

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 15<sup>th</sup> September 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, P R Edwards, A P Glanville, Mrs C E Goodman, B Hobbs, Mrs. C A Jackson, Mrs. J M Martin, M N Pearn MBE, Mrs R A Southworth, and J Tivnan plus the Town Clerk with the Deputy Town Clerk in attendance.

	ACTION
<p><b>73-16 Apologies for Absence:-</b> Apologies for absence were submitted on behalf of Councillors Mrs K Brownhill and Miss R A Tanner BEM.</p>	
<p><b>74-16 Declarations of interest relating to items on the agenda:-</b> Non-Registerable Interests (NRI) were declared by the following:- Councillor B Hobbs – Agenda item 4 (c) (as a boat owner on the river). Councillor Mrs R A Southworth – Agenda item 7 (a) (as a board member of the Co-operative Society).</p>	
<p><b>75-16 Minutes of the previous meeting:-</b> The minutes of the meeting held on Thursday 21<sup>st</sup> July 2016 were taken as read, confirmed and signed by the Mayor.</p>	
<p><b>76-16 Matters arising from the Minutes:-</b> a) Review of the CCT Advisory Committee membership:- Pursuant to minute 61-16(a) it was <b>resolved</b> that Councillor A P Glanville is appointed to the CCT Advisory Committee and it was further <b>resolved</b> that Councillor Glanville is also appointed to serve on the Development and Localism Committee and the Neighbourhood Plan Steering Group. b) Accident A374:- Pursuant to minute 61-16 (b) the Clerk reported he has not received a direct reply from the Chief Executive of Cornwall Council but it was noted that this matter had now been an agenda item in the meeting with Cornwall Council. c) Duchy Moorings:- Pursuant to minute 61-16 (c) Councillor B Hobbs reported that the meeting with officers from Plymouth City Council (PCC) has been scheduled for next week. Councillor Hobbs reported that together with other members of the group that will be attending, questions and explanations on the administration costs being levied by PCC will be tabled although it is acknowledged that there are costs relating to the fundus owned by the Duchy of Cornwall. Councillor Hobbs will report to the Council the key points from the meeting. (Councillor Hobbs declared an NRI but remained in the meetings as the report was for information purposes only – 3.5A of the Code of Conduct refers). d) Library Services:- Pursuant to minute 61-16 (d) it was reported that following the meeting at County Hall, Cornwall Council are looking to arrange a regular meeting to discuss the possibility of a transfer of the Library service from Cornwall Council to Torpoint Town Council. The initial meeting has been scheduled for the 29<sup>th</sup> September 2016 between 12 noon and 1.30 pm. Members indicated availability although the Clerk will inquire if alternative timings are available. The Clerk also had some other information that had been disclosed to both the Deputy Town Clerk and himself that was commercially sensitive and it was therefore resolved to consider this item with the public and press excluded (Public Bodies (Admission to Meetings) Act 1960 sec 1 para 2.). e) St John Ambulance Caravan:-</p>	<p>Cornwall Council</p> <p>Cllr B Hobbs</p>

<p>Pursuant to minute 61-16 (e) the Clerk reported that an email had been received from the St John Ambulance Brigade (as circulated) formally transferring the asset to this Council. The Clerk reported that the caravan has been insured by the Town Council whilst stationary but when being towed the caravan then became the liability of the car owner towing the caravan. The Clerk has suggested that the local St John Ambulance Brigade obtains copies of the insurances of the pool of volunteers the caravan has now been formally is still awaiting a response from the St John Ambulance Brigade for retaining with the Council. It was further reported that arrangements have been made to add the Town Council logo on the caravan.</p>	<p>DTC</p>
<p><b>77-16 Mayors Communications</b></p> <p>The Mayor introduced his announcement by welcoming the Council back from the summer recess, refreshed and raring to go as we try and deliver some of the exciting new challenges that face us. Since our last meeting it has been very quiet, Tina and I attended the 100<sup>th</sup> birthday of Hilda Merlane at Torcare, Antony, a lovely lady who is very active minded and could read better than me with no glasses at all!</p> <p>Sunday 18<sup>th</sup> September Tina and I will be attending the Battle of Britain Commemoration Service at Minster Church of St Andrew in Plymouth</p> <p>We welcome the new Commanding Officer at HMS Raleigh Captain Ellie Ablett and the new Commander Tony Williams, please remember that I will be hosting a small reception to greet them on Tuesday 20<sup>th</sup> September at 7pm in the Mayors Parlour and look forward to your attendance.</p> <p>Sunday 2<sup>nd</sup> October HMS Raleigh will be exercising their right to the Freedom of Torpoint and after the ceremony we will dine with our guests. Please reply to the Deputy Town Clerk to let her know if you are going to attend or not.</p> <p>The Mayor has also received requests for financial assistance and the appropriate forms have been sent to the organisations for completion prior to consideration by the Council.</p>	
<p><b>78-16 Planning Applications</b></p> <p>a) PA16/07647 – 53-54 Fore Street, Torpoint – New refrigeration plant, AC units, acoustic enclosure, louvered doors, ARMCO barrier and hatching. No objections or observations. (Councillor Mrs R A Southworth declared a non-registerable interest (NRI) and left the meeting whilst this matter was discussed).</p> <p>b) PA16/07902 – 43, Maker Road, Torpoint – Application for variation of condition 3 (privacy screens) of PA/07456 (proposed single storey rear extension) to allow for a reduction in height of the privacy screens from 2m high to 1.3m high on the west elevation only. Council recommend refusal as the original purpose of the screen was to protect the neighbour’s privacy and a reduction in height of the screen would compromise the neighbour’s privacy. (The Town Mayor declared an NRI being related to the next door neighbour and left the Chamber whilst this agenda item was discussed. The Deputy Town Mayor (Councillor L E Keise) took the chair in the Mayor’s absence).</p> <p>c) Redevelopment of the Garden Sports and Leisure Club, Antony Road, Torpoint – Notice of Submission. Noted. The Clerk drew members’ attention to the proposals as it is intended to integrate the public conveniences into the proposed development. It had already been noted by Council staff that the public convenience store room has been omitted from the proposals. Councillor Hobbs reported on a recent planning training programme whereby he was advised that Councils could review pre-planning submission without the issue of pre determination provided that it was noted that the inspection and perusals were made without prejudice and noted to this effect.</p>	

<p><b>79-16 Minutes of the Localism and Development Committee</b>  It was <b>resolved</b> that the minutes of the meeting held on Friday 29<sup>th</sup> July 2016 (as circulated) and the recommendations in minutes 18-16DL (d) (Vision for Torpoint Strategy) and 18-16DL (e) (Bus Shelters) are adopted and implemented. Pursuant to minute 18-16DL (e) (Bus Shelters) Councillor B Hobbs was of the opinion that any new shelters should have a litter bin attached given the amount of detritus that was accumulating in the new shelters.</p>	
<p><b>80-16 Minutes of the Finance and Personnel Committee</b>  It was <b>resolved</b> that the minutes of the meeting held on Tuesday 30<sup>th</sup> August 2016 (as circulated) and the recommendations in minute's 44-16F&amp;P (a) (Finance Policy), 47-16F&amp;P (a) (Royal British Legion – Serviced of Commemoration) and 44-16F&amp;P (d) (L Fletcher – Request for Commemorative Bench – both recommendations) are adopted and implemented. Pursuant to minute 47-16F&amp;P (a) (Royal British Legion – Serviced of Commemoration) Councillor Mrs R A Southworth noted a non-registerable interest although it was conceded that the letter was for information purposes only and was extending an invitation for members to attend a commemorative service. Pursuant to minute 44-16F&amp;P (c) (Cornwall Council – Electoral Review) it is recommended that this Council supports a Committee style future governance of Cornwall Council. Members voiced an opinion that being led by an individual concentrated too much power into one person's hands and the Cabinet style function also concentrated the decision making process to too few members. Pursuant to minute 44-16F&amp;P (d) (L Fletcher – Request for Commemorative Bench) receipt was reported of an email confirming that the leaseholder of the land had given permission for the memorial bench to be sited adjacent to the Jetty restaurant. On the subject of benches Councillor B Hobbs observed that the bench damaged by a motor vehicle at the Carbeile road end of Chapeldown Road has still not been replaced.</p>	<p>Clerk</p> <p>DTC</p> <p>Cornwall Council</p>
<p><b>81-16 Minutes of the Asset Management and Operations Committee</b>  It was <b>resolved</b> that the minutes of the meeting held on Thursday 1<sup>st</sup> September 2016 (as circulated) and the recommendations in minute's 44-16AMO (Apologies for absence), 49-16AMO (Operational Report – both recommendations) and 50-16AMO (a) (Policies Reviewed by this Committee) are received and adopted. Pursuant to minute 50-16 AMO (Purchase of a Billy Goat mechanical vacuum leaf remover) Councillor J Tivnan advised that the cost of a suitable machine is in the region of just over £800.</p>	<p>Clerk/ DTC</p>
<p><b>82-16 Minutes of the Coastal Community Team Advisory Committee</b>  It was resolved that the minutes of the meetings held on Wednesday 3<sup>rd</sup> August 2016 and Wednesday 7<sup>th</sup> September 2016 are adopted and implemented.</p>	
<p><b>83-16 Proposed Photocopier Agreement</b>  The Deputy Town Clerk reported that the lease on the current photocopier has expired and had obtained a quotation from the company from which the Council had obtained the current lease but a second company, Concorde Copiers, had not submitted an estimate. The Deputy Town Clerk explained that the proposed operational lease would cost the Council £157.85 a quarter. This is a substantial saving on the current lease of £405.60 per quarter. After considering the matter it was <b>resolved</b> to delegate the matter to the Council officers to progress the item and enter into the proposed arrangement.</p>	<p>Clerk/ DTC</p>
<p><b>84-16 Financial Comparison</b>  It was <b>resolved</b> that the July and August 2016 financial comparisons (as circulated) are 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.</p>	

### 85-16 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Rates (Council Chambers) October	969.00	0.00	969.00
Cornwall Council	Rates (Public Cons) October	115.00	0.00	115.00
G W Brown Roofing	Roof repairs 1-3 Buller Road	175.00	0.00	175.00
Rabart Decorators	Paint and decorating ancillary items	70.03	11.67	58.36
Cornwall Council	Garage Rent (22/8 - 2/10)	77.16	12.84	64.32
Clockwork Audio Systems	Installation of Network Switch	239.99	40.00	199.99
DDC CRC Ltd	Probation Service Team	448.00	74.67	373.33
LMS Plastering*	Gable End Repairs	1,380.00	0.00	1,380.00
Don Benson	Clock Winding	35.00	0.00	35.00
Biffa	Wheelie Bin (September)	101.66	16.94	84.72
British Telecom	Phone Bill	34.08	5.68	28.40
C F Southworth	Reimbursement - Accomod. Course	97.49	0.00	97.49
EE/T Mobile	Telephone	68.12	11.35	56.77
PWLB	Loan Repayment (Direct Debit)	17,599.99	0.00	17,599.99

\*subject to repairs to the broken slates. The payment was approved but would not be released until the Deputy Town Clerk is satisfied that the defects are rectified.

DTC

### 86-16 Correspondence

D T Rowlands – Provision of fairground rides at Christmas Lights switch-on.  
Noted. It was **resolved** that the request is forwarded to the Torpoint Town Partnership for further consideration.

TTP

### 87-16 Reports

a) Neighbourhood Plan Steering Group.

It was **resolved** that the minutes and report held on Monday 5<sup>th</sup> September 2016 were considered and the recommendation in minute 50-16NDP (b) (i) (Housing policy) is adopted and implemented. Pursuant to minute 50-16NDP (b) (i) (Housing policy) the Committee Chairman Councillor G J Davis explained the reasons for seeking an additional £10,000 to engage a Town Planner who would support policy writing within the plan framework. Various members spoke in support of the recommendation. Following acceptance of the recommendation the Clerk would vire the additional finances into this cost centre budget.

Clerk

b) Cornwall Council Report:-

Councillor B Hobbs had nothing further to add to his previous interventions during the minutes. Councillor M N Pearn MBE reported that a visit will be arranged for members to visit the fire station the Harvey Street flats and immediate area will be undergoing a complete renovation including the external railings adjacent to Harvey Street. Councillor Pearn then presented the Ferry report that is replicated below.-

Cllr MNP

WEEK COMM	DAY AND DATE	FERRY	IMPACT ON SERVICE	SCHEDULE D SERVICE	REASON	OVERALL EFFICIENCY %
18.07/2016				1324		100
25/06/2016				1324		100
01.08.2016				1324		100
08.08.2016				1324		100
15.08.2016	Tuesday 16 <sup>th</sup> August	Tamar	10	1324	Tunnel and gantry wire change	99.2
22/08/2016	Monday 22 <sup>nd</sup> August	Plym	4	1324	Prow arm cleaning	98.9
	Tuesday 23 <sup>rd</sup> August	Plym	4			
	Wednesday 24 <sup>th</sup> August	Tamar	3			
	Thursday 25 <sup>th</sup> August	Lynher	4			
29/08/2016	Thursday 1 <sup>st</sup> September	Lynher	6	1324	Loose segment bolts	99.5
05/09/2016				1324		100

<p>Target is 99% Average during last rolling 12 month period – 98.8%.</p> <p>Councillor G J Davis gave a verbal report on the recent meeting between a small delegation from this Council and with representatives of Cornwall Council. Councillor Davis explained progress on various matters including the possible devolution of library provision to this Council that would take around at least 48 weeks following scheduled meetings between both councils. Councillor Davis then gave brief updates on other possible devolution projects including the tennis courts in Thanckes Park, Rowe Street Park and Japanese Knotweed control. Councillor Davis informed the Council that Cornwall Council had suggested that any parks coming under the control of the Town Council should be part of a wider package that could also include Cambridge Field. Councillor Davis advised that improvements to Adela Road was the responsibility of this Council and issues with the road network would be pursued with the traffic officer. Councillor E H Andrews congratulated the team and suggested the next agenda should also include revenue generating opportunities.</p> <p>c) Torpoint Town Partnerships (TTP):- Councillor M N Pearn announced that the next event in the calendar for the Torpoint Town Partnership would be the carnival to be held on Saturday 24<sup>th</sup> September 2016.</p> <p>d) Reports from Delegates to Outside Bodies</p> <p>i) Torpoint and Rame Youth Project - Councillor B Hobbs gave a verbal report. Councillor Hobbs reported that the group were reviewing their finances and were spending around 2-3 hours every week seeking grant funding. Councillor Hobbs reported on financial support given by other Councils and urged this Council to support the organisation in a similar manner by allocating finances in the Council precept.</p> <p>ii) Gateway CNA – Councillor G J Davis gave a verbal report of the meeting held on the 28<sup>th</sup> July 2016. Councillor Davis highlighted three key topics that were discussed that included an address by a member of a CIC (Community Interest Company) on various grants to obtain motor cycles to get to work, an address by the Cabinet Portfolio holder Councillor Edwina Hannaford on the Cornwall Local Development Plan including local practice and also issues that had arisen from Neighbourhood Plans including St Ives and second homes. Councillor Davis also briefed members on the address by the representative of the Police and Crime Commissioner and the agenda to re-shape the service and the effect on on-line services.</p>	
<p><b>88-16 Date of the next meeting.</b> It was resolved that the meeting date is brought forward a day to Wednesday 19<sup>th</sup> October 2016 at 7.00 pm from Thursday 20<sup>th</sup> October 2016 as this date clashed with a Royal British Legion Poppy appeal event.</p>	
<p><b>89-16 Adjournment of the meeting</b> It was <b>resolved</b> that the press and public are excluded from the meeting as the items to be discussed related to staffing matters and also a commercially sensitive matter (Public Bodies (Admission to Meetings Act) 1960 part 1 para 2).</p> <p>Meeting closed at 8.59 p.m. ....Town Mayor</p>	
<p style="text-align: center;"><b>OPEN FORUM</b></p> <p>M Howells:- Spoke on proposals for constituency boundaries and also the wall at Sparrow Park. The Mayor responded on both points.</p>	