

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 16<sup>th</sup> April 2015 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, J F Creek, G J Davis, Mrs C E Goodman, B Hobbs, Mrs. C A Jackson, Mrs A I Johnson, L E Keise, Mrs J M Martin and Mrs R A Southworth and J Tivnan plus the Town Clerk with the Assistant Town Clerk in attendance.

### **01-15 Apologies for Absence:-**

Apologies for absence were submitted on behalf of Councillor Miss J L Kinsman.

### **02-15 Declarations of interest relating to items on the agenda:-**

Non-Registerable Interests (NRI) were declared by the following:-

Councillor G J Davis – Agenda item 5(a) (as being related to one of the contractors).

Councillor Mrs C E Goodman – Agenda item 8 (125-14FGP (b)) (as being related to a Committee member of St Columba and Torpoint Rugby Club).

Councillor B Hobbs – Agenda item 13 (a) (as being named in the correspondence).

Councillor Mrs J M Martin – Agenda item 8 (127-14FGP (e)) (as being related to members of the Torpoint Scouts).

Councillor Mrs R A Southworth – Agenda item 8 (127-14FGP (a)) (as being related to the Treasurer of the Torpoint Allotment Association).

### **03-15 Police Report:-**

In the absence of the police representative, members were reminded that the crime report for March has been circulated. The crime statistics for Torpoint were as follows:-

**49 crimes** in the town consisting of

**14** thefts (including 1 fraud)

**9** assaults (all categories including sexual and domestic incidents)

**6** burglaries (2 dwelling, 4 non-dwelling)

**11** criminal damage (including 2 arson)

**2** harassments

**2** public order type offence

**2** communication offences

**1** vehicle interference

**2** animal related offence

### **04-15 Minutes of the previous meeting:-**

The minutes of the meeting held on Thursday 19<sup>th</sup> March 2015 were taken as read, confirmed and signed by the Mayor (apart from two minor spelling corrections that were inserted).

### **05-15 Matters arising from the Minutes:-**

a) Maintenance Contracts:-

Pursuant to minute 175-14 (c) the Clerk reported that the SLA's have been sent to contractors for perusal and signing. It was reported that weeds are starting to flourish on pavements and road side verges and it was **resolved** that the appointed contractor is contacted to request weed spraying commences as soon as

possible. It was also reported that grass cuttings were left in Benodet Park and the contractor would be contacted with a request that the cut grass is removed.

b) Cornwall Council Report:-

Pursuant to minute 185-14 (a) Councillor Mrs C A Jackson reported a large increase in the sales of seagull proof bags following, it is assumed, theft of refuse bags left out overnight. Councillor B Hobbs went on to highlight issues reporting that the bags are being rifled through for it is assumed, personal documents. Councillor Hobbs reported that in an attempt to assuage this problem portable CCTV cameras have been acquired and the assistance of local landowners and volunteers has also been enlisted. The Mayor informed the meeting that following an email to the relevant Cornwall Council Officer, he had been advised that the Council contractor would not clean the beach and suggested that it was the leaseholder's responsibility. Councillor Hobbs explained the relationship between the TMA (the Leaseholder) and the landowner. Councillor Mrs J M Martin suggested an article in the Mayors column or a press statement to which the Mayor responded that he had included it in one of his articles. Councillor G J Davis suggested a press release with a photograph.

c) Development and Localism Committee:-

Pursuant to minute 187-14 (Confidential minute) Councillor G J Davis advised members that Tremayne Carew-Pole would address members at the conclusion of the Development and Localism Committee meeting (approximately 7.30pm).

## **06-15 Mayors Communications**

### **Mayors Report**

**Friday 27<sup>th</sup> March** Concert at St James Church with The Reflections Choir and The Canticorum Choir, William Shimell, Sue Westwell and Mark & Ian from the Royal Marine Band and was compered by Alison Johns of the BBC. A really good evening of music, well done to all.

**Saturday 28<sup>th</sup> March** Mayor's Charity Quiz at the Comrades Club, Thanks to all who took part.

**Sunday 29<sup>th</sup> March** HMS Raleigh for the blessing of the RBL Standard (Torpoint Branch)

**Sunday 29<sup>th</sup> March** Dot & Gordon Hicks Diamond Wedding at the 200 Club.

**Thursday 2<sup>nd</sup> April** County Hall Truro for the Chairman of Cornwall Council Civic Call on the occasion of the visit to Cornwall of the Standing NATO MCM Groups 1&2 (Minesweepers)

**Tuesday 7<sup>th</sup> April** Visit to HMS Bulwark for the presentation of a cheque to the Torpoint RBL Poppy Appeal.

**Sunday 12<sup>th</sup> April** Plymouth Guildhall for the Lord Mayors Civic Multi Faith Gathering Service. Have your say on the Library and One Stop Shop Service.

**MEMBERS** of the public are being asked for their views on how Cornwall's library and one-stop shop services are delivered in the future. A 10-week consultation began on April 1. Torpoint's meeting is on the 8<sup>th</sup> May 10am – 12noon and 1pm – 4pm. Please support your Library.

Good Luck to Grieg Phillips who sadly lost his right leg below the knee whilst on patrol in Afghanistan in 2009 he is going on 280 mile bike ride in June starting from the Help the Heroes Recovery Centre in Plymouth and then 2000 riders will meet up from different parts of the Country at the Hero Ride Centre in Windsor.

Congratulations to Maddy Skentelbery and Liam Dart for performing at The Drum in Plymouth in "Half a Girl" with the Theatre Royal Plymouth Young Company.

a) Mayors Ball – The Clerk gave a short explanation that the Mayor Ball was listed as a function within the Free of Charge uses approved by this Council (see the Free of Charge Use notes). The Assistant Town Clerk asked the Council to confirm that the cost of laundry be also included. It was **resolved** that the Mayoral Ball should incur no costs for the laundry.

## **07-15 Minutes of the Finance and Personnel Committee**

It was **resolved** that the minutes of the meeting held on Monday 30<sup>th</sup> March 2015 are received and the recommendations in minutes 125FGP-14(a) (Overtime/Casual Hours), 125-14FGP(b) (Dog Fouling Enforcement – Additional Hours), 125FGP-14(c) (Creditors/Debtors), 125FGP-14(d) (Organisational Framework – Cash Balances and Financial Comparison), 126-14FGP (A D Smith [Confidential Minute]), 127-14 FGP(a) (Torpoint Allotment Association – Request to use facilities at no cost), 127-14FGP(b) (Torpoint Christian Fellowship – Request to use Council facilities at no cost), 127-14FGP(c) (D Thorpe – Request to use Council facilities at no cost), 127-14(d) – (Gas and Electricity Suppliers and Cost – Review of current contracts) and 127-14FGP(e) (Torpoint Scouts – Request to use the facilities at no cost) are adopted and implemented. Pursuant to minute 125-14FGP (b) (Dog Fouling Enforcement – Additional Hours) the Deputy Town Mayor reminded members that litter was also a key objective in this role. Councillor Mrs C E Goodman reported that the dog fouling problem had transferred to Defiance Field the home to the rugby club principally as a result of enclosing the public footpath with a fence at the lower end of the school field. It was also understood that another issue with footpath 1 is being pursued by Cornwall Council. Pursuant to minute 125FGP-14(c) (Creditors/Debtors) the Assistant Town Clerk (AST) informed the meeting that the level of debtors was in fact higher than that reported as a result of the failure of an occupier to BACS a payment to the Council. The AST had acted on good faith when reporting the information to members. The AST assured the Council that the payment has now been made and this had been confirmed on the latest bank statement. The AST apologised to members for the incorrect information. Pursuant to minute 126-FGP (Caretaker/Handyman) it was **resolved** this matter would be considered with the public and press excluded. Pursuant to minute 127-14 FGP (a) (Torpoint Allotment Association – Request to use facilities at no cost) Councillor Mrs R A Southworth declared an NRI and left the room (minute 2-15 refers) and Councillor B Hobbs took the Chair for this minute. 127-14(d) – (Gas and Electricity Suppliers and Cost – Review of current contracts) receipt was reported of quotations for the renewal the Clerk reported that LSI brokers had produced the most competitive quotation although the Assistant Town Clerk reported another broker has promised a further quotation prior to the deadline. It was therefore **resolved** to delegate this to the officers to arrange the most competitive quotation prior to the deadline expiring. Pursuant to minute 127-14FGP (e) (Torpoint Scouts – Request to use the facilities at no cost) Councillor Mrs J M Martin declared an NRI and left the room (minute 2-15 refers). Pursuant to minute 130-14FGP (Date of Next Meeting) Councillor Mrs R A Southworth tendered her apologies for absence.

## **08-15 Minutes of the Asset Management Committee Meeting**

It was **resolved** that the minutes of the meeting held on Thursday 2<sup>nd</sup> April 2015 are received and the recommendations in minutes 142-14FP (a) (Salt Bins), 143-14FP(c) (Hall Heating) 143-14FP (j) (Electrical and Gas renewal of contracts – see FGP 127-14(d)) and 144 -14FP (a) (Publicity Policy – both recommendations), 149-14FP (a) (CALC – Annual Subscription) and 149-14FP (b) (CORY – Contract Renewal) are adopted and implemented. Pursuant to minute 144 -14FP (a) (Publicity Policy) the Town Clerk commented that he is working with the SLCC to obtain model protocols and best practice in the use of Social media for use by the Council. Pursuant to minute 149-14FP (a) (CALC – Annual Subscription) the Clerk reported that he is working with SLCC and a major town council on a skills audit and training requirements and also assessing a bench marking exercise against similar sized Councils. Pursuant to minute 149-14FP (b) (CORY – Contract Renewal) it was recognised that this Council can only encourage hirers of the facility to engage in re-cycling and it was not mandatory.

## **09-15 Planning Applications**

- a) PA15/02436 – Land at rear of 1, Fore Street, Torpoint – Construction of 5 terraced mews style waterfront 2 bedroomed houses.

No objections or observations

(In response to a question from Councillor Mrs A I Johnson it was noted that any new permissions for dwellings would be deducted from the number contained in the Cornwall Local Plan for the town).

## 10-15 Financial Comparison

It was **resolved** that the March 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.

## 11-15 Accounts for payment

PAYEE	REASON	GROSS	VAT	NET
Cornwall Council	Non-Domestic Rates - Council Chambers	1,018.00	0.00	1,018.00
Cornwall Council	Non-Domestic Rates - Pub Conveniences	114.00	0.00	114.00
CORY Environmental	Duty of Care	46.80	7.80	39.00
CORY Environmental	Wheelie Bin 01/04 - 30/04	101.88	16.98	84.90
Trebor Maintenance	Parks maintenance (March 2015)	249.60	41.60	208.00
Cornwall Council	Garage Rent 06/04 - 03/05	47.76	7.96	39.80
British Telecom	Phone Bill	296.71	49.45	247.26
C F Southworth (reimb)	Neighbourhood Plan - Refreshments	3.33	0.00	3.33
Print Options	Neighbourhood Plan - Questionnaire	570.00	20.00	550.00
Viking Direct	Neighbourhood Plan - Stationery/Stamps	158.08	6.85	151.23
EE T Mobile	Mobile Telephones	62.17	10.36	51.81

The Deputy Town Mayor suggested that the Council look to obtain rate relief on the public conveniences and the Council Chambers.

## 12-15 Correspondence

a) M A Watkiss – Complaint against Cornwall Council and Councillor B Hobbs (Failure to respond to rotting cow carcass) (Copy of letter to Cornwall Council CEO Andrew Kerr).

Noted. It is understood that Cornwall Council are pursuing this matter.

## 13-15 Reports

a) Neighbourhood Plan Steering Group.

i) To receive the report from the Steering Group -

The newly elected Chairman of the Steering Group Councillor Mrs. A I Johnson presented the report (as circulated). Councillor Mrs. Johnson expanded on points within the report by informing members that Working Groups have been established but not all the surveys have been distributed. Councillor Mrs. Johnson noted that the on-line survey has not yet been set up but it is intended to link the website to the survey when it is up and running. Councillor Mrs. Johnson then went on to highlight some emerging statistics but voiced concern that the lower age groups were hard to reach and sought solutions on how to engage with this group. Councillor Mrs. J M Martin thanked Councillor Mrs. Johnson for the report and went on to suggest ways of engaging with this group. Councillor G J Davis informed members that it was intended to add a youth members to the Steering Group and added that the Vision for the town was closely linked to the Development Plan. Councillor Davis went on to discuss the engagement of planners utilising the funding from Awards for All and it was **resolved** to delegate the process to officers with a view to commencement in July. Councillor Davis reminded members that the grant application terms for the Awards for All grant stipulated the project had to be started on the 23<sup>rd</sup> April. It was **resolved** to explain to the funding body that although the start had been delayed it was intended to commence the project in July.

ii) Terms of Reference –

Following consideration by the Neighbourhood Plan Steering Group the terms of reference (as circulated) were considered by the Council. The Clerk suggested some small points that needed emending to bring into line with this Council's procedures. Councillor Mrs J M Martin considered the document has not been

circulated with enough time for members to make a decision. Following further discussion it was **resolved** to defer consideration of the proposed terms of reference until the next meeting of this Council.

b) Cornwall Council:-

Councillor B Hobbs reported that Cornwall Council are commencing with refurbishing the vacant accommodation at Albion Court. Councillor Hobbs explained that the refurbished accommodation will only be let on a short term tenancy and detailed the process to members. Councillor Hobbs also informed the meeting that a letter has been sent by Cornwall Council to the residents in Van House to "tidy up" the overhanging vegetation. Councillor Hobbs then went on to confirm ownership information on the small triangular piece of land adjacent to the wall at Van House and also the slipway. The Deputy Town Mayor also weighed in on this subject claiming Cornwall Council to have been "weak" in not enforcing the ownership matter.

Councillor M N Pearn presented the ferry report that is replicated below:-

DATE	EFFICIENCY %	CROSSINGS
w/c 16 <sup>th</sup> March	100% efficient	0 crossings lost
w/c 23 <sup>rd</sup> March	99.4% efficient	8 crossings lost (Segment bolts loose)
w/c 30 <sup>th</sup> March	99.8% efficient	2 crossings lost (Segment bolt loose)
w/c 6 <sup>th</sup> April	99.6% efficient	6 crossings lost (Sheave change)

Target is 99% Average since the last report – 99.7%. Average during last rolling 12 month period – 99.5%

Councillor Mrs J M Martin spoke on matters procedures for loading the ferry claiming more attention should be given to preventing unacceptably large gaps between vehicles so that the ferries could carry the maximum number of cars. Councillor Pearn would investigate this matter. Councillor Hobbs reported that as a result of using improved parts, the ferries would only have to be refitted every 5 years instead of the current 3 years. Councillor Pearn then spoke on the situation with the tennis courts in Thanckes Park. Councillor Pearn announced that following discussion with CORMAC the courts were deemed to be safe to open and would be available for the public during half term. It was suggested that the courts might not be suitable for tournament matches but should be sufficient for informal use. It was also reported that the parts for the defective play equipment in the small play area in Thanckes Park have been ordered. Councillor Mrs K Brownhill suggested that a sign is put on the fencing clearly illustrating that the defective play equipment is the responsibility of Cornwall Council and not this Council. Councillor Hobbs briefed members on the defective equipment in Cambridge Field informing the meeting that incorrect parts had arrived and these were now being replaced. Councillor E H Andrews spoke of issues with refuse collection and problems with Cornwall Council.

c) Torpoint Town Partnership (TTP):-

The Mayor reported that there was nothing to further to report.

d) Cornwall Armed Forces Day:-

Councillor J Tivnan reported that progress was being made following Tuesdays meeting. Councillor Tivnan announced that a desk top survey was being undertaken for the event and that finances for the event were fine. Councillor Tivnan announced that the Committee were looking to borrow equipment from the Town Council including the stage extension. Members were informed that Viridor were giving three skips at no cost and also 18 wheelie bins have been obtained with the only expense being the land fill tax. Councillor J F Creek announced that the sea cadets were relocating to HMS Raleigh and Councillor Mrs. C A Jackson observed the flower beds were looking splendid.

### **14-15 Date of the next meeting.**

Thursday 21<sup>st</sup> May 2015 (Annual Meeting).

**15-15 Adjournment of the Meeting**

It was **resolved** that the meeting stand adjourned until after the Open Forum. It was further **resolved** to exclude the Public and Press as items to be discussed involved staff and staff contracts and also commercially sensitive information. (Public Bodies (Admission to Meetings) Act 1960). The minute is listed as confidential and appended to these minutes

Meeting closed at 9.25p.m. ....Town Mayor  
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**OPEN FORUM**

None.