

## **OUTSIDE SERVICES COMMITTEE**

19<sup>th</sup> June 2018 at 6.55pm

### **Minutes**

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

#### **1. ELECTION OF CHAIR**

It was proposed by Cllr Tolman seconded by Cllr Long and agreed unanimously to nominate Cllr Gold as Chair of the Committee for the municipal year 2018/2019.

#### **2. ELECTION OF VICE CHAIR**

It was proposed by Cllr Long seconded by Cllr Tolman and agreed unanimously to nominate Cllr Coakley as Chair of the Committee for the municipal year 2018/2019.

#### **3. APOLOGIES**

CLLRS BURROWS, DOWDALL, FOX AND MORGAN

PRESENT: CLLRS COAKLEY, GOLD, LONG\*, D SMITH, M SMITH, TOLMAN (CHAIR), TAGG & WATSON.

\*LEFT EARLY

#### **4. MINUTES**

It was proposed by Cllr Tolman seconded by Cllr Coakley and agreed to approve the minutes of the meeting of Outside Services Committee on 15<sup>th</sup> May 2018. (1 Abstention)

#### **5. MATTERS ARISING**

None

#### **6. DISCLOSURES OF INTEREST**

Cllr Tagg for item 7, in receipt of a payment.

#### **7. FINANCE**

##### **a) Approval of payments**

It was proposed by Cllr Long seconded by Cllr M Smith (1 Abstention) and agreed to approve the following payments:

## Payments for approval 19th June 2018

TH	DD	Clear Business	New Office electricity	139.07		139.07
FGP	DD	Three	Mobile Phone	41.12	8.22	49.34
TH	DD	Booker	Community events	95.09		95.09
OS	DD	Allstar	Fuel	87.17	17.43	104.60
TH	10917	Seton	Crockery	19.98	7.95	33.52
OS	10918	Sparling Recycling	Waste removal	149.70	29.94	179.64
FGP	10919	Complete Business	Stationery	144.14	18.94	163.08
OS	10920	T McMahon	Tree works	155.00		155.00
FGP	10921	SW Locksmiths	Safe repair	90.00	18.00	108.00
FGP	10922	AMS	Monitoring	27.95	5.59	33.54
OS	10923	Travis Perkins	Shorts, cement drain cover	154.47	30.89	185.36
FGP	10924	Filmbankmedia	Licence	109.17	21.83	131.00
FGP	10925	W F Coombe	Xmas trees	266.50	53.30	319.80
FGP	10926	Ricoh	Photocopier	291.98	58.40	350.38
TH	10927	CPC	Microphone holder	14.80	2.96	17.76
OS	10928	Mole Valley Farmers	Fencing equipment	43.55	8.71	52.26
OS	10929	Premier Lockers South Hams Building	Heat Locker	474.00	94.80	568.80
TH	10930	Co	Roof works	14766.40		14766.40
FGP	10931	Mr M Tagg	Clr Expenses	64.68		64.68
FGP	10932	Filmbankmedia	Early Man	133.00	26.60	159.60
OS/TH	10933	GB Tool Hire	Janitorial equip, strim line, paper suit, PPE	518.92	103.78	622.70
TH	10934	British Gas	Unit 11 electricity	123.55	6.17	129.72
FGP	10935	Barron Surveying	Fees	747.48	149.50	896.98
FGP	10936	SeaDog IT	Hosting	24.50		24.50
FGP	10937	Mr T Stentiford	Allowance/clothing	350.00		350.00
TH	10938	CCD	Stickers Unit 19 electrical	56.35		56.35
TH	10939	Eric Rowse	repairs	90.30		90.30
OS	10940	R G Julian	Skip hire	205.00		205.00
				<b>19383.87</b>	<b>663.01</b>	<b>20052.47</b>

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

The staff are very busy at the moment with the grass cutting, watering of flowers and completing some light park repairs. Compliments have been received for the flower tubs in Fore Street.

### Parks & Open Spaces

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

- a) Tamar Close – The slide has been replaced.
- b) Launceston Road – Repairs to the roundabout bearings have been completed.
- c) Saltash Road – installation dates for the Toddler Play project have yet to be finalized. A lively decision then followed on whether a consultation with the neighbours should be completed.

The Portreeve reiterated the need for Councillors to declare any interest when necessary and to exclude themselves from the discussion or meeting when appropriate; otherwise they will be in breach of the Code.

Once an installation date has been confirmed, letters could be sent out to neighbouring properties and possibly the Primary School.

Cllr Tolman reported a concern with the zip wire which would be investigated. The crow's nest swing has worn out and will be replaced shortly.

- d) Lamorna Park – nothing to report.
- e) Peggy's Patch – nothing to report.
- f) St Mary's Square – Staff have been given the opportunity to design a planting scheme for the site. A discussion then followed on whether to invite the public to bring forward ideas.

The Clerk explained that the legal documentation referencing the advertising has gone back to Cornwall Council for clarification, so in the interim, letters have not been sent to those advertising on the site. However, Lucky Thirteen signage will be removed as the business has left the premises in Church Street.

There were no updates on the signage (Ordnance Survey reference, contact details for emergency services purposes) for the parks, this would be discussed again next month.

A letter of appreciation would be sent to Mr Troup and Mr Denley for their support, regarding the flower bed at the Saltash Road roundabout (under the banner).

**Cllr Long left the meeting.**

### **Allotments**

10. FOR DECISION – To discuss any matters concerning the allotments (to receive report) and to review the current tenancy agreement (circulated previously).

Prior to the meeting the current tenancy agreement, rules and fee information were circulated for consideration.

The fees are currently £25 and we wrote to tenants in August 2013 to say that the rise (from £20 to £25) would be implemented and collected in September 2014 (as it is retrospective rather than prepaid)

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr Coakley and agreed unanimously to increase the fees from £25 to £30 per annum. Tenants would be notified in August 2018 for collection in September 2019. This presents a rise of less than 10p per week.

A tenant has requested a tap for their allotment. It was agreed that they could arrange for a tap to be installed at their expenses, having agreed a similar arrangement for a fellow tenant.

## **11. ANY OTHER URGENT BUSINESS**

Visibility for motorists using the junction at Swingletree was discussed, as the private verges are rather overgrown at present. The matter would be assessed next week, and if necessary the publican would be contacted.

Similarly, visibility from South Hill Road junction on to Launceston Road was discussed as complaints have been reported regarding the Remembrance Streets. The Operations Manager is in contact with the Tree Surgeon from Cornwall Council regarding this matter.

**There being no further business the meeting was declared closed at 7.30pm.**