

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 17<sup>th</sup> March 2016 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, P R Edwards, Mrs C E Goodman, B Hobbs, Mrs. C A Jackson, Mrs. A I Johnson, Mrs R A Southworth and Miss R A Tanner BEM plus the Town Clerk with the Assistant Town Clerk in attendance.

### **172-15 Apologies for Absence:-**

Apologies for absence were submitted on behalf of Councillors J F Creek, L E Keise, Mrs. J M Martin and J Tivnan. The Mayor on behalf of the Council extended their best wishes to Councillor Tivnan for a speedy recovery following his operation.

### **173-15 Declarations of interest relating to items on the agenda:-**

Non-Registerable Interests were declared by  
Councillor E H Andrews – Agenda item 18 (c) as the Treasurer of the Torpoint Town Partnership.

### **174-15 Coastal Community Team Advisory Committee:-**

Councillor G J Davis addressed members on a synopsis of the Coastal Community Team Economic Plan. Councillor Davis introduced the item by announcing that all Parish Council's had supported the plan and funding bid into the devolution fund following similar presentations to each council. Councillor Davis highlighted the key areas of the plan and how it was intended to develop them. Councillor Davis then went on to explain how it was intended to move forward and he revealed it was by securing funding for an administrator and also to establish an independent entity in the form of a Community Interest Company (CIC) to deliver the plan. In response to a question from Councillor Mrs. R A Southworth on the remit of the CIC, Councillor Davis confirmed that it would be an independent organisation, controlling its own finances with each parish council having a representative. Councillor E H Andrews drew attention to Trevol Business Park and the controlling and operational body being in Plymouth. Councillor Andrews suggested that it would be useful for the money to be retained in Torpoint. The Deputy Town Mayor referred to the former SUSTRANS that had only been partially implemented in the town and suggested that this organisation is contacted. Councillor Davis reassured the Deputy Town Mayor that plans are in place to review this strategy.

Councillor Davis was thanked for his presentation.

### **175-15 Police Report:-**

In the absence of the police representative, the crime statistics for Torpoint for January 2016 (as circulated) are replicated below:-

**29** crimes in the town consisting of

- 2 sexual offence
- 3 other thefts
- 9 assaults (all categories including domestic incidents)
- 2 theft from a vehicle
- 2 theft (shoplifting)
- 9 criminal damages
- 1 public order

1 burglary (non-dwelling)

### **176-15 Minutes of the previous meeting:-**

The minutes of the meeting held on Thursday 18<sup>th</sup> February 2016 were taken as read, confirmed and signed by the Mayor.

### **177-15 Matters arising from the Minutes:-**

a) Hall Heating:-

Pursuant to minute 160-15 (a) the Assistant Town Clerk reported that the installation of the heating and ancillary work has been completed. The Mayor thanks the Assistant Town Clerk for co-ordinating the work.

b) Beach Clean:-

Pursuant to minute 160-15 (b) the Clerk reported that he has since sent a chasing email to the agents for Antony Estates seeking a reply to this Council's request to have the Council removed from the court order to clean the beach. The Clerk reported that to date no reply has been received.

c) Barclays Bank Meeting:-

Pursuant to minute 160-15 (c) the Clerk reported that currently the Council are awaiting a conference call with Cornwall Council to discuss the possible relocation of Cornwall Council services before considering this further. The Town Mayor and Councillor B Hobbs will take part in the call.

d) Planning Applications:

Pursuant to minute 162-15(a) Councillor B Hobbs advised the meeting that there is an issue with the proposed application overlooking a neighbouring property. Councillor Hobbs would pursue this matter with the Cornwall Council planning office.

e) Minutes of the Asset Management Committee:-

Pursuant to minute 165-15 the Assistant town clerk informed the meeting that the water invoice is based on an estimated reading and arrangements would be made to obtain actual readings for submission to South West Water.

f) Accident on A374:-

Pursuant to minute 169-15(b) the Clerk reported receipt of a letter from the Chief Executive of Cornwall Council in reply to this Council's letter. The Clerk read from the reply that was then noted. The Clerk referred to the section on speed limits suggesting that the A38 from Trerulefoot to Carkeel that was in a far better condition than the A374 was classified as a Gateway Zone with a 50mph speed limit. Members considered that with this in mind the argument not to reduce the limit on the A374 was flawed. The issue of motorists speeding along Horson Straight and the poor visibility with vehicles in the feeder lane into Goad that was contributing to accidents was also raised. Councillor Hobbs drew attention to other areas with speeding motorists along the A374. After further consideration it was **resolved** that a reply would be sent expressing this Council's dissatisfaction with the reasoning and justifications from the Cornwall Council Chief Executive Officer and ask that the matter is again given consideration. It is also suggested that copies are sent to the neighbouring parish council and the Cornwall Council member for the Rame ward.

### **178-15 Mayors Communications**

#### **Mayors Diary February/ March:**

**Friday 26<sup>th</sup> February** - Seventeen Thirty Club (1730 Club) presentation to the Tigers Junior Rugby Club.

**Friday 26<sup>th</sup> February** - The Torpoint Lady Singers Annual Dessert Event - Council Chambers. Another great evening by the Lady Singers ably assisted by the men entertainers.

**Saturday 5<sup>th</sup> March** – The Coppola School of Performing Arts presented a 'Cornish Performance' featuring a short play called 'Saint Piran and the Cornish Piskies' and also some Cornish Dancing which they got Val and myself up dancing – Council Chambers. Proper Cornish!

**Saturday 5<sup>th</sup> March** – Lorna & Yoleland Griffiths - Diamond Wedding Anniversary at the Torpoint Mosquito Sailing Club. Congratulations to you both.

**Sunday 13<sup>th</sup> March** Plymouth Music Education Hub presented the Plymouth Youth Concert Band at The Council Chambers in aid the Veterans with Dogs to sponsor the puppy named 'Piran' for training and will be living here in Torpoint with one of our Veterans. For further details on Veterans with Dogs can be found on [www.veteranswithdogs.org.uk](http://www.veteranswithdogs.org.uk) Kernewek Link and Torpoint Slimming World have joined forces and chosen 'Veterans with Dogs' as their charity of the year for 2016.

**Monday 14<sup>th</sup> March** – Commonwealth Day – 'Fly The Flag for The Commonwealth' at Sparrow Park with the Children and Students from the Torpoint Nursery and Infant School, Carbeile Junior School and Torpoint Community College.

The 'Fly a Flag for the Commonwealth' initiative was launched on Commonwealth Day in 2014. It provides an opportunity for all those living in the Commonwealth to join together and celebrate the association by flying the Commonwealth flag.

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**Report from the 'Keep Torpoint Clean Team'** The Team had a clean-up on the 15<sup>th</sup> March and collected 7 bags of rubbish plus a large plastic children's toy car, a large umbrella and various other large items from the woods along the edge of Trevol Road (The Grove).

The woods were in a horrible state, and it's obvious that there is some regular dumping going on in there. The large plastic toy car was still in fairly good condition and could still be used if it was cleaned up, so it was obviously dumped just because someone wanted it out of the way!! Unbelievable!! There was also a lot of littering, as we found lots of plastic drink containers, crisp packets and other sweet wrappers etc. Thank you Linda and your team of volunteers.

**Well done to Rosie Hortop** and her friends for raising £233 in aid of the Macmillan Nurses at her coffee morning in the Council Chambers.

**The Mayors Ball** - Saturday 14<sup>th</sup> May at The Wardroom HMS Raleigh. Further details from Milly or Mike.

## **179-15 Planning Applications**

a) PA16/01076 – 30, Hawthorne Avenue, Torpoint – Erection of decking and a wooden fence to the front of the property.

Council recommend refusal as members do not wish to see this style of fencing on an open plan estate. Members also draw attention to the fact that this appears to be a retrospective application.

## **180-15 Minutes of the Development and Localism Committee**

It was **resolved** that minutes of the meeting held on Tuesday 26<sup>th</sup> February 2016 are received and adopted. Pursuant to minute 84-15DL (a) (Japanese Knotweed Control Agreement) the Clerk reported that he has been in conversation with an officer at Cornwall Council to discuss the agronomic approach to controlling and eradicating the weed and a site has been arranged for mid-April. The Clerk suggested that it might be too late to engage in a management agreement but that it might be some form of agency agreement. Pursuant to minute 84-15DL (c) (Town Parking Review Strategy) Councillor B Hobbs reported that a local town had allowed free parking in Cornwall Council owned car parks for the first 30 minutes. Councillor G J Davis informed the meeting that this was as a result of sponsorship from a local retailer.

## **181-15 Minutes of the Finance and Personnel Committee**

It was **resolved** that the minutes of the meeting held on Monday 29<sup>th</sup> February 2016 (as circulated) are received and the recommendations in minute's 109-15F&P (a) (Civic Functions), 110-15F&P (b) (Financial Regulations and Best Value Statement (both recommendations)), 110-15F&P (b) (Standing Orders), 110-15F&P (c) (Internal Controls Self-Assessment), 110-15F&P (d) (Statement of Internal Controls), 111-15F&P (a) (Overtime/Casual Hours), 111-15F&P (b) (Debtors/Creditors), 113-15(a) (CRUSE Cornwall (Volunteer Counsellor – Use of facilities at no charge), 116-15F&P (Date of next Meeting) and 117-15F&P (Any business that has been disclosed to the Chairman and members prior to the meeting) are adopted and implemented. Pursuant to minute 110-15F&P (b) (Standing Orders) Councillor G J Davis suggested that the

Mayor preside at the Mayor and Deputy Mayor choosing agenda items of the Finance and Personnel Committee meeting. It was **resolved** that the current Mayor preside at this element of the meeting. Pursuant to minute 116-15F&P (Date of Next Meeting) it was **resolved** that the meeting of the Finance and Personnel Committee would be held on Monday 11<sup>th</sup> April 2016.

**182-15 Minutes of the Asset Management and Operations Committee**

It was **resolved** that the minutes of the meeting held on Thursday 3<sup>rd</sup> March 2016 (as circulated) are received and the recommendations in minute 125-15 (b) (Probation Service Contract (3 recommendations)) are adopted and implemented. Pursuant to minute 124-15AMO (a) (Replacement Cooker) it was reported that the applicant that had submitted the sealed bid for the deep fat fryer had offered to “swap” another cooker for the fryer. In the ensuing discussion Councillor P R Edwards had offered to examine and certify the cooker. After considering this matter it was **resolved** to delegate this matter to officers to reach an appropriate solution and agreement. Pursuant to minute 128-15AMO (a) (Adela Road) the Clerk reported on a meeting with the Officer from Cornwall Council to discuss possible options to improve Adela Road also attended by the Mayor, Chairman of the Asset Management Committee (Councillor L E Keise) and himself. The Clerk reported that during the meeting three possible options were suggested by the officer with these being possible signage to ascertain the usage for the Council to decide on the way forward, acquiring the land by registering title and deciding on methods to raise finances or the status quo and do nothing (it was noted the signage option could coalesce with the second option of registering title). Councillor B Hobbs suggested that s 106 money could be used to improve the road and further suggested that the Council acquire title and start to generate income. Councillor E H Andrews urged caution suggesting that the residents of Sydney Road might also want improvements to their road. Councillor Mrs A I Johnson warned of the possible finances required to improve Adela Road and suggested that it would be far in excess of the possible s 106 and would only benefit a few residents. Councillor G J Davis supported Councillor Mrs Johnson’s observations and suggested we are too early in the process. Councillor Davis proposed that the matter is referred back to Committee to evaluate the proposed 28 days consultation notice and establish where we want to go with the proposal.

**183-15 To consider estimates for the Town Council insurance requirements for 2016-17 and longevity agreement.**

The Clerk produced quotations for the Town Council Insurance requirements based on a long term (3 year) contract (Quotations inclusive of Insurance Premium Tax (IPT)).

NAME OF COMPANY	SPECIFICATION (3 YEAR)	AMOUNT (£)
Zurich Insurance	Based on current schedule	£3,164.09
WPS (AVIVA Insurance)	Based on current forwarded Zurich schedule	£2,766.94*

\*plus £25 Administration fee.

\*\*Came and Company declined to submit a quotation.

After considering the matter it was **resolved** that the Council would place the insurance business with WPS Insurance Brokers subject to scrutiny of comparable benefits with the current policy.

**184-15 Policies Diary 2016-17**

It was **resolved** to accept the policies diary for 2016-17 (as circulated) subject to the Equal Opportunities policy being considered every other year.

**185-15 Financial Comparison**

It was **resolved** that the February 2016 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. Councillor G J Davis suggested that any unspent balances from

reserves that were allocated into the 2015-16 financial year are re-allocated to other projects within the reserves for 2016-17 and onward years.

### **186-15 Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Clifton Emery Design	Masterplanning - Coastal Community	7,200.00	1,200.00	6,000.00
Swiftsails	Loops to Flags	30.00	5.00	25.00
Don Benson	Clock Winding	28.00	0.00	28.00
Trebor Maintenance	Grounds Maintenance (Feb)	208.00	34.67	173.33
CORY Environmental	Wheellie Bin	127.08	21.18	105.90
Torpoint Builders Merchants	Plywood/Timber	156.36	26.03	130.33
CF Southworth	Refreshments - Probation Service	19.70	0.00	19.70
Cornwall Compliance Ltd	Hall Heating Contract Supervision	521.00	0.00	521.00
British Telecom	Telephone Bill	32.89	5.48	27.41
PWLB	Loan Sanction	17,599.99	0.00	17,599.99
EE/T Mobile	Telephone Bill	61.02	10.17	50.85
BNP Paribas	Photocopier Lease	486.72	81.12	405.60

### **187-15 Correspondence**

- a) EE Mobile – Tariff Increase (1.3%).  
Noted.

### **188-15 Reports**

- a) Neighbourhood Plan Steering Group.

Councillor Mrs. A I Johnson (Chairman) spoke to the minutes of the meeting held on Monday 7<sup>th</sup> March 2016. Councillor Mrs. Johnson pointed to the Carbeile Junior School representative leaving the group as a result of the pressures of work and family commitments. Councillor Mrs. Johnson thanked all the volunteers for their work on the project. Councillor Mrs. Johnson spoke on the final Vision for Torpoint document and announced it would be presented to Torpoint Town Council at the April meeting of this Council for formal approval. The Assistant Town Clerk would provide a hard copy for reference. Councillor Mrs. A I Johnson also noted that the date of the next meeting would have to be rescheduled as a result of the Finance and Personnel Committee meeting on the 11<sup>th</sup> April 2016.

- b) Cornwall Council Report:-

Councillor B Hobbs reported that the estimated loss of revenue from the IT tag failure was £5,000. Councillor Hobbs explained the reasons for the failure and indicated that the problem was rectified on the bridge toll booths within 24 hours. Councillor Hobbs also reported that as a result of a VAT adjustment it is now less expensive for Lorries to cross the ferry than the bridge. Councillor Hobbs also advised that Cornwall Council are in the process of creating a higher interest savings account that could be made available to parish councils. Councillor Hobbs then drew attention to an increase in "Duchy Moorings" fees being levied by Plymouth City Council. Councillor Hobbs claimed that Plymouth City Council were merely administrators of the system but the majority of moorings were on the Cornish side of the river. Councillor Hobbs indicated that Torpoint Town Council should follow the lead of Saltash Town Council in complaining at the hike in moorings fees. Both the Deputy Town Mayor and Councillor G J Davis both supported the call in complaining to Plymouth City Council and the appropriate contact details at Plymouth City Council would be made available to the Clerk.

(Both the Deputy Town Mayor and Councillor Hobbs declared a non-registerable interest as being boat owners).

The Deputy Town Mayor raised the issue of a recent letter from Cornwall Council on the matter of Non-Domestic rates revaluation. The Deputy Town Mayor informed the Council that the letter did not contain a telephone number or a paper copy by which any recipient could contact Cornwall Council and voiced the

opinion that there should be an alternative method other than going on-line. Councillor B Hobbs suggested that any recipient could either use the telephone number on the current invoice or visit the One Stop Shop. Councillor M N Pearn then presented the ferry report that is replicated below.-

WEEK COMM	DAY AND DATE	FERRY	IMPACT ON SERVICE	SCHEDULED SERVICE	REASON	OVERALL EFFICIENCY %
15/02/2016	Friday 19 <sup>th</sup> February	Tamar	16	1292	Breaker Defect	98.8
22/02/2016				1292		100
29/02/2016				1292		100
07/03/2016	Wednesday 9 <sup>th</sup> March	Lynher	29	1292	Extreme Weather	97.8

Target is 99% Average during last rolling 12 month period – 98.7%.

c) Torpoint Town Partnerships (TTP):-

Councillor E H Andrews in his capacity as the Treasurer of the Torpoint Town Partnership circulated a proposed budget for the Queen’s birthday celebration at Thanckes Park during June. It was confirmed that although the Town Council have asked the TTP to organise the event the Town Council has allocated £5,000 within the Tourism Budget. The purpose of the budget is for the Town Council to confirm acceptance and to delegate to officers [principally the Deputy Town Clerk designate] to approve expenditure provided the correct expenditure procedures are followed and duly minuted at TTP meetings are in place. In response to a question from Councillor Mrs. R A Southworth on the intention of any income that is raised, for example on the bouncy castle, it was understood it is likely this will be returned to the Town Council. After considering the matter it was **resolved** that delegation is given to officers of the council to expend finances on this event provided that

- i) The expenditure is demonstrated as being within the budget as presented.
- ii) That the expenditure has been approved within the normal decision process of the TTP.

Councillor Andrews announced that he intends to stand down as Treasurer of the TTP and sought to have the books audited on this departure from the role. It was suggested that discussions are held with the Clerk to look at potential audits although Councillor G J Davis was of the opinion that the audit should be undertaken by an independent auditor and not connected with this Council. It was also observed that with delegation given to officers to work with the TTP on the Queen’s birthday finances, it would be better for an auditor independent of the council to audit the finances of the Torpoint Town Partnership. It was suggested that the Clerk could advise on procedures but that the audit is undertaken by an outside body.

**189-15 Date of the next meeting.**

It was noted that Thursday 21<sup>st</sup> April 2016 is the lighting of the beacon celebrating the Queen’s 90<sup>th</sup> birthday an event being organised by Torpoint Town Council. It was therefore **resolved** that the next meeting of this Council would be held on Friday 22<sup>nd</sup> April 2016 commencing at 7.00 pm.

Meeting closed at 9.20 p.m. ....Town Mayor

OPEN FORM

M Howells – In response to a question on trees at Woodland Way this matter is being pursued by Cornwall Council. On the question of a combined parliamentary constituency with Plymouth it was suggested that this question is put to the local MP. It is understood the suggested screening at Torpoint Cemetery is being pursued by Cornwall Council.