

TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 17th December 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 R A Southworth, Miss R A Tanner and J Tivnan plus the Town Clerk with the Assistant Town Clerk in attendance.

125-15 Apologies for Absence:-

Apologies for absence were submitted on behalf of Councillors P R Edwards and Mrs. J M Martin.

126-15 Declarations of interest relating to items on the agenda:-

A registerable interest was declared by:-

Councillor Mrs C A Jackson (Agenda item 10 - as an employee of Cornwall Council Library Service).

127-15 Police Report:-

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

18 crimes in the town consisting of

6 thefts

1 burglary dwelling

1 burglary non-dwelling (church – a 33 year old man has been charged with the burglary at the church)

7 assaults (all categories including domestic incidents)

1 communication offence

1 criminal damage

1 public order offence

128-15 Minutes of the previous meeting:-

The minutes of the meeting held on Thursday 19th November 2015 were taken as read, confirmed and signed by the Mayor.

129-15 Matters arising from the Minutes:-

a) Bench in Chapeldown Road:-

Pursuant to minute 112-15 (a) the Assistant Town Clerk advised the meeting that it is anticipated that the bench would be installed during the 1st or 2nd week of January 2016.

b) Footpaths:-

Pursuant to minute 116-15 it is understood that Cornwall Council will increase the funding to town and parish councils by 10% in the 2016-17 Local Maintenance Partnership scheme.

c) Hall Heating:-

Pursuant to minute 117-15 [and 124-15] members were advised that the work will commence in the 1st week of January 2016. The Assistant Town Clerk further advised that the cost of engaging a consultant to visit the project would be £521. The Council **resolved** to accept the cost. During the refurbishment it was noted that as a result of the disruption in the main hall the hirers have been offered the alternative of the committee room but that the income would be reduced as a result.

d) Paperless Planning:-

Pursuant to minute 117-15 [and 124-15] the Assistant Town Clerk confirmed that the equipment would be installed during the 1st week of January 2016. The Assistant Town Clerk also reported that the laptop to facilitate the planning had also arrived. It was noted that Cornwall Council had now arranged a training exercise in East Cornwall at Liskeard on the 18th January 2016.

e) Beach Clean:-

Pursuant to minute 121-15 the Clerk reported that he has emailed the agents for Antony Estates and also with a copy to Tremayne Carew Pole seeking assurance that a beach clean management system is in place. A reply was awaited. Receipt was also reported of a further letter from Mr Watkiss requesting information on the reply when it is received. The Council will acknowledge Mr Watkiss letter to confirm that the council will update him when a reply is received.

130-15 Mayors Communications

Mayors Council Report for November

Saturday 21st November – Torpoint’s Neighbourhood Plan – Council Chambers – 3 Sessions were held for the residents to come along and hear and see the proposed plans for the future of the town.

Saturday 21st November – Musical Concert at the Cornerstone Church with the Torpoint Silver Band, the Torpoint Lady Singers and solo artist, a very enjoyable musical evening.

Wednesday 25th November – Visit for a presentation and tour of the ferry.

Thursday 26th November – Children’s Centre - Fundraising afternoon –for a group that meets on a Thursday afternoon in the children’s Centre. It is for ladies who have come out of recovery of domestic violence. ..The Group is called Smallsteps 2.

Thursday 26th November – Council Chambers –2nd Torpoint Scouts Presentation. Well done Jenny and congratulations to all who received their awards.

Friday 27th November – Seventeen Thirty Club (1730 Club) – Presentation to the Sailing Club (Gig Section)

Saturday 28th November - St James Church opening of the Christmas Tree Festival. There was 55 trees entered the festival by various organisations. Congratulations to Gill Lobb for arranging the event. The Church looked stunning with all the Christmas Trees around the church.

Saturday 28th November – Christmas Lights Switch On – Although the weather was atrocious the show still went on, thanks to members of The Cornerstone Church for arranging for all the entertainment to take place in the church. Thank you to the organisers who made the evening enjoyable and for all the people who turned out to join in the fun.

Sunday 29th November – Truro Cathedral – The High Sherriff’s Legal Service.

Saturday 5th December – Band Hut - Coffee Morning in aid of Nowzad. Congratulations to Clare Shrimpton whose coffee morning raised an incredible £421.85p. Nowzad is an organisation that rescues dogs that are ill-treated from places such as Afghanistan.

Saturday 5th December – Devonport Playhouse Theatre Pantomime – Jack in the Beanstalk.

Tuesday 8th and Wednesday 9th December - St James Church – Carbeile Junior School Christmas Carol Service - a great show by all the children.

Friday 11th December – Torpoint Nursery & Infants School – Christmas Show – great show by all the children.

Friday 11th December - St James Church to present certificates to the 1st, 2nd, 3rd places of the Christmas Tree Festival, the cup was won by the The Coppola School of Performing Arts.

Friday 11th December – St John Ambulance HQ – to present certificates to the members of staff and cadets. This is the 75th anniversary of the Torpoint Unit – Thank you to all the Officers, Instructors and parents for all their dedication to the Unit.

Wednesday 16th December – Cornerstone Church to the cheque presentation by Plymouth Citybus of £500 towards the churches garden fund.

131-15 Planning Applications

None.

132-15 Minutes of the Development and Localism Committee:-

It was **resolved** that the minutes of the meeting held on Thursday 26th November 2015 are received and adopted. Pursuant to minute 62-15DL (b) (Parish Lengthsman Scheme [Japanese Knotweed Pilot Scheme]) the Clerk reported he is optimistic that negotiations for a pilot scheme will be in place during early 2016 following discussions with the CNA Manager. Pursuant to minute 67-15DL (Date of next meeting) and following information from Councillor B Hobbs on how the CNA wish to co-operate with town and parish councils on future meeting dates, it was **resolved** to send the accepted meeting date schedule to the CNA Manager for consideration. When a reply is received a meeting date for the Development and Localism Committee in January would be confirmed.

133-15 Minutes of the Finance and Personnel Committee:-

It was **resolved** that the minutes of the meeting held on Monday 30th November 2015 are received and the recommendations in minutes 85-15F&P (b) (S137 Protocols), 86-15F&P (b) (Free of Charge Use Protocols), 87-15F&P (a) (Overtime/Casual hours), 87-15F&P (b) Debtors/Creditors), 89-15F&P (b) (CORY Environmental – Payment of Invoices by Direct Debit) and 89-15F&P (e) (Torpoint Brownies – Request for financial assistance) are adopted and implemented. Pursuant to minute 86-15F&P (a) (Pay and Conditions Policy) it was **resolved** to adopt the recommendation but in addition to add within section 9.....*Where Enforcement Officer duties and responsibilities form part of the job description, staff will commence on spinal point 13 to reflect the increase in job responsibility and accountability. Pursuant to minute 71-15F&P (Fees and Hire Charges 2016-17) of the meeting date Monday 2nd November 2015 and following advice from the Assistant Town Clerk and consideration by members, it was **resolved** that the hire charges for the Mayors Parlour and Council Committee Room would increase by 50p per hour and the hire charge for the Council Hall would increase by £1 per hour. The final [actual] approved Fees and Hire charges for 2016-17 financial year are appended to these minutes as Appendix "A". The Assistant Town Clerk also informed the meeting that the occupier of the Council Store had given notice to quit on the 31st January 2016. Pursuant to minute 72-15F&P (Council Budget 2016-17), the report of the formal engagement meeting with officers of Cornwall Council on the 1st December 2015 (as circulated) and the staff resignation letter were also considered and it was therefore **resolved** that the matters are taken with the public and press excluded as the information related to commercially and employee sensitive information (Public Bodies (Admissions to Meetings Act) 1960 sec 1 para 2 refers). It was also noted that whilst the meeting of the Systems and Procedures Working Party held on Thursday 3rd December 2015 (as circulated) should be considered within open Council, it was conceded that the recommendations contained therein could have an impact on the final budget. It was therefore **resolved** that whilst the document is not in-itself subject to confidentiality and the contents are duly noted, it will be considered as part of the holistic deliberations on the budget. (Councillor Mrs C A Jackson declared a registerable interest as an employee of Cornwall Council Library Service and left the chamber whilst this matter was discussed).

Following completion of discussions and resolution on the budget and with the public and press readmitted to the chamber, it was **resolved** and subsequently announced that the Council will this year implement a balanced budget of £298,000 for the 2016-17 financial year that includes a precept requirement of £255,734 representing an increase £53,088 over the precept requirement for the 2015-16 financial year. The final approved budget is appended to these minutes as "Appendix B".

134-15 Minutes of the Asset Management and Operations Committee

It was **resolved** that the minutes of the meeting held on Thursday 3rd December 2015 are received the recommendation in minute 101-15AMO (b) (LCAS Membership and Information) is adopted and implemented.

135-15 Minutes of the Coastal Community Team Advisory Committee

It was **resolved** that minutes of the meeting held on Wednesday 9th December 2015 are received and adopted. Councillor G J Davis noted that Shevioc PC had been awarded a grant of circa £5,000 from the Coastal Communities fund toward improvements to Portwrinkle Harbour and that a further £1 million for projects is available from this funding source next year.

136-15 Agenda items (pre - meeting addresses) – Councillor E H Andrews

Councillor E H Andrews introduced this item by suggesting that any pre-meeting addresses could be put on the agenda so that it would prevent delays with letters etc. having to be written. In the ensuing debate members were reminded that no decision could be made especially on financial matters, unless the Council were fully aware of the request prior to the meeting. It was therefore suggested that if organisations wished for the Council to consider any request or information, a paper or appropriate documentation is circulated prior to the agenda going out so that the subject can be added to the agenda for members to consider. The item could then be placed on the agenda for consideration by the Council. If the organisation failed to comply with this requirement then the matter is not considered during the meeting.

137-15 To approve the 2016 meetings schedule.

Members considered the meetings schedule for 2016 (as circulated), following which it was **resolved** that the schedule is adopted and implemented.

138-15 Financial Comparison

It was **resolved** that the November 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.

139-15 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates (Public Cons) December	114.00	0.00	114.00
Clifton Emery Design	NDP Printing	475.50	79.25	396.25
SLCC	Subscription	269.50	0.00	269.50
Jack Hodgetts	NDP Filming/Editing	215.00	0.00	215.00
A I Johnson	NDP Facebook Advertising	8.15	0.00	8.15
M Acton	Laundry (NDP and Hire)	114.00	0.00	114.00
British Telcom	Telephone	32.72	5.45	27.27
Torpoint Builders Merchants	Chain	3.12	0.52	2.60
Clear Sight	Window Cleaner	60.00	0.00	60.00
Don Benson	Clock Winding	28.00	0.00	28.00
Trebor Maintenance	Grounds Maintenance (November)	208.00	34.67	173.33
Defence Estates	Seat at Yonderberry	35.00	0.00	35.00
British Gas	Electricity - Antony Road Toilets	44.67	2.12	42.55
Firewatch SW	Alarms/Maintenance	127.50	21.25	106.25
Westernweb	ATC Laptop/NDP Webpage	714.00	119.00	595.00
Royal British Legion	Wreaths (4)	74.00	0.00	74.00
CORY Environmental	Wheelie Bin	118.74	19.79	98.95
Trebor Maintenance	Maintenance (June re-issue)*	208.00	34.67	173.33
Cornwall Council	Garage Rent (re-issue)**	47.76	7.96	39.80
K Brownhill	Church Decoration	19.76	2.46	17.30
C F Southworth	Mayor Reception (Christmas)	52.30	34.67	17.63
EE/T Mobile	Telephones	70.01	11.67	58.34
BNP Parabas	Photocopier Lease	486.72	81.12	405.60

*Original Cheque no 5174 cancelled

** Original cheque 5135 cancelled

140-15 Correspondence

a) M A Watkiss – Torpoint Town Plan.

Noted. Following consideration was **resolved** to acknowledge the letter from Mr Watkiss and explain that the documentation at the meeting is part of the consultation process and that his letter would be passed to the Neighbourhood Plan Steering Group for further consideration.

b) Kelly Brown – Torpoint Tapathon.

Noted.

c) CHICKS – Information Letter.

Noted.

d) I Baard – Caretaker.

Noted. It was **resolved** the letter is taken with the public and press excluded as the information related to commercially and employee sensitive information (Public Bodies (Admissions to Meetings Act) 1960 sec 1 para 2 refers) (See minute 134-15 above).

141-15 Reports

a) Neighbourhood Plan Steering Group.

Councillor Mrs. A I Johnson apologised that as a result of the late meeting (held on Wednesday 7th December 2015) the minutes of the meeting had not been circulated. Councillor Mrs. Johnson updated members on points from the meeting and spoke of the Steering group wishing to continue working with Clifton Emery to undertake more work and suggested that a further £10,000 is allocated for this to be undertaken. It was considered by members that the request is not appropriate at this time as no prior warning has been given to the Council and it was not an agenda item. Members therefore agreed to defer any decision and that the suggestion is considered further at the January meeting of the Council when it will be only be considered

i) If the request is compliant with this Council's financial regulations

The request is also subject to a paper being presented to this Council detailing

ii) What this organisation is expected to undertake and deliver for the £10,000 being requested.

iii) The paper will clearly identify the source of the funding.

Councillor Mrs. Johnson also reported receipt of two bound documents from Carbeile Junior School containing ideas and suggestions from the students.

b) Cornwall Council Report:-

Councillor B Hobbs presented the report. Councillor Hobbs reported that he understands finances are being made available to CNA network areas to assist with implementing devolution projects. Councillor Hobbs reported that he has submitted applications for £3,000 to improve the park area at the junction between Rowe Street and the North Hill service lane and a further £20,000 to upgrade and improve the tennis courts and hut. Councillor G J Davis suggested that Councillor Hobbs is working off his own initiative and that the Council should decide on what it wishes to undertake. Councillor Mrs. C E Goodman suggested that the Lawn Tennis Association (LTA) should be consulted and further noted that the current courts are not big enough for competitive tennis. Councillor M N Pearn advised members on the ferry report that is replicated below:-

WEEK COMM	DAY AND DATE	FERRY	IMPACT ON SERVICE	SCHEDULED SERVICE	REASON	OVERALL EFFICIENCY %
16/11/2015	Monday 16 th November	Tamar	3	1292	Segment bolt loose	98.7
	Monday 16 th November	Plym	4		Sheave brg failure	
	Tuesday 17 th November	Plym	10		Sheave brg failure	

23/11/2015			0	1292		100
30/11/2015	Tuesday 1 st December	All	14	1292	Port Closure	98.0
	Friday 4 th December	All	12		Port Closure	
0712/2015			0	1292		100

Target is 99% Average during last rolling 12 month period – 99.1%.

Councillor G J Davis gave a verbal report on the recent Cornwall Council Open Doors session at Saltash attended by 30 people including 4 Cornwall Councillors from Saltash and the Rame peninsula. Councillor Davis informed members of the topics raised including a subject raised by his son referring to CCTV cameras at play areas. Councillor Davis also advised members that Cornwall had 15 coastal community teams that was far more than in any other county. Councillor Davis voiced disappointment that the NHS is working independently in marketing the former health centre and that the former fire station will be marketed simultaneously. Councillor Davis asked if any capital receipt finances could be retained and spent in the town.

Councillor L E Keise gave a verbal report from the Torpoint and Rame Community Sport Action Group. Councillor Keise reported that the group were now working with the Cornwall County Football Association to obtain funding for the All Weather pitch. Councillor Keise also advised the Council that Plymouth Argyle were now supporting the project and that the second round of funding applications to Sport England will go ahead in the New Year. Councillor Keise concluded by stressing the importance of engaging with the Town Council and that this engagement and support will be noted by the Council.

c) Torpoint Town Partnerships:-

No report. The date of the next meeting is scheduled for the 14th January 2016.

142-15 Date of the next meeting.

Thursday 21st January 2016.

Meeting closed at 9.06p.m.Town Mayor

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OPEN FORM

Nothing was raised by the public present.