

## OUTSIDE SERVICES COMMITTEE

### MINUTES

**13<sup>th</sup> January 2015, Council Chamber at 6.30pm**

**1. APOLOGIES:** Cllr Mrs Gold, Cllr Mrs Coakley, Cllr Tagg, Cllr Harriman, Cllr Denley, Cllr Mrs S Tolman

**PRESENT:** Cllr Dowdall (Chair), Cllr Gist, Cllr Long (Portreeve), Cllr Williams, Cllr Lumley and Cllr Smith

**IN ATTENDANCE:** None

**MEMBERS OF THE PUBLIC:** 0

**OFFICER:** Mrs Helen Dowdall, Town Clerk

#### 2. MINUTES

The minutes of the meeting of Outside Services Committee on 9<sup>th</sup> December 2014 were approved as a correct record of the proceedings and duly signed.

**3. MATTERS ARISING** - Nothing.

#### 4. DECLARATIONS OF INTEREST

Item 5 – Cllr Gist, in receipt of a payment

Item 6 – Cllr Lumley, member of Kelliwic Festival

#### 5. FINANCE

a) **Approval of Payments.** It was proposed by Cllr Long seconded by Cllr Lumley and agreed to make the following payments:

#### Payments for approval 13th January 2015

		Inland				
TH/OS/FGP	9185	Revenue	December PAYE/NI	£2,320.63	£0.00	£2,320.63
TH/OS	9186	Cory	December Waste Collection	£143.92	£28.78	£172.70
			Various - namely cleaning products, signage, Christmas Lights hire, hire of road plate	£487.31	£97.46	£584.77
TH/OS/FGP	9187	GB Tool Hire	Re-Clad bus shelter at Kelly Bray	£681.53	£136.31	£817.84
OS	9188	Bearas	Various Consumables	£117.12	£23.42	£140.54
OS/THP	9189	Trewartha's	Repairs to guttering and broken slates	£75.00	£0.00	£75.00
THP	9190	Chris Leach	Cabling	£88.88	£17.78	£106.66
THP	9191	Gist (CPC)		<b>£3,914.39</b>	<b>£303.75</b>	<b>£4,218.14</b>

- b) **Budget Monitoring.** The Clerk went through the current spend and anticipated outturn for this Committee. **Noted.**

### Parks & Open Spaces

#### 6 **FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces, and agree action required**

- a) **Tamar Close** - Nothing to report.  
 b) **Launceston Road** – The Clerk had received further correspondence from the tree specialist and explained the planning permission process with regards to the trees with TPOs.

**Resolution.** It was proposed by Cllr Gist seconded by Cllr Coakley and agreed for the Clerk to proceed with the Planning Permission, through assistance from Cllr Long.

- c) **Saltash Road** - The Chair advised that he had granted permission for a banner on the railings for a wedding fayre. **Noted.**

Kelliwick Festival have asked for permission to organize a dog show on the recreational group.

**Resolution.** It was proposed by Cllr Long seconded by Cllr Gist and agreed to have no objection to the idea of a dog show, as the Lions Club have held such events as part of their gala day in the past. However, the organizers would be asked to take responsibility for the event and clear up the field afterwards.

Mayfest had also written in with regards to permission to use the recreational ground.

**Resolution.** It was proposed by Cllr Dowdall seconded by Cllr Gist and agreed that the Town Council grants permission to use the area but the Mayfest committee, and responsibility for the area on that day would be with the hirers.

- d) **Lamorna Park** – Nothing to report.

### Cemetery, Chapel & Workshop

#### 7 **FOR DECISION – To receive any updates on matters in these areas.**

Since the last meeting the Clerk had circulated various rules and regulations from other cemeteries and the Vice Chair is kindly working through them, to develop a suitable set for our cemetery. **Noted.**

### Appeal for a Child's Memorial

The Chair led a discussion on the request for a child's memorial.

**Resolution.** It was proposed by Cllr Dowdall seconded by Cllr Gist and agreed to grant permission for this particular headstone.

### Damage to Verges at the Cemetery

Prior to the meeting the Clerk had circulated a letter with supporting photographs regarding the state of the verges at the cemetery. A discussion then followed on the risk of allowing vehicles and pedestrians to mix, having no control on who enters the site and the overall distress caused to families when visiting their loved ones and potentially finding damage to their property.

**Resolution.** It was proposed by Cllr Gist seconded by Cllr Smith and agreed to hold the start of the next Outside Services committee meeting (10<sup>th</sup> February) actually at the cemetery so everyone could fully appreciate the concerns and equally the limitations of vehicular movement on site, namely the narrow pathways.

**Resolution.** It was proposed by Cllr Long seconded by Cllr Gist to arrange a press release explaining the issues that we are having and that a review of vehicular access at the cemetery is being considered. Going forward a member of staff will be in attendance at the cemetery for a funeral and contractors' attendance on site will be recorded.

### Heritage Centre

Cllr Williams had advised Councillors that the Heritage Centre is about to lose two important members, as they are standing down. They have asked for replacements to come forward but as yet nobody has volunteered. These two members are essential for the running of the Heritage Centre and without replacement to take over it may be that the centre has to close.

The Clerk has confirmed that the current lease with the Heritage Centre has actually expired this month. The Clerk will may contact with the group and give them an opportunity to discuss their position and their plans for the future.

## **CCTV & ENFORCEMENT MATTERS**

### **8. TO RECEIVE THE REPORT FROM STAFF (JT)**

Staff are currently off sick and a report has not been submitted, but the Clerk agreed to chase up the prices with Essa regarding the extra work required at the New Road bus shelter. **Noted.**

### **Maintenance & Work Priorities**

#### **9. TO RECEIVE AN UPDATE FROM STAFF (SS) ON ANY CURRENT ISSUES**

Staff have obtained quotes for new canopy and the specification was discussed.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Long and agreed for staff (SS) to proceed with the preferred contractor.

#### **10. TO RECEIVE AN UPDATE ON THE RISK ASSESSMENTS AND HEALTH & SAFETY REVIEW**

As part of the risk assessments process, namely lone working and for insurance purposes, there is a recommendation to install a 'clocking-in/out' devise at the Workshop and Town Hall, and to have a tracker devise on the new vehicle.

**Resolution.** It was proposed by Cllr Dowdall seconded by Cllr Gist to proceed with a digital time card for staff and a tracker for the new vehicle. The Clerk to also work with our Human Resources to ensure the contracts are up-to-date.

### **ALLOTMENTS & FLOWER BEDS**

#### **10. TO DISCUSS ANY MATTERS CONCERNING THE ALLOTMENTS.**

Staff have been off sick so unable to circulate a report. The Clerk explained a suggestion to have the Tamar Grow Local bee hives in the vacant plot adjacent to the car park.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Gist and agreed to proceed with this revised location for the bee hives, in consultation with Cllr Denley (as Chair of Town Hall & Premises).

#### Flower Beds

Cllr Lumley gave a report on the proposals from the Town Forum for the flower bed at Saltash Road roundabout.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Long and agreed to support these proposals subject to the Town Forum getting guidance from Staff (SS).

#### Bus Shelters

#### **12. TO DISCUSS ANY MATTERS CONCERNING THE BUS SHELTERS**

Nothing to report.

### **Localism & Devolved Services**

#### **13. TO DISCUSS ANY UPDATES ON THE 'PACKAGE' FROM CORNWALL COUNCIL**

Cllr Long reported that Callington Town Council is being held as an exemplary case for localism and devolved services by Cornwall Council and so far two other town and parish councils have contacted the Clerk, to learn from us.

#### **14. ANY OTHER BUSINESS**

a) Cllr Gist gave an update on the telephone line and whether there was preference to have a data line for the workshop or one with a voice option.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Gist and agreed that a data line would be adequate as the Staff have mobile phones.

**There being no further business the meeting was closed at 7.35 pm**