



TORPOINT TOWN COUNCIL

Councillor Mrs. J M Martin led prayers before the meeting.

There were several members of the public in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 20th March 2025 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor G J Davis), Deputy Town Mayor (Councillor Mrs. K Brownhill), Councillors Mrs. S G Bickle, Miss R A Evans BEM, Mrs. C E Goodman, Mrs. L Fellows, L E Keise, Mrs. J M Martin, D S Phipps, C R Sawyer, M J Spurling, C R Still, J Tivnan BEM also the Town Clerk & RFO (Clerk) and Town Council Support Officer were in attendance.

	ACTION
<p>183-24 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors Mrs. J L Reeves and B A Walsh. [Cornwall] Councillor Mrs. K Ewert also gave here apologies for absence.</p>	
<p>184-24 Declarations of Interest relating to matters on the Agenda: - None.</p>	
<p>185-24 Planning Applications: - None.</p>	
<p>186-24 Cornwall Council Reports: - Town Mayor (Councillor G J Davis) thanked Councillor Mrs. K Ewert and Councillor J Tivnan BEM for their written reports for the Council's consideration. Councillor Tivnan advised members the Cornwall Council Asset Management Team, following inspection, plan to install a chain to prevent the land to the rear of Kingsley Avenue being used by Travellers or similar.</p> <p>The Town Mayor (Councillor G J Davis) highlighted on behalf of Councillor Mrs. K Ewert, regarding closure of the Ministry of Defence play park on Trevorder Road, the Ministry of Defence and RN Infrastructure have been contacted, requesting the reason for the ongoing closure of the play park.</p> <p>The Town Mayor (Councillor G J Davis) asked Councillor Tivnan for an explanation of what Tamar 2050 means to Torpoint, Councillor Tivnan agreed to provide an update at the next council meeting.</p>	Cllr Tivnan
<p>187-24 Police Activity Report and latest Newsletter: - Town Mayor (Councillor G J Davis) thanked PC Hayley Gething for the report, which is noted.</p>	
<p>188-24 Minutes of the previous meeting: - a) It is resolved the minutes of the previous meeting held on Thursday 20th February 2025 as circulated, are adopted.</p>	
<p>189-24 Matters arising from the minutes: - None.</p>	

190-24 Mayor's communications: -

Torpoint Town Mayor (Councillor G J Davis) summarised engagements.

March

Saturday 1st – Thank you to Councillors Miss R A Evans BEM, Mrs. L Fellows and Mrs. J M Martin, also the Town Clerk for attending the Tennis Cornwall AGM and Award Ceremony to collect the LTA County winner award for 'Park Venue of the Year', for the outstanding refurbishment of the tennis courts at Thanckes Park. As winner of the County venue of the year, Torpoint Town Council (Thanckes Park) will now go through to a shortlisting panel with winners announced in April at the National Ceremony in London. Well done to all those who have worked on this project, which has included: transforming the tennis courts, the donation of kit from the Rugby charity and more recently securing funding for the purchase of two sports wheelchairs.

Wednesday 5th – St Piran's Day – BBC Radio Cornwall – It was fantastic to be part of the BBC Radio Cornwall Outside broadcast from Torpoint Library and Community Hub and great to see and hear there is so much talent in Torpoint. Well done to the Community Hub and Library Hub Development Manager and her team, also the Clerk for assisting BBC Radio Cornwall with the choreography and preparations for the broadcast, I understand it was their best ever broadcast – well done!

Sunday 9th – Saltash Civic Service and Parade

Monday 10th – Fly the Flag for the Commonwealth – Thank you to the Deputy Mayor (Councillor Mrs. K Brownhill) for representing the Town Mayor, joining the councillors, residents', students' and children in Flying the Flag for the Commonwealth at Sparrow Park.

Other Notices

1. Torpoint Nursery and Infant School has recently had an OFSTED Inspection. I have received a copy of the Inspection Report, the Head Teacher and her team are to be congratulated, with the OFSTED inspectors highlighting how impressed they all were by the exceptional standards Torpoint Nursery and Infant School has achieved. The school has created an environment where pupils excel, staff thrive and the school community flourishes. The report speaks volumes about the exceptional ethos instilled in the school. Some of the standout highlights include:

- *"This is an infectiously happy school. Staff have warm and positive relationships with pupils. This promotes an environment where pupils feel safe and secure."*
- *"Pupils' behaviour is impeccable."*
- *"The school gives pupils an exceptionally strong sense of their place in the world."*
- *"The school's determined and ambitious leadership team has fostered a united vision."*
- *"The governing body knows the school well. They check on the school's work regularly and continue to develop their expertise to support and challenge leaders."*
- *"The school's positive relationships extend to its excellent engagement with parents and carers. Families rightly appreciate the school's efforts to involve them in their child's learning."*

It is **resolved** the Town Mayor (Councillor G J Davis) to correspond with the Head Teacher at Torpoint Nursery and Infant School, highlighting the dedication and hard work that has gone into achieving this success as well as the Head Teacher's strong leadership, which has brought immense pride to the school as well as creating a sense of shared accomplishment for the entire town.

[Councillors, members of the public and Officers congratulated everyone at the school, sharing in a round of applause.]

Cllr Davis/
Clerk

<p>2. A date for the Business Meeting of the new council needs to be agreed, it is likely to be on Monday 6th May, 7.45pm start. [Clerk to confirm to new council members.]</p> <p>3. The Town Team Project Board will need to meet in advance of the May Annual Meeting of the council. There will be a face to face meeting scheduled for Monday 12th May, 7.00pm, it will consider the results of the RIBA 3 tender, all members' of the new council will be invited to attend and it is anticipated the public and press will be excluded whilst the results of the tender are considered. A recommendation from this meeting, will then be taken to the Annual Meeting on Thursday 15th May.</p> <p>4. The Town Mayor (Councillor G J Davis) explained that several members and Officers had recently received anonymous correspondence. To clarify, this council does not respond to anonymous correspondence, the elections in May give the residents' the chance to choose their representatives for the next four years or to stand for council.</p> <p>Future Friday 28th – The Coppola School of Performing Arts - Production of Disney's Moana Junior.</p>	Clerk
<p>191-24 Question of which notice has been given or notice of motion: - None.</p>	
<p>192-24 Finance and Operations Committee. It is resolved the minutes of the meeting held on Monday 3rd March 2025 and the recommendations in the minutes: - 129-24F&O (c) Business Risk Management Plan 2025, 129-24F&O (d) Financial Risk Management Plan 2025, 129-24F&O (c) Lettings Policy, Hire Charges and Free of Charge use, 129-24F&O (h) Reserves Policy, 131-24F&O (d) To adopt the review of Internal Controls, 131-24F&O (e) To renew the council's insurance provision 01 April 2025 to 31 March 2025, with additional cover, at a cost of £15,274.28 inc Insurance Premium Tax with James Hallam, 131-24F&O (f) To accept the proposal for the independent appointment for Torpoint Town Council to appoint Hudson Accounting Ltd. to undertake the Internal Audit for the year end 24/25 and 131-24F&O (g) To delegate to the Clerk to arrange BACS payment, from two signatories, of Salaries/Mayor's allowance Quarter 4 invoice (Jan – May 2025), in order to pay before year end 31st March 2025, as circulated, are all adopted.</p>	
<p>193-24 Development and Localism Committee. It is resolved the minutes of the meeting held on Thursday 6th March 2025 and the recommendations in the minutes: - 150-24D7L (c) Vision Projects – to enter into a conversation with Cornwall Council, without commitment, on the opportunity to take on a long lease or freehold of the whole of Thanckes Park and 154-24D&L (b) The council to offer, free of charge use of council facilities, as well as free of charge advertising and publicity, of the 'Love Fore Street' collaborative group, as circulated, are all adopted.</p>	
<p>194-24 Torpoint Ferry Statistics: - Town Mayor (Councillor G J Davis) thanked the Torpoint Ferry staff for the report.</p>	
<p>195-24 Financial Information: - It is resolved that the February 2025 Budget Variance as circulated, is received and adopted.</p>	

196-24 Accounts for Payment: -

Contact Name	Invoice Number	Total	VAT	NET	Description
Gym Aid	8253	93.00	15.50	77.50	Single Impact Protection Tile for Trampoline Thanckes Park Play Park
Cornish Tea & Cornish Coffee Co Ltd	SL96392	246.98	0.00	246.98	Café Supplies Library (5th Feb invoice - error with Cornish Coffee invoicing system)
Cornish Tea & Cornish Coffee Co Ltd	SL96729	120.00	0.00	120.00	Coffee Machine Rental
Cornish Tea & Cornish Coffee Co Ltd	SL97230	246.98	0.00	246.98	Café Supplies Library (26th Feb invoice - error with Cornish Coffee invoicing system)
LBS Horticulture Limited	449328	269.10	44.85	224.25	Topsoil for Cambridge Field
Wallgate Care Limited	030370	1,521.47	253.58	1,267.89	Wallgate Care Service 3 year plan
Cornwall ALC Limited	2425-529	42.00	7.00	35.00	Staff Training Elections (Clerk)
Cornwall ALC Limited	2425-555	42.00	7.00	35.00	Staff Training Procurement (Clerk)
Print Options	INV - 15016	180.00	30.00	150.00	Pull Up Banner and Artwork
L&L Diverse solutions Limited	010/2025	2,466.00	411.00	2,055.00	3 days consultancy @£685 per day
Cornish Tea & Cornish Coffee Co Ltd	SL97726	150.88	0.00	150.88	Café Supplies Library
Penny Madge	Out with Friends	75.00	0.00	75.00	Cost of Bus Travel - Out With Friends Group
Liftman UK Ltd	LFM21	120.00	20.00	100.00	Service visit to Wispa Lift - Chambers
Cornish Pod	0214	148.50	0.00	148.50	Pasties for St Piran's Day
FOY-AIR Enterprises Ltd T/A LittleMops	2302	335.32	55.89	279.43	Consumables Council Chambers
Duchy Defibrillators	JN1701	390.00	65.00	325.00	Annual Monitoring Fee and Mobile Data Connection - Family Centre
Mole Valley Farmers	IN208554326	284.87	36.65	248.22	Parks Maintenance
TOTAL		6,732.10	946.47	5,785.63	
XERO	CC March 2025	39.60	6.60	33.00	XERO - Monthly accounting software subscription February 2025
Adobe Systems Software Ireland Ltd	CC March 2025	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription February 2025
SAINSBURYS S/MKTS	CC R06896	5.15	0.86	4.29	SAINSBURYS S/MKTS - Cafe Supplies

Philip's MOT Centre	CC R98384	103.88	17.31	86.57	Philip's MOT Centre - Ford Transit Offside Rear Unit Lense and labour
Amazon	CC Amazon	5.90	0.98	4.92	Amazon - Bamboo Door Stoppers
Amazon	CC Amazon	55.90	9.32	46.58	Amazon - Mens work cargo trousers - caretaking team
Amazon	CC Amazon	55.90	9.32	46.58	Amazon - Mens Cargo Work Trousers
Booker	CC 0336382	162.00	27.00	135.00	Booker - Cafe Supplies
Booker	CC 0336382	381.78	0.00	381.78	Booker - Cafe Supplies
Amazon	CC Amazon	10.99	1.83	9.16	Amazon - Fridge Deodorisers
Clifford Motors	CC R47695	27.92	4.65	23.27	Clifford Motors - Fuel Unleaded
B&Q	CC R77683	51.00	8.50	42.50	B&Q - Carpet Tiles
Amazon	CC Amazon	63.66	10.61	53.05	Amazon - Planting soil - Cambridge Field
Amazon	CC Amazon	117.95	19.66	98.29	Amazon - Carpet Tiles Council Chambers
Amazon	CC Amazon	44.99	7.50	37.49	Amazon - Universal Drain Rods
CO-OP GROUP 380558	CC R17819	287.60	47.87	239.73	CO-OP GROUP 380558 - cafe supplies and newspapers library
Total		1,430.86	172.01	1,258.85	
ALD Automotive Limited t/a Ford Lease	DD March 2025	747.42	124.57	622.85	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle February 2025
ENGIE Electricity Cambridge Field	DD 2-04976154	42.66	2.03	40.63	ENGIE Electricity Cambridge Field - Electricity consumed 01/02/25 - 28/02/2025
ENGIE Electricity Council Chambers	DD 2-04976155	850.19	141.70	708.49	ENGIE Electricity Council Chambers - Electricity consumed 01/0/2025 - 28/02/2025
ENGIE Electricity Library	DD 2-04976151	534.82	89.14	445.68	ENGIE Electricity Library - Electricity consumed 01/02/2025 - 28/02/2025
ENGIE Gas Library and Community Hub	DD 1-01603760	830.86	138.48	692.38	ENGIE Gas Library and Community Hub - Gas supplied 01/02/2025 - 28/02/2025
ENGIE Electricity Public Conveniences	DD 2-04976153	249.90	11.90	238.00	ENGIE Electricity Public Conveniences - Electricity consumed 01/02 - 208/02 2025
ENGIE Electricity Public Conveniences	DD 2-04976153	(60.00)	0.00	(60.00)	ENGIE Electricity Public Conveniences - Credit Note

Corona Energy - Chambers- Gas	DD 19065206	1,547.62	257.94	1,289.68	Corona Energy - Chambers- Gas - Gas supplied to council chambers Feb 2025 - March 2025
Shire Leasing PLC	DD March 2025 Quarterly Payment	267.85	44.64	223.21	Shire Leasing PLC - Rental March 2025
Everflow Water	DD 4130255	380.65	26.52	354.13	Everflow Water - Public Conveniences Water Rates - Water 18/04/2025 - 17/05/2025
Everflow Water	DD 4130255	143.33	9.70	133.63	Everflow Water - Library Water Rates
Everflow Water	DD 4130255	105.86	6.99	34.94	Everflow Water - Chambers Water Rates
EE	DDV02295791 736	108.73	18.12	90.61	Mobile Phone Contracts March 2025
Total		5,749.89	871.73	4,814.23	
<p>197-24 Correspondence: -</p> <p>a) To note: Civility and Respect Newsletter (Issue 11 January 2025) – SLCC Civility and Respect Project: - Noted.</p> <p>b) To note: Copy of Car Parking enforcement complaint regarding Clarence Road and Albion Road, sent to Cornwall Council – Mr S Bowles: - Noted.</p> <p>c) To note:</p> <p>i) Notice of Election – Election of Councillors for Cornwall Council - Noted.</p> <p>ii) Notice of Election – Election of Town and Parish Councillors - Noted.</p> <p>d) To note: Citizens Advice Drop-In Service in offices in Cornwall suspended from 28th March 2025 – Citizens Advice Cornwall: - Noted.</p> <p>e) To consider and note: Questions regarding land at Trevol Business Park and the ongoing Enforcement Investigations being undertaken by Cornwall Council Enforcement - Mr S J Corbidge MBE: - Following much discussion, it is resolved the council will raise a complaint with the Local Government Ombudsman regarding Cornwall Council and their poor handling of the issues and the impact on the residents’ and the town.</p> <p>f) To consider and note: Update on the issues and problems currently being faced by Cornerstone Church - Cornerstone Church: - 7.41pm, it is resolved to suspend Standing Orders, to allow members’ from Cornerstone Church to highlight the issues and problems currently being faced by Cornerstone Church. At 7.46pm, it is resolved to resume Standing Orders. The Town Mayor (Councillor G J Davis) advised the council is currently unable to provide assistance at this time, due to the Pre-election period, and suggested members’ of Cornerstone Church attend a meeting of the new council in May, when a more solid and informed commitment to help can be considered. In the meantime, there is an opportunity to use the council newsletter for publicity.</p>					
<p>198-24 Reports: -</p> <p>a) Neighbourhood Development Plan (NDP) update. Town Mayor (Councillor G J Davis) informed members the Regulation 16 Consultation is now complete and the Clerk is awaiting formal feedback from Cornwall Council.</p>					

Clerk

b) Torpoint Town Partnership (TTP).

The Deputy Mayor (Councillor Mrs K Brownhill) shared a brief update from the TTP advising members that the arrangements for the Torpoint Festival in June are progressing well and the town diary dates have been updated and will be shared. The date of the next meeting will be Tuesday 8th April 2025.

c) Town Team Project Board (TTPB) update.

i) To consider the notes of the meeting held Monday 17th March 2025 and any recommendations therein.

The meeting notes of Monday 17th May 2025 are approved.

Following receipt of the quotations from L & L Diverse Solutions Ltd. it is **resolved** to accept the **two** quotations: -

1. 'Quotation for Programme Director and Clienting through RIBA 3 detailed Design for the Redevelopment' at a cost of £12,000 +VAT,

Alongside:

2. 'Quotation for Programme Director and Clienting through RIBA 3 detailed Design for the Town Square' at a cost of £6,000 +VAT, and to continue to appoint L & L Diverse Solutions as Lead Consultant.

It is further **resolved** to waive council Financial Regulations to directly award these contracts to L & L Diverse Solutions Ltd., due to the continuation of the project, the Re-development of Lower Fore Street.

ii) To consider the proposal: That as part of the recently submitted UK Shared Prosperity Funding bid of £245,263, the council provides match funding of £10,000, for the project to complete the RIBA 3 detailed design reports for the former police station site as part of the Lower Fore Street redevelopment.

It is **resolved** that part of the recently submitted UK Shared Prosperity Funding bid of £245,263, the council provides match funding of £10,000, for the project to complete the RIBA 3 detailed design reports for the former police station site as part of the Lower Fore Street redevelopment.

iii) To consider the proposal: Following submission of application for Shared Prosperity Funding for 2025/26 (BUS008 Year 4 Strategic Business and Enterprise Investment), for the RIBA 3 Detailed Design reports for the Lower Fore Street redevelopment site, the Town Clerk and RFO having received project approval, which is subject to Grant Funding Agreement: -

1. To accept the grant award of £245,263.00, adhering to all Government guidance, for activity that takes place between the 1st April 2025 and 31st March 2026 (inclusive);

2. To ensure timely submission of claims, to be paid in arrears, with the cash flow risks already identified;
3. To ensure council agrees timely resolutions to permit virement of Ear Marked (Allocated) Reserves to make timely payments for this project;
4. To delegate to the Town Clerk and RFO to accordingly sign the Grant Funding Agreement, for and on behalf of the Town Council.

It is **resolved** that following submission of application for Shared Prosperity Funding for 2025/26 (BUS008 Year 4 Strategic Business and Enterprise Investment), for the RIBA 3 Detailed Design reports for the Lower Fore Street redevelopment site, the Town Clerk and RFO having received project approval, which is subject to Grant Funding Agreement: -

1. To accept the grant award of £245,263.00, adhering to all Government guidance, for activity that takes place between the 1st April 2025 and 31st March 2026 (inclusive);
2. To ensure timely submission of claims, to be paid in arrears, with the cash flow risks already identified;
3. To ensure council agrees timely resolutions to permit virement of Ear Marked (Allocated) Reserves to make timely payments for this project;
4. To delegate to the Town Clerk and RFO to accordingly sign the Grant Funding Agreement, for and on behalf of the Town Council.

d) Reports from delegates to outside bodies.

i) Torpoint Archives & Heritage Centre – February 2025.

Town Mayor (Councillor G J Davis) thanked Torpoint Archives and Heritage Centre for their report.

ii) The Town Mayor (Councillor G J Davis) reported having recently attending the Community Area Partnership meeting. Highlighting a useful presentation from Cornwall Affordable Homes, he has since been in contact with the Community Link Officer at Cornwall Council, to explain that he believes there are possible sites in Torpoint, which could present an exciting opportunity for a locally focused group, company, or the town council to lead on delivering much-needed social and or affordable housing in the area.

iii) Councillor M J Spurling reported on behalf of Friends of Thanckes Park, highlighting forthcoming events planned, including: -

- Urban Green Shoots returning to the Park on 8th and 29th April, 10.00am – 1.00pm;
- This Saturday is the Great British Spring Clean, 9.30am – 2.00pm, all are welcome.

iv) Councillor Mrs. C E Goodman reported on behalf of Torpoint Environmental Action, who are currently investigating a collaboration with the Saltash Environmental Action group.

**199-24 Date of next meeting:
Wednesday 23rd April 2025.**

Meeting closed at 8.00pm Town Mayor