

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Friday 22<sup>nd</sup> April 2016 at 7.10 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, B Hobbs, L E Keise Mrs. A I Johnson, Mrs. J M Martin, Mrs R A Southworth and Miss R A Tanner BEM and J Tivnan plus the Town Clerk with the Assistant Town Clerk in attendance.

### **01-16 Apologies for Absence:-**

Apologies for absence were submitted on behalf of Councillors P R Edwards, Mrs C E Goodman and Mrs C A Jackson.

### **02-16 Standing Orders**

Standing Orders relating to the opening of business were suspended

### **03-16 Declarations of interest relating to items on the agenda:-**

None.

### **04-16 Police Report:-**

In the absence of a police representative there was no report to present.

### **05-16 Minutes of the previous meeting:-**

The minutes of the meeting held on Thursday 17<sup>th</sup> March 2016 were taken as read, confirmed and signed by the Mayor.

### **06-16 Matters arising from the Minutes:-**

#### a) Beach Clean:-

Pursuant to minute 177-15 (b) receipt was reported of an email from Paul Cressy of Savills the agents for Antony Estates confirming that the contractor to undertake the work has assured the estates that the work will be undertaken within the permitted time scale. Mr Cressy also reminded the Council that at the termination of the lease between this Council and Antony Estates, an agreement was drawn up and entered into that covered the requirement of the work to be undertaken as the way to deal with this issue. The contents and explanation given in the email were both noted and accepted.

#### b) Barclays Bank Meeting:-

Pursuant to minute 177-15 (c) the Clerk reported on a conversation with the lead officer for Libraries Mrs McSeveney who reported that in conversations with the Cornwall Council Estates department it was unlikely that any progress would be made within a month.

#### c) Accident A374:

Pursuant to minute 177-15(f) receipt was reported of an acknowledgment letter from the CEO of Cornwall Council following receipt of the follow up letter from this Council. The letter was therefore noted.

#### d) Vision for Torpoint Document:-

Pursuant to minute 188-15 (a) Councillor Mrs A I Johnson spoke on the Vision for Torpoint document. Councillor Mrs Johnson gave a resume of the history of the project that culminated in the production of the Vision for Torpoint document. Councillor Mrs Johnson reported that the timetable had slipped as a result the requirement to review the document in line with Cornwall Council recommendations. After further discussion it was **resolved** that the Council would adopt the Vision of Torpoint.

#### e) Cornwall Council Report:-

Pursuant to minute 188-15(b) the Clerk reported that he is awaiting a reply from Plymouth City Council on the issue of the Duchy Moorings licence charges. Councillor B Hobbs reported of a meeting with Sherryl Murray MP on this matter and it is hoped that the administration could be undertaken by a local council or a locally based group as a result of the steep rise in Moorings charges. Councillor Hobbs advised that some years ago Saltash Town Council were offered the opportunity to administer the moorings on behalf of the Duchy of Cornwall but had declined the offer. The administration was subsequently undertaken by Plymouth City Council.

## **07-16 Mayors Communications**

### **Diary Dates:**

**Friday 25<sup>th</sup> March** - Seventeen Thirty Club (1730 Club) presentation to the Torpoint Mini Soccer Centre. The Mini Soccer Centre provides a fun and friendly coaching environment for 4-10 year olds. New members are always welcome. If you would like any more information.

**Saturday 26<sup>th</sup> March** – Children’s Centre to present Easter eggs to the young members of the Mini Soccer Centre.

**Saturday 9<sup>th</sup> April** – Carole and Bob Jenkins Golden Wedding Anniversary – Congratulations to you both.

**Thursday 14<sup>th</sup> April** - Torpoint Nursery and Infant School for their Fantastic Fundraising Concert in aid of funds for refurbishing the school library. Another great show of singing and drumming by the children of Year Two.

**Thursday 21<sup>st</sup> April** – Torpoint Nursery and Infant School for ‘Operation Acorn Outdoor Learning’ project.

**Thursday 21<sup>st</sup> April** - “Lighting of the Queen’s 90<sup>th</sup> Birthday Beacon” at Rendel Park, Ferry Street, – I would like to thank Ray Skelly and Liam for supplying the gas and helping to erect the beacon, Andy Martin for the sound system, The ferry staff for their help and the probation service, the children from the schools who assisted me lighting the beacon, thank you also to the Revd Canon Parker, The St John Ambulance Brigade and last but not least the Torpoint Town Band.

The Mayor reported receipt of a letter from the Torpoint and Rame Youth Partnership seeking financial assistance for the organisation. The letter detailed the issues facing the future of this organisation and sought support from this Council. Councillor B Hobbs confirmed the problems not only of the organisation but of those attending and urged the council to support the request. Councillor Mrs R A Southworth reminded the members that this Council had a set procedure for organisations seeking financial assistance and suggested that the organisation follow the protocols. The Deputy Town Clerk would forward the funding application form and guidance notes to the organisation. On receipt of the duly the completed forms the Council would consider the request. The Mayor also reported receipt of the Carbeile Junior School Newsletter. The Deputy Town Mayor also reported receipt of an email addressed to two local members of the St John Ambulance brigade advising them that the caravan currently being used as a support vehicle for events was to be withdrawn at very short notice. The Deputy Town Mayor advised that the residents of the town funded the vehicle and not the St John Ambulance Brigade. The Deputy Town Mayor suggested the Council should consider writing to the St John Ambulance Brigade although it was acknowledged the local officers were reluctant for the council to do so. The Deputy Town Mayor concluded by reminding the Council of the number of local residents that had been members of this organisation and had progressed into the medical profession as a result. Councillor Mrs J M Martin observed the importance of the organisation to the town a point echoed by other members. Councillor Mrs A I Johnson whilst understanding the frustration with this situation cautioned against a substantive reaction if this might cause difficulty for the local group. Other members also acknowledged the sensitivity of the situation. It is was suggested that a letter is written but only after dialogue with the local members to gauge the sensitivity of the situation.

## **08-16 Planning Applications**

a) PA16/026546 – 22, Buller Road, Torpoint – Proposed first floor bedroom extension.  
No objections or observations.

b) PA16/02785 – Trevol Sports Ground, HMS Raleigh, Trevol Road – Upgrade of existing Sports Pitch. No objections or observations.

### **09-16 Minutes of the Development and Localism Committee**

It was **resolved** that minutes of the meeting held on Thursday 24<sup>th</sup> March 2016 (as circulated) are received and the recommendations in minutes 95-15DL (b) (Library/One Stop Shop), 95-15DL (c) (Vision for Torpoint Strategy) and 95-15DL (d) (Town Council Maintenance Vehicle). Pursuant to minute 95-15DL (b) (Library/One Stop Shop) the Deputy Town Mayor was given to understand that the electrical shop has been sold and therefore this was no longer an avenue to be pursued. Councillor G J Davis voiced the opinion that given the circumstances it would be useful for Councillor Hobbs, The Town Mayor and the Clerk to explore opportunities to progress this item in collaboration with Cornwall Council. Councillor Hobbs confirmed that he will be speaking with Cornwall Council officers including the properties and estates team to review the how this item can be progressed. Councillor E H Andrews warned that Cornwall Council could close the library so we do not want to procrastinate on this matter a point echoed by Councillor Mrs R A Southworth who understood that the Library service is losing staff and not replacing them. Pursuant to minute 95-15DL (c) (Vision for Torpoint Strategy) Councillor Mrs A I Johnson advised the Council that a saving could be made of around £100 in the production of the Vision for Torpoint Strategy book. Councillor Mrs Johnson also confirmed that the suggestion of running stands at various locations was no longer required with an alternative strategy being developed.

### **10-16 Minutes of the Asset Management and Operations Committee**

It was **resolved** that the minutes of the meeting held on Thursday 7<sup>th</sup> April 2016 (as circulated) and the recommendations in minute 138-15AMO (d) (Gable End Repairs) and 139-15AMO (b) (Fixed Asset Condition Survey), 139-15AMO (d) (Enforcement Officer) and 143-15AMO (LCAS Renewal) are adopted and implemented. Pursuant to minute 139-15AMO (d) (Enforcement Officer) Councillor Mrs J M Martin asked if the capacity currently existed within the current Town Council structure to manage this type of operation. The Clerk responded by confirming this would be evaluated along with any statutory and legal implications prior to the system being implemented.

### **11-16 Minutes of the Finance and Personnel Committee**

It was **resolved** that the minutes of the meeting held on Monday 11<sup>th</sup> April 2016 (as circulated) and to consider the recommendations in minute's 126-15F&P (a) (Dignity at Work Policy), 126-15F&P (b) (Drugs and Alcohol Policy), 126-15F&P (c) (Whistleblowing Policy), 126-15F&P (d) (Employment Grievance Policy), 127-15F&P (a) (Overtime/Casual Hours), 127-15F&P (b) (Debtors/Creditors), 129-15F&P (b) (Edgcumbe Football Club – Request to use the Council facilities at no cost), 129-15(c) (CALC – Membership Information), 129-15F&P (f) (BNP Parabas – Leasing Agreement Termination) and 130-15F&P (Past Mayoral Broaches) are adopted and implemented. Pursuant to minute 133-15F&P (Date of Next Meeting) the Town Mayor, Deputy Town Mayor and Councillor Hobbs all apologised in advance for being unable to attend the next meeting. Councillor Miss R A Tanner volunteered to substitute for the Deputy Town Mayor and other members were encouraged to substitute for the members unable to attend the meeting.

### **12-16 Coastal Community Team Advisory Committee.**

It was **resolved** that the minutes of the meeting held on Wednesday 13<sup>th</sup> April 2016 are received and adopted.

### **13-16 Christmas Lights – Councillor J Tivnan**

Councillor J Tivnan announced that he would be visiting the supplier of the Town's Christmas Lights to inspect and recommend to Council replacement Christmas Lights now that current lease agreement has

terminated. Councillor Tivnan appealed for Councillors to join him to review the decorations. Councillor G J Davis sought to understand the procurement process in relation to the Council's financial regulations. The Clerk reminded members that the Best Value Statement called for two verbal quotations for purchases between £1,000 and £2,500 but as the lights are very bespoke and used current equipment and connections then the Council could proceed using one (the current) supplier (FR 14.1 (iii) and 14.1 (b) refer). The Council **resolved** to proceed with the one supplier and Councillor Tivnan would report back to this Council with proposals for the lighting system.

### 14-16 Financial Comparison

It was **resolved** that the March 2016 financial comparison (as circulated) is received and adopted. It was reported that the Deputy Town Clerk has reviewed the income and expenditure and confirmed the financial comparison as being accurate. The Clerk reported that the preliminary financial account close down had produced an almost break even revenue balance for the 2015-16 financial year and as suggested had allocated the un-used allocated reserve back to the Development Plan proposals.

### 15-16 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates - Council Chambers - April	970.50	0.00	970.50
Cornwall Council	Rates - Public Conveniences - April	114.50	0.00	114.50
CORY Environmental	Wheellie Bin	101.66	16.94	84.72
Don Benson	Clock Winding	35.00	0.00	35.00
BUNZL	Cleaning Materials	162.56	27.11	135.45
BT Payment Services	Telephone Bill	32.70	5.45	27.25
British Gas	Gas Supply	1,575.45	262.57	1,312.88
Southern Electric	Electricity Supply	45.69	7.60	38.09
South West Water	Water - Town Hall	632.14	0.00	632.14
Rabarts Decorators	Paint/Utensils	417.04	69.51	347.53
LCAS	Membership	114.00	19.00	95.00
EE/T Mobile	Telephone Bill	61.80	10.30	51.50

### 16-16 Correspondence

a) Street Pastors and Food Bank (email as circulated by the Town Mayor).

Noted. The Clerk highlighted the volume of food that was distributed in the town and area and suggested that the Town Council might wish to become involved given it was one of the few public service bodies operating regularly in the town. Councillor B Hobbs supported the suggestion by detailing some of the levels of deprivation in the area. The Council resolved to allow the Clerk to pursue this matter further.

b) Cornwall Council – Amended Rates and Adjustment Certificate.

Noted.

### 17-16 Reports

a) Neighbourhood Plan Steering Group.

Councillor Mrs. A I Johnson (Chairman) announced that Neighbourhood Plan support training is in place and that cost to attend the training would probably be the principal expenditure at around £100. Councillor Mrs. Johnson also suggested that a similar amount was required for the expenses of the consultant attending the parish meeting to present the Vision document to residents. Following a short discussion it was **resolved** to allocate £200 to the above proposed expenditure items. Councillor Mrs. Johnson then advised members that an invoice had been received from the appointed consultants for £500 this despite it being conceded that the consultants had been made aware of the deadline for submitting claims. Councillor Mrs. Johnson argued that the work had been completed. After discussing the matter it was resolved that the claim submitted by

the consultants would be met by this council (Councillor Mrs. R A Southworth abstained) but it was with a caveat that this Council would not accept any more invoices (other than the agreed £100 for attending the Parish meeting) submitted for Neighbourhood Plan or Vision work. Councillor Mrs. Johnson announced that she had resigned as Chairman of the Neighbourhood Development Plan Steering Group and this would be her last meeting as a Town Councillor. The Mayor thanked Mrs. Johnson for her valued input and support to the Steering Group and the Town Council during her term in office.

b) Cornwall Council Report:-

Councillor B Hobbs had nothing further to report and Councillor M N Pearn MBE presented the Ferry report that is replicated below.-

WEEK COMM	DAY AND DATE	FERRY	IMPACT ON SERVICE	SCHEDULED SERVICE	REASON	OVERALL EFFICIENCY %
14/03/2016				1292		100
21/03/2016				1292		100
28/03/2016	Wednesday 30 <sup>th</sup> March	Lynher	9	1292	Inverter Cooler Defect	99.3
04/04/2016	Friday 8 <sup>th</sup> April	Lynher	20	1292	Breaker Defects	98.5
11/04/2016				1292		100

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

c) Torpoint Town Partnerships (TTP):-

Councillor Mrs. J M Martin voiced disappointment at the Council’s decision not to assist with the audit of the Torpoint Town Partnership accounts. Councillor Mrs. Martin reminded the Council that the organisation came into existence as a result of the Town Council and the Partnerships were closely linked with the Council. Councillor E H Andrews concurred with Councillor Mrs. Martin’s comments and observations and spoke of the interface between the two organisations. Councillor Andrews spoke of the work undertaken by the organisation at events and was looking for administrative support. Councillor G J Davis commented that it was because of the close relationship between the two organisations that it would be inappropriate for the Council to undertake an audit of the accounts although he did suggest that the Clerk could advise on systems and procedures. Councillor Andrews advised the Council that he has located a person to undertake a scrutiny of the accounts but suggested that this approach was unsustainable in the long term. Councillor Andrews concluded that he would remain as Treasurer until a replacement is found.

**18-16 Date of the next meeting.**

Thursday 19<sup>th</sup> May 2016 (Annual Meeting).

Meeting closed at 8.50 p.m. ....Town Mayor

OPEN FORM

M Howells – Asked if there was any developments or progress with Adela and Sydney Roads. Councillor G J Davis responded that this matter was being discussed at the Development and Localism Committee and various options were being considered.