

TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 16th June 2016 at 7.00 p.m. in the Council Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor M J Crago), Deputy Town Mayor (Councillor L E Keise), Councillors E H Andrews, G J Davis, Mrs C E Goodman, B Hobbs, Mrs. J M Martin, M N Pearn MBE, Mrs R A Southworth, Miss R A Tanner BEM and J Tivnan plus the Town Clerk with the Deputy Town Clerk in attendance.

42-16 Apologies for Absence:-

Apologies for absence were submitted on behalf of Councillors Mrs K Brownhill, J F Creek and Mrs. C A Jackson. It was **resolved** to confirm Councillor Mrs. K Brownhill's absence as authorised by the Council. It was **resolved** to confirm the co-option process to replace former Councillor Mrs. A I Johnson with the co-option taking place at the Council meeting on the 21st July 2016 with the closing date for applications on the 15th July 2016.

43-16 Declarations of interest relating to items on the agenda:-

None.

44-16 Police Report:-

The Police report (as circulated) was considered by the Council. It was noted that there are no crime statistics in the report and members were also informed that this would be the last report as a result in a reduction of staffing and also changes in the role of Sgt Crow that reduces the capacity to produce a report. Councillor B Hobbs reported on the improvements in health of PCSO J Riggall.

45-16 Minutes of the previous meeting:-

The minutes of the annual meeting held on Thursday 19th May 2016 and the adjourned annual meeting Thursday 26th May 2016 were taken as read, confirmed and signed by the Mayor subject to deletion of "General Purposes" and insertion of "Personnel" in minute 23-16 and deletion of the word "Councillor" and insertion of the word "Mayor" in minute 39-16 (b).

46-16 Matters arising from the Minutes:-

a) Review of Membership of Committees, Steering Groups and Outside Bodies:-

Pursuant to minutes 22-16 and 23-16 it was **resolved** that the following amendments would be made Council Committees and Steering Groups:-

Councillor J F Creek – Deletion from the Finance and Personnel Committee membership.

Councillor M N Pearn – Addition to the Asset Management and Operations Committee membership.

Councillor Miss R A Tanner – Addition to the Neighbourhood Development Plan Steering Group.

Mrs Odette Norreys – Addition to the Neighbourhood Development Plan Steering Group.

b) Accident A374:-

Pursuant to minute 29-16 (a) the Clerk confirmed receipt of the newspaper article from Councillor J Tivnan (Asset Management minute 30-16AMO refers) that will allow the Clerk to formulate a response to Cornwall Council.

c) Duchy Moorings:-

Pursuant to minute 29-16 (b) Councillor B Hobbs briefed members on the latest position with Duchy Moorings. Councillor Hobbs reported that a meeting has been arranged with Plymouth City Council for July 2nd that will be attended by Sherryl Murray MP and principal leaders from the City Council. Councillor Hobbs also reported that the six moorings groups had reached agreement on matters and issues of contention

would be discussed at the meeting. Councillor Hobbs would update members further at the next meeting of this Council.

d) Barclays Bank and Library Services:

Pursuant to minute 29-16 (c) the Clerk reported on the recent meeting to discuss HR matters and attended by officers from Cornwall Council and from this Council the Town Mayor, Councillor B Hobbs and the Town Clerk. The Clerk reported that HR matters discussed included possible TUPE, role files and the anonymous salary and costs based on a proposed operation with similar delivery outcomes to that currently being undertaken. The Clerk voiced disappointment that the Property team were unable to attend and it is understood that the Cornwall Council team are pressing their property colleagues to make contact and open dialogue. Councillor B Hobbs criticised Barclays Bank on the low dilapidation reimbursement being proposed and suggested that this was contributing to the delay. Councillor Hobbs also advised the Council that he was attempting to make contact with the property team at Cornwall Council and arrange for a meeting with this council to discuss further proposals for the future of the library. Councillor E H Andrews thanked the Clerk for his work and on progressing matters. Councillor Andrews continued by identifying services currently delivered by the library sought reassurance, as part of the investigation, that the book exchange with other libraries would continue and at no additional cost to this council. The Clerk would pursue this matter with Cornwall Council as part of the on-going negotiations.

e) Christmas Lights:-

Pursuant to minute 29-16 (d) the Clerk reported that he has contacted this council's insurers who suggested that a copy of the Risk Assessment undertaken by the Torpoint Community Events Company is provided to the Council. The insurers were of the opinion that given the details, the Council had very little involvement in the supply or erection of the lights. The email from the insurers was noted and it was further noted that Councillor J Tivnan on behalf of the Torpoint Community Events Company would supply a copy of the risk assessment.

f) St John Ambulance Caravan:-

Pursuant to minute 32-16 the Clerk reported that he had received emails from the local representative of the St John Ambulance Brigade who advised that he had in turn received emails confirming St John Ambulance Brigade had approved continued use of the transferred caravan for delivering first aid services and that the Chairman of Torpoint Athletic Football Club had confirmed with the local representative that the football club will continue to allow the caravan to be stationed at the football ground at no cost to the council. On this basis the Clerk had emailed the regional representative of the St John Ambulance Brigade to confirm that the Council will accept the transfer of the asset to the Town Council and await confirmation of the transfer process from the St John Ambulance Brigade. To date the Council are still awaiting a reply from St John Ambulance Brigade.

47-16 Mayors Communications

The Mayor presented the diary for the preceding month:-

May 27th – The Mayor and Mayoress attended the St John Ambulance Brigade for the presentation of two Grand Prior certificates, other certificates and unit trophies. The St John Ambulance Brigade in Torpoint were thanked for all their sterling work. The Mayor announced that the caravan that will shortly be transferred to Town Council ownership will be rebranded, insured and the Town Council will maintain the unit for use by the local St John Ambulance Brigade.

June 2nd – The Mayor, Mayoress and Councillor Hobbs visited the Remploy Offices in Union Street to see the excellent work undertaken in getting people with a range of disabilities back to the work place. The Mayor advised the meeting that it is the intention to try and get this organisation to visit Torpoint on at least one day a week to help those from the Torpoint area. It is understood that some are employed at HMS Raleigh and Sainsbury.

June 6th – The Mayor attended the D-Day + 72 ceremony of remembrance at St Budeaux and laid a wreath to remember the American sailors and soldiers who left our shores for the D-Day landings.

June 11th – The Mayor and Mayoress had the honour to start the 24th annual singathon by the Torpoint Ladies singers and returned to see them finish. Over the years this event has raised thousands of pounds for various charities and congratulations to those taking part.

June 12th – The Mayor and Mayoress had immense pleasure in opening the celebrations for the Queens 90th birthday at the Lawn. Thanks must be expressed to the organisers of the event the Torpoint Town Partnership with Councillor Mike Pearn MBE as the Chairman and also to the Torpoint Town Council.

The Mayor, in describing the event, praised the birthday cake made by Mr Paul Savage of Babcock and also the excellent entertainment on offer. In expressing thanks to the organising committee, the Mayor also expressed sadness that Mrs Kim Brownhill one of the key organisers could not be in attendance as a result of being in hospital. The Mayor expressed his best wishes for a recovery back to full health.

The Mayor expressed sadness that the toilets were vandalised on Saturday evening although it is understood the culprits have been identified on CCTV and will be interviewed by the police. The Mayor also reminded members that the Civic Parade and Service would be held on Sunday 17th July 2016. The Mayor concluded that he has asked the flags to be flown at half-mast as a result of the tragic death of Jo Cox MP and the thoughts of the Council are with the family.

48-16 Planning Applications

a) PA16/03470 – 5, Maple Avenue, Torpoint – Retrospective proposal for wooden shiplap shed built in rear of the garden (12ft x 10ft and 12ft high).

Council consider that proposed shed appears to be too large and high for the size of the garden.

b) PA16/04277 – 8, Liscawn Terrace, Torpoint – proposed two storey side extension, single storey rear extension and front porch.

No objections or observations.

c) PA16/04301 – 18B Wellington Street, Torpoint – Certificate of Lawfulness for the existing use of the garage as a dwelling.

Council recommend refusal on the following grounds:-

i) Council consider there are doubts with the accuracy some documents- for example the address on one of the invoices does not appear to be accurate as the postcode is not for a Torpoint property.

ii) The Council understands that the garage was used to vend/repair tyres around three years ago therefore occupancy can only be for a maximum of three years.

The Council also voice disappointment with the quality of the provided maps. The Council consider the maps to be inadequate.

49-16 Minutes of the Finance and Personnel Committee

It was **resolved** that the minutes of the meeting held on Tuesday 31st May 2016 (as circulated) are considered and the recommendations in minute's 20-16F&P (c) (Review of Insurance Schedule – both recommendations), 21-16F&P (a) (Internal Audit Report) and 21-16F&P (b) (Committee Terms of Reference) are adopted and implemented. Pursuant to minute 21-16F&P (a) (Internal Audit Report – Mayor's allowance) the Clerk spoke to the paper he had prepared (as previously circulated) identifying the legislation and HMRC rules that apply to allowances and also reported on the treatment of allowances by a sample of towns in the county. Both the paper and report were noted. Councillor E H Andrews agreed with the paper that it was not appropriate for the Mayor to receive the allowance via the receipt production method as this in itself could result in taxable supplies being made. Councillors also noted that the allowance was based on the disposable amount available to the Mayor and in the circumstances this should be adjusted to take into account income tax at the standard rate. Following further discussion it was **resolved**:-

i) That the total Mayors Allowance should be increased to £3,750 for the 2016-17 financial year to take into consideration income tax at the standard rate of 20%.

- ii) That this amount will take into account all Mayoral expenditure including travel and parking.
- iii) That delegation is given to the RFO and Payroll to review any NI implications with a view to minimise the risk to the both Mayor and Council.

Pursuant to minute 21-16F&P (b) (Committee Terms of Reference) the Clerk noted that the terms of reference will have to be amended to reflect the resolved change in delegation. Pursuant minute 22-16F&P (b) (Ronald House Bristol – Use of facilities at no charge) it was suggested that the application form is reviewed to reflect the Council's requirement for the applicant to detail use that the facilities will be required for.

50-16 Minutes of the Asset Management and Operations Committee

It was **resolved** that the minutes of the meeting held on Thursday 2nd June 2016 (as circulated) are consider and the recommendations in minute 21-16 AMO (a) (Proposed CCTV Camera in Benodet Park), 23-16 AMO (a) (Fixed Asset Condition survey) and 30-16 AMO (Any Business that has been disclosed to the Chairman and members prior to the meeting) are received and adopted (both recommendations). Pursuant to minute 23-16 AMO (a) (Fixed Asset Condition survey) Councillor G J Davis suggested that the Council should also review the impact of the Cornwall Council Environmental Assessment and Management plan and the environmental standards and be prepared to challenge them where necessary. Pursuant to minute 30-16 AMO (Any Business that has been disclosed to the Chairman and members prior to the meeting) Councillor G J Davis suggested that the Council infrastructure should also be reviewed by the Systems and procedures Working Party in conjunction with the proposed devolution and other projects being undertaken by the Council. Councillor Mrs R A Southworth also asked that members complete the skills audit (as previously circulated).

51-16 Financial Comparison

It was **resolved** that the May 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.

52-16 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates (Council Chambers) July	969.00	0.00	969.00
Cornwall Council	Rates (Public Cons) July	115.00	0.00	115.00
Crab Stitich	TTC logo on vest top	14.00	0.00	14.00
Security Dynamics	CCTV annual service/maintenance	575.00	0.00	575.00
The Tool Shed (R Austin)	Masonry Drill Bits	11.99	0.00	11.99
BUNZL	Cleaning/Sanitary Supplies	121.43	20.23	101.20
Viking Direct	Work Boots	23.99	4.00	19.99
Don Benson	Clock Winding	28.00	0.00	28.00
M Acton	Laundry	57.00	0.00	57.00
Security Dynamics	Repairs/CCTV Signs	73.00	0.00	73.00
British Gas	Gas Supply	665.98	110.99	554.99
Light Years Light and Sound	Repairs to Dimmer Pack	60.00	10.00	50.00
Atlas Graphics	Publicity Banners	115.20	19.20	96.00
British Telecom	Phone Supply	34.08	5.68	28.40
BNP Parabas	Photocopier Lease	522.72	87.12	435.60
C F Southworth	Petrol/Decorating	10.85	1.81	9.04
BUNZL	Cleaning/Sanitary Supplies	57.48	9.58	47.90
South West Event Hire	Trestle Table Hire	634.57	105.76	528.81
Mr Bouncy Castle	Bouncy Castle	600.00	0.00	600.00
P Salvage	Cake - Queens Birthday	50.00	0.00	50.00
BNP Parabas	Photocopier Lease	522.72	87.12	435.60
British Telecom	Phone Supply	34.08	5.68	28.40
EE/T Mobile	Telephone	67.49	11.25	56.24

- Invoices for Harry Kazzam (£260) and Dulcett Tones (J Bartlett) £100 received as approved at the Asset Management and Operations Committee.

It was also suggested that payment of small invoices by a debit card or similar in compliance with financial regulations is reviewed to prevent staff purchases and a reimbursement.

53-16 Correspondence

- a) M Holmes – Tor Fest festival (by email).

Noted. Members also confirmed that it did not appear to be appropriate for the Council to become involved with the event.

- b) A Pickup – Refugee Camp, Dunkirk (by email).

The Clerk read the email and accompanying document to members that were both noted. It was **resolved** that the Mayor would respond to the correspondence.

- c) British Gas – Annual Maintenance Contract.

Noted. After a brief discussion it was **resolved** to continue with the contract.

54-16 Reports

- a) Neighbourhood Plan Steering Group.

The minutes and report would be circulated to members. In the interim, Councillor G J Davis presented a verbal report of the recent Neighbourhood Planning meeting. Councillor Davis announced that he had been appointed Chairman of the Steering Group. Councillor Davis also spoke on the difficulties of achieving half the membership of the Steering Group to attend and sought Council approval to have the quorum numbers reduced especially as the group consisted of a large number of volunteers. The Clerk reminded members that this item of reduced quorums was not an agenda item so on this basis members **resolved** to defer a decision to the Development and Localism Committee for further consideration and a decision. Councillor

Davis also encouraged Council members to attend a Neighbourhood Plan meeting and it was agreed that a meeting held on Tuesday 5th July at 7pm would be the best date and time for members to attend.

b) Cornwall Council Report:-

Councillor B Hobbs reported that there is likely to be a change in the grass cutting regime with a reduction to a probability of only two cuts per annum. Councillor Hobbs observed that grass cutting is a front line service and should be protected. Concern at the vegetation control in the cemeteries was also raised. Councillor J Tivnan asked if Councillor Hobbs was further forward on the use of a covert camera. Councillor Hobbs responded by confirming that he is still pursuing this matter. Councillor E H Andrews reminded members that there is no signage indicating that those disembarking from the Torpoint ferry are in fact in Torpoint. Councillor Hobbs would raise this matter with Cornwall Council although it was understood that the Town Council could provide the appropriate signage. It is understood that the owner of the SPAR shop has acknowledged parking problems when vehicles are unloading. The owner advised that unloading is undertaken in the Fire Station if the delivery vehicle arrives too early and further advised the target time for deliveries is 10 am. The Mayor congratulated the team that has cleaned up the promenade and in conclusion advised the meeting that CORY Environmental responsible for refuse and recycling have been taken over by BIFFA.

Councillor M N Pearn MBE apologised for the reduced ferry service as a result of a fault with one of the ferries. Councillor Pearn then presented the Ferry report that is replicated below.-

WEEK COMM	DAY AND DATE	FERRY	IMPACT ON SERVICE	SCHEDULED SERVICE	REASON	OVERALL EFFICIENCY %
16/05/2016	Monday 16 th May	Plym	8	1292	LR IWS	98.8
	Thursday 19 th May	Plym	7		Vacon Cooling Leak	
23/05/2016				1292		100
30/05/2016				1324		100
06/06/2016	Tuesday 7 th June	Lynher	2	1324	Loose segment bolts	99.8

Target is 99% Average during last rolling 12 month period – 98.8%.

c) Torpoint Town Partnerships (TTP):-

Councillor M N Pearn presented the report and thanked all those that were involved in the Queen’s birthday celebrations. Councillor Pearn thanked Andy Martin for his technical input into the celebrations and further reminded members of the previous events over the past four years that included the Diamond Jubilee celebrations, Gorsedh and Armed Forces Day. Councillor Pearn also thanked the Town Council for their continued support. Councillor Pearn announced that the carnival will be held on the 24th September 2016 and the next meeting of the Town partnership will be on the 14th July. The Mayor thanked Councillor Pearn for his valuable input into the events.

55-16 Date of the next meeting.

Thursday 21st July 2016.

Meeting closed at 8.50 p.m.Town Mayor

OPEN FORUM

No member of the public had anything to raise during this forum.