business Risk Management Policy), 60-15F&P (c) (Business Continuity Plan), 61-15F&P (a) (Overtime/Casual hours), 61-15F&P (b) (Debtors/Creditors), 61-15F&P (c) (Organisational Framework – Staff Appraisal), 63-15F&P (a) (The Coppola School of Performing Arts – Application to use Council facilities at no cost), 63-15 (b) (Kelly Brown – Application to use Council facilities at no cost) and 63-15F&P (c) (Joyce Walsh – Application to use Council facilities at no cost) are adopted and implemented. Pursuant to minute 61-15F&P (b) (Debtors/Creditors) the Assistant Town Clerk understood from the proprietor of one of the occupiers that the account had been brought up to date. In response to a suggestion that the Council should review internet banking, members were reminded that this is permissible in financial regulations but as a “read only” by officers as members still had to authorise payment. It is understood that the Assistant Town Clerk is making arrangements to meet with the new business officer at Lloyds bank to discuss options in line with this Council’s financial regulations.

Pursuant to minutes 63-15F&P (a) (The Coppola School of Performing Arts – Application to use Council facilities at no cost) and 63-15 (b) (Kelly Brown – Application to use Council facilities at no cost) Councillor Mrs J M Martin declared an NRI (as being related to the applicant and left the chamber whilst these items were discussed).

Pursuant to minute 61-15F7P (c) (Organisational Framework – Staff Appraisal) it was **resolved** that the confidential minute would be taken with the public and press excluded as the matter related to staff contracts (Public Bodies (Admission to meetings) Act 1960 sec 1 para 2). Pursuant to minute 66-15F&P (date of next meeting) it was confirmed that this date is the 2nd November 2015 and is also the budget setting meeting.

100-15 Minutes of the Asset Management and Operations Committee

It was **resolved** that the minutes of the meeting held on Thursday 1st October 2015 are received the recommendations in minutes 65-15AMO (c) (Archives Roof), and 65-15AMO (f) (Defibrillator), 66-15AMO (d) (Gable End), 66-15AMO (f) (Benches), 66-15AMO (h) (Bus Shelter), 71-15AMO (a) (Paperless Planning), 71-15AMO (b) (Route 32 Bus Route) and 75-15AMO (b) (Any Business that has been disclosed to the

Chairman and members prior to the meeting) are adopted and implemented. Pursuant to minute 65-15AMO (a) it was **resolved** that this item would be taken with the public and press excluded as the matter related to commercially sensitive information relating to tender documents (Public Bodies (Admission to meetings) Act 1960 sec 1 para 2). Pursuant to minute 65-15AMO (c) (Archives Roof) the Deputy Town Mayor suggested that the contract supervisor at the time of the refurbishment did not recognise the slope of the roof in line with building regulations and the Chairman suggested that the skills audit would also assist with artisans on this Committee. (The Deputy Town Mayor abstained from voting on this item and Councillor Mrs R A Southworth declared a NRI and left the room whilst this item was discussed). Pursuant to minute 66-15AMO (Health and Safety Policy) Councillor Mrs J M Martin expressed disappointment that this item had still not been concluded and voiced the opinion that at £95 the option of using LCAS appeared a good opportunity to conclude this matter. Councillor Mrs Martin acknowledged the contribution Councillor Tivnan would make but suggested that this should be in an advisory capacity. Councillor E H Andrews supported the call and reminded members that there is a clear delineation between roles of staff and members. Councillor Davis suggested that we did have the expertise although Councillor Tivnan conceded that he had been too busy to assist with this project. Following a short discussion it was **resolved** that this Council would re-join LCAS with immediate effect. Pursuant to minute 65-15AMO (f) (Defibrillator) Councillor G J Davis spoke of the free defibrillator and kits that were available from the British Heart Foundation and suggested that this Council might wish to take advantage of the scheme. Councillor J Tivnan voiced his support at this suggestion and whilst informing members that the incidence of heart attacks in the area was low, offered to submit the relevant application forms. Pursuant to minute 66-15AMO (a) (Fire exit garage) the Deputy Town Mayor suggested that the Council cannot have fire doors opening onto a lane. Councillor J Tivnan suggested that this is incorrect and that signage could be used to ameliorate any effects. Pursuant to minutes 69-15AMO (a) (Parish Lengthsman Scheme) and 69-15AMO (b) (Town Council Maintenance Vehicle) Councillor G J Davis voiced criticism that the Committee has deferred these items until after the precept and budget setting meeting. It was noted that following consultation with a parish council an estimate had been obtained for the annual cost of running a vehicle although the Council are awaiting further information from Cornwall Council on the Parish Lengthsman Scheme. The Clerk would try and obtain further updates from Cornwall Council. It was also suggested that the Development and Localism Committee consider the Parish Lengthsman Scheme at the next meeting. Pursuant to minute 71-15(a) it was reported that the Council had received £700 from Cornwall Council toward implementing the paperless planning system. Pursuant to minute 75-15(a) (Any business that has been disclosed to the Chairman and members prior to the meeting) in addition to the overhanging vegetation onto the slipway in Ferry Street, the Deputy Town Mayor also drew attention to brambles and other weeds on the promenade. In addition to the action in the minutes on contacting the local Cornwall Council ward member on the overhanging vegetation, the Assistant Town Clerk would also request action is taken to eradicate the weeds on the promenade.

101-15 Financial Comparison

It was **resolved** that the September 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.

102-15 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates (Council Chambers) November	1,018.00	0.00	1,018.00
Cornwall Council	Rates (Public Cons) November	114.00	0.00	114.00
British Telecom	Telephone Package/Rental	343.28	57.21	286.07
Derrington Locksmith	Security Main Doors Council Hall	258.00	0.00	258.00
JMC Motors and Taxi Service	NDP Group and Planners town tour	50.00	0.00	50.00
Security Dynamics	Replace water damaged camera	46.00	0.00	46.00
BUNZL	Cleaning/Sanitary supplies	128.33	21.39	106.94
Viking Direct	Stationery	77.80	12.97	64.83
Don Benson	Clock Winding (September)	35.00	0.00	35.00
Western Web	Buffalo back up drive, flash drives	317.70	52.95	264.75
Trebor Maintenance	Grounds Maintenance (September)	208.00	34.67	173.33
Torpoint Town Partnership	NDP Stall - Torpoint Carnival	25.00	0.00	25.00
Festive Lighting Company	Christmas Lights Lease Agreement	1,869.60	311.60	1,558.00
Torpoint Builders Merchants	Paint	8.83	1.47	7.36
SSE Southern Electric	Electricity Council Chambers	675.40	112.56	562.84
Viking Direct	Stationery	105.61	8.60	97.01
British Gas	Gas Council Supply Chambers	282.55	47.09	235.46
Cornwall Council	Garage Rent (5/10 - 1/11)	47.75	7.95	39.80
Torpoint Dementia Alliance	Grant	200.00	0.00	200.00
EE/T Mobile	Telephone Package/Rental	61.02	10.17	50.85

(The Deputy Town Mayor and Councillor E H Andrews both declared an NRI and left the meeting – minute 92-15 refers).

103-15 Correspondence

a) Linda Lambert – Trees at the rear of Pendennis Close.
Noted. Passed to the Town Mayor for further consideration and action.

b) Torpoint Moorings Association – Information on grant expenditure.
Noted.

(The Deputy Town Mayor and Councillor Mrs R A Southworth both declared an NRI and left the meeting – minute 92-15 refers).

104-15 Reports

a) Neighbourhood Plan Steering Group.
Councillor Mrs. A I Johnson presented the report to Council that was noted. Councillor Mrs. Johnson informed the meeting that three workshops had been undertaken at the Library and 16 members of the public had engaged with representatives. Councillor Mrs. Johnson reported that 150 small questionnaires had been returned and that a further public meeting had been arranged on the 21st November 2015 at the Council Chambers. Councillor Mrs. Johnson also reminded members that grant funding is available to publicise events.

b) Cornwall Council Report:-

Other than the ferry report there was no other report to present. The Ferry report is detailed below.

WEEK COMM	DAY AND DATE	FERRY	IMPACT ON SERVICE	SCHEDULED SERVICE	REASON	OVERALL EFFICIENCY %
14/09/2015			0	1324		100
21/09/2015	Monday 21 st September	Plym	3	1324	Drive Motor Trip	99.8
28/09/2015	Saturday 3 rd October	Tamar	30	1292	VTS Upgrade	97.7
05/10/2015			0	1292		100

Target is 99% Average during last rolling 12 month period – 99.3%.

c) Coastal Community Advisory Committee:-

The notes from the recent meeting were circulated and noted. Councillor G J Davis answered any points that members raised. With reference to the proposed tenders to engage a consultant, Councillor Davis listed the chronological sequence of the process following which it was **resolved** to delegate to the Finance and Personnel Committee meeting on the 2nd November 2015 to formally consider, approve and appoint the consultant. It was also noted that all members of the Council are invited to attend this meeting as it is the precept and budget formulation meeting of the Council.

i) Terms of Reference:-

Members considered the terms of reference for the Coastal Community Team Advisory Committee (as circulated). After briefly considering the membership of the Committee it was **resolved** that the Terms of Reference for the Coastal Community Advisory Team (as circulated and appended to these minutes) are adopted and implemented. It was also formally **resolved** that the terms for Advisory Committee are now written into this Council’s Standing Orders that will remain adjourned until the next meeting of this Council when the Chairman, Councillor Davis would confirm the dates when the Committee would formally meet so that this could also be written in Standing Orders.

d) Torpoint Town Partnerships:-

The minutes of a meeting of the Torpoint Town Partnership (TTP) were received and noted. Councillor E H Andrews the treasurer for the group announced that a donation had been made to the council by the TTP that equated to the finances expended by this Council in support of the event.

105-15 Date of the next meeting.

Thursday 19th November 2015

106-15 Adjournment of the Meeting.

It was **resolved** that the meeting stand adjourned until after the Open Forum as the items to be discussed included commercially sensitive tenders and also the appraisal and contract of a member of staff. (Public Bodies (Admission to Meetings) Act 1960). The minute is listed as confidential and appended to these minutes.

Meeting closed at 8.22p.m.Town Mayor

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OPEN FORM

G Shepherd – Asked if Antony PC could use Torpoint Town Council paperless planning facilities. Mr Shepherd was advised to request that Antony PC write to the Town Council with proposals. Councillor G J Davis suggested that contact with the CNA might also be beneficial. Mr Shepherd also spoke of the planning application at Yonderberry Jetty suggesting it is a very short consultation period and the exploratory work had revealed contamination and poor passing places on Pengelly Hill. The issue of contamination raised concern with members of this Council and it was suggested that Mr Shepherd contact his local Cornwall Council ward member to raise the issue with Cornwall Council.