

OUTSIDE SERVICES COMMITTEE

15th May 2018 at 7.05pm

Minutes

(Please note that all Councillors are now members of the Outside Services Committee.)

1. APOLOGIES

CLLRS BURROWS, FOX, LONG, MORGAN & M SMITH

PRESENT: CLLRS COAKLEY, DOWDALL, GOLD (CHAIR), D SMITH, TAGG, TOLMAN & WATSON

MEMBERS OF THE PUBLIC: 0

OFFICERS: CLERK & OPERATIONS MANAGER

2. MINUTES

RESOLVED. It was proposed by Cllr Coakley seconded by Cllr D Smith and agreed (1 Abstention, Cllr Tolman) to accept the minutes of the 20th March 2018.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

Cllr Dowdall, item 5a, wife in receipt of payment.

5. FINANCE

a) Approval of payments – It was proposed by Cllr Coakley seconded by Cllr Tolman and agreed (1 Abstention, Cllr Dowdall) to approve the following payments:

TH	DD	Corona	TH electricity	333.68	66.74	400.42
OS	10880	Nomix Enviro Complete	Weedkiller	158.00	31.60	189.60
FGP	10881	Business	Photo frames	37.85	7.57	45.42
FGP	10882	Ricoh	Photocopier	291.98	58.40	350.38
TH	10883	Seton Clifton Emery	Floor Cleaning signs	37.99	7.95	55.13
FGP	10884	Design	NP Part One	4,015.93	803.19	4,819.12
FGP	10885	SeaDog IT	Hosting & maintenance	24.50		24.50

OS	10886	RSM Beares	Replacement cheque	24,900.00	4,980.00	29,880.00
OS	10887	EDF Energy	Cemetery Chapel	419.36		419.36
OS	10888	EDF Energy	Cemetery workshop	40.73		40.73
FGP	10889	Filmbankmedia	Coco	155.00	31.00	186.00
				30,415.02	5,986.45	36,410.66

The following were noted for the minutes:

Payments for approval 1st May 2018

TH	10846	Callington Launderette	Tablec cloths	54.00		54.00
FGP	10847	RBS	Support/maintenance	119.00	23.80	142.80
FGP	10848	Heartstart	KB defib relocation	264.98		264.98
OS/TH	10849	AMS	Vehicle tracker rental	12.95	2.59	15.54
TH	10850	Cannon Hygiene	Waste disposal	117.24	23.45	140.69
FGP	10851	Essa Technology	CCTV Repairs	542.00	108.40	650.40
			CCTV Annual			
FGP	10852	Trelawney Fire	maintenance	1385.00	277.00	1662.00
FGP	10853	SeaDog IT	Electronic newsletter	135.00		135.00
FGP	10854	Bluemoon Print	April newsletter	362.00		362.00
FGP	10855	CBS	Stationery	54.63	10.93	65.56
	10856	CANCELLED				
OS/TH	10857	HFC	Bluetooth Handsfree Kit	179.00	35.80	214.80
FGP	10858	ACAS	Clerk Training	170.00		170.00
FGP	10859	Rachael Bradbury	Bouquet of flowers	30.00		30.00
TH	10860	SouthHams Building Co	PM roof	9043.79	1808.76	10852.55
FGP	10861	Mrs H Dowdall	NP refreshments	24.00		24.00
FGP	10862	Classic Fire	Fire alarm service	351.22	70.24	421.46
				12844.81	2360.97	15205.78

Payments for 8th May 2018

FGP	DD	Google	Google Cloud Services	71.28		71.28
OS	DD	Allstar	Fuel	11.19	2.24	13.43
TH	DD	SWW	Public Conveniences	620.51		620.51
			Cemetery			
TH/OS	DD	SWW	toilet/workshop	234.94		234.94
FGP	10863	SeaDog IT	Mining newsletter	135		135
FGP	10864	Ellis Whittam	Training Course	1350	270	1620
OS/TH	10865	AMS	Tracking Device	27.95	5.59	33.54
FGP	10866	LRM Planning	NP Workshops	1294.47	258.89	1553.36
OS	10867	Sparling Recycling	Waste disposal	212.9	42.58	255.48
TH	10868	Nathan Behennah	Works to fire doors	70		70
TH/OS	10869	Trewarthas	Dual Flush Siphons			
			Bolts, screws, mending plate			
			batteries, Aqua Flow			
			paint			

			Brush set, tower bolt			
			gate latch, silicone,	88.03	17.61	105.63
OS	10870	Liquidline	Filter & filter change	103.03	20.61	123.64
FGP	10871	CPC	Monitors x 4	383.95	76.79	460.74
TH/OS	10872	GB Tool Hire	Janitorial supplies	484.53	96.91	581.43
OS	10873	Cormac Solutions		40	8	48
OS	10874	Mole Valley Farmers Barron Surveying		43.55	8.71	52.26
FGP	10875	Services	PM Roof Surveyors fees	747.48	149.5	896.98
TH	10876	SWW	Unit 19 Pannier Market	80.21		80.21
TH	10877	T Burnard & Son Ltd	Replacement Fire doors	776.37		776.37
OS	10878	SWW	Haye Road allotments	50.94		50.94
OS	10879	SWW	Saltash Road Rec	19.13		19.13
				6845.46	957.43	7802.87

6. FOR DECISION – To receive any updates from the Operations Manager.

- The grant application was successful and the monies have been received, we are now awaiting the arrival of the new equipment.
- The refurbishment of the Kelly Bray defib has been completed.
- The Annual Park inspections have been completed and the inspector has been very complimentary of the work and efforts completed throughout the year. He has also reviewed the toddler park plan and is happy with it.
- Ellis Whitham have also completed their annual inspection and given positive feedback on our procedures and practices. Some low risk action points have been identified and we will work through these.
- Grass cutting is now in full flow and we have completed the first round of weedspraying.
- The Fore Street planters will be restocked with our summer flowers this week in preparation for Mayfest and likewise St Mary's Square will be given a good clean.

The Chair wished to place on record thanks to the staff for all their efforts and how pleasing it is to receive the positive reports from the annual inspections.

Cllr Watson queried if there has been any Health & Safety matters, but there were none.

Cllr Tolman requested that when the Brethren Cemetery is next cut that she be notified, so she could inspect the site for Local History purposes.

Cllr Watson asked that when the consultation event is held for the toddler park, that this is minuted in order to satisfy the grant conditions.

Parks & Open Spaces

7. FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces, and agree action required for:

- a) Tamar Close – a young person has recently written a thank you for the work done in this park.
- b) Launceston Road – nothing.
- c) Saltash Road – hoping to have the toddler park fitted for the summer holidays.
- d) Lamorna Park – nothing.
- e) Peggy's Patch - nothing.
- f) St Mary's Square – the Chair explained that Addaction unfortunately didn't get the level of volunteers as hoped for this project and they are now concentrating their efforts in St Austell. A discussion then followed on whether to approach Duchy College students, which the Chair will follow up. It was generally agreed that we are open minded to any group having this as a community project.

Allotments

8. FOR DECISION – To discuss any matters concerning the allotments (to receive report)

A number of concerns have been raised relating to the allotments, including:

- Dogs running around on to other tenants plots.
- People using the water supply to wash cars.
- Tyres on plots (one plot had to have over 30 tyres removed from it)
- Damage to the water trough

It was agreed that a letter should be sent out to all tenants regarding such matters and informing them that spot checks will be held shortly. For the next meeting, the current tenancy agreements would be circulated to the committee for review.

The Chair will do up a poster to advertise the vacant plots.

A request has been received for the Launceston Road allotments to have a pond but in order to have consistency the matter was also discussed in relation to Hays Road allotments.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Coakley and agreed (6 Support, 0 Against and 1 Abstention) to allow non-fixed small troughs above the ground only.

The Clerk would clarify the process for making any changes to our tenancy agreement terms and when the fees were last reviewed.

9. Notice for Open Spaces – following suggestion at the Annual Parish Meeting.

It was agreed for the OM to get costings for signage for the various open spaces and properties under our ownership, such as the Public Conveniences, Free Carpark, Cemetery and Parks.

There would be an aspiration thereafter to look at having signs on all the Town Council benches, in the future.

10. ANY OTHER URGENT BUSINESS

- a) Cllr Coakley reported that the bench by Ginsters is falling apart, it was confirmed that this was on private property and didn't belong to the Town Council but the OM would clarify.
- b) Signage on the railings at St Mary's Close (not the Church's railings) was then discussed. Part of the conditions for the asset transfer states that no advertising is permitted at St Mary's Close. Notices would be put on the advertisements asking that the signs are removed within so many days or they will be removed by the Town Council. The Church would be given the opportunity to advertise on the railings outside of the Town Hall.
- c) A bench has been put outside of a shop in Church Street where the pavement is narrow, so restricting pedestrian access. The Area Highways Manager would be notified of the problem.

There being no further business the meeting was declared closed at 7.50pm.