

OUTSIDE SERVICES COMMITTEE

17th September 2019 at 6.55 pm

Minutes

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

1. APOLOGIES

CLLRS BURROWS, FOX & MCCALLION

PRESENT: CLLRS COAKLEY, GOLD (CHAIR), LONG, RAPHAEL, TAGG, TOLMAN & WATSON

OFFICERS: TOWN CLERK & OPERATIONS MANAGER & FACILITIES & MAINTENANCE OFFICER (DP)

2. MINUTES

Resolved. It was proposed by Cllr Long seconded by Cllr Coakley and agreed to approve the minutes of the 16th July 2019.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

Cllr Tolman, family member in receipt of payment.

5. FINANCE

a) Approval of payments

It was proposed by Cllr Long seconded by Cllr Raphael and agreed (1 Abstention, Cllr Tolman) to approve the payments as listed;

FGP	DD	Autopay	Insertions/Transactions	16.00		16.00
TH	DD	Corona Energy	Town Hall electricity	315.36	63.07	378.43
OS	DD	Allstar	Fuel	46.94	9.38	56.32
TH	DD	Clear Business	New office electricity	104.82	5.77	110.59
TH	11587	TST Southwest CIC	Refund of room hire	36.00		36.00
			CEO Provision for Pannier			
FGP	11588	Cornwall Council	Market	183.00		183.00
		Biffa Waste Services				
TH/OS	11589	Ltd	Waste removal	291.96	58.39	350.35
FGP	11590	Dan Pollard	Raspberry Pi	47.98		47.98
			Monthly hosting and			
FGP	11591	SeaDog IT	maintenance	25.00		25.00
TH	11592	British Gas	Unit 11 electricity	113.79	5.68	119.47
OS	11593	RPB Motors	Peugeot Box brake repairs	50.00	10.00	60.00

FGP	11594	Tamar Koffi	Paper cups	34.95	6.99	41.94
OS/TH	11595	GB Tool Hire Ltd	Toilet cleaner, forestry helmet, hi-viz trousers, safety boots, nitrile gloves, toilet roll, bin bags, dust masks, gauntlets, logo caps x 10	361.64	72.33	422.97
FGP	11596	Human Resource Support Consultancy	Work carried out during August	1,170.00	234.00	1,404.00
OS/TH	11597	Trewartha, Gregory & Doidge	Wasp nest destroyer, paint brushes, hammerite, woodstain, thunderbolts, silicon gun, dome nuts, threaded bar, stanley knife, concrete bolts, sanding belt, sanding discs, sanding sheets, wood filler, incinerators, key cutting, ceramic knob, dual flush valve, containers, isolation valves, bungee cords, cable ties, sockets	327.85	65.57	393.42
TH	11598	Travis Perkins	Basin	39.00	7.80	46.80
FGP	11599	LRM Planning	Ongoing work to prepare Neighbourhood Plan	450.00	90.00	540.00
FGP	11600	Complete Business Solutions Group	Foolscap folders x 25	17.90	3.58	21.48
FGP	11601	HMRC	PAYE & NI - August	3,581.79		3,581.79
TH	11602	Howlett Training Partnership	First Aid Course	50.00	10.00	60.00
FGP	11603	HMRC	PAYE & NI - September	2,922.76		2,922.76
FGP	11604	PKF Littlejohn LLP	Professional Services - Annual Governance & Accountability Return	1,300.00	260.00	1,560.00
TH	11605	Liquidline	Ecoboiler	103.03	20.61	123.64
FGP	11606	Mr Stentiford	Casual manpower for market - September	94.71		94.71
FGP	11607	Mr Kelly	Casual manpower for market - September	27.06		27.06
TH	11608	East Cornwall Property Care	Replace valve in hot water cylinder - Market Garden Café Supply & fit damp membrane, paint and fit new skirting - Unit 5 Clear and create stud wall to separate kitchen/toilet, fix plastic			

			sheeting to match with kitchen area, fit new fire door- Red Panda	1,234.60	246.92	1,481.52
FGP	11609	Daniel Thorpe	Discuss plans for office, ping test, upgrade 3 x pc's	865.00		865.00
FGP	11610	Clifton Emery Design Ltd	Design development for vision aimed at forthcoming meetings & public consultation - Callington Vision	3,383.99	676.80	4,060.79
				17,195.13	1,846.89	19,031.02

b) Budget Monitoring

The Clerk took the Committee through the budget monitoring and level of reserves. It was proposed by Cllr Long seconded by Cllr Tagg and agreed unanimously that it be noted.

6. FOR DECISION – To receive any completed SOWs (Statement of Works) budget pressure proposals and discuss the budget aspirations for this committee in 2020/21.

No SOWs had been completed or submitted to the Chair and Clerk.

A discussion then followed on the aspirations to complete works in Launceston Road Park, namely a MUGA (Multi Use Games Area) and how to maintain St Mary's Square. (Cllr Raphael could provide details on which native species to plant). (see item 13, regarding a grant application for St Mary's Square).

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

At the cemetery the water harvest tank has been installed, the new (COOSH compliant) shelving and gates at the lower side of the yard.

Work has started on the electrical unit at Saltash Road Park.

The team has been maintaining the grass cutting and removing ragwort found at the allotments.

Noticeboards for the allotments have been purchased and will be installed in due course.

Cllr Long spoke about rubbish along Guipavas Road and whether the Litter Picking Group would dovetail with the grass cutting rota. Cllr Gold explained that much of the rubbish is actually from the Refuse Vehicles.

Cllr Raphael asked if the timing and frequency of the grass cutting could be reviewed, and the Operations Manager went on to explain our Service Level Agreement (SLA) with Cornwall Council.

Cllr Long would ask Cornwall Council for their new standards for grass cutting in light of the Climate Change agenda, and discuss as an agenda item next month.

Cllr Watson asked for an update on the weed spraying and wildlife zones. The Operations Manager is still researching alternative weed spraying options and the wildlife zones are scheduled for discussion later in the meeting.

Parks & Open Spaces

- 8. FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces, and agree action required. To receive comments regarding the skate park (details circulated on the 21st August)**

The Chair and OM are scheduled to meet with a resident to discuss their ideas, which had been raised earlier in the year.

In the meantime, it was agreed that the recent comments would be acknowledged by the Clerk.

The OM reported that the tree has been removed in Saltash Road Park and an overall Tree Survey would be completed for all our trees.

- 9. FOR DECISION – To discuss the concerns raised by a resident of Trelawney Rise, regarding anti-social behaviour at the Free carpark. (detailed circulated by email on 8th August 2019)**

The Clerk explained what advice had been given last year by the Police and the use of log books to provide evidence. It was agreed that we should publicize how people should report matters and information is required. An article should be put in the next Newsletter about the CCTV and how to report any anti-social behaviour. In the meantime, the Clerk would contact the Police for guidance as the landlord.

Resolved. It was proposed by Cllr Raphael seconded by Cllr Tagg and agreed that a dedicated email be set up traffic@callington-tc.gov.uk for residents to report such matters, as part of a general campaign to report related concerns.

Allotments

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

The report had been circulated prior to the meeting and noted.

Facilities & Maintenance Officer (DP) then gave a presentation on the mobile camera unit, to illustrate its capabilities and qualities. The location of the unit would be determined by the staff. **Noted.**

11. FOR DECISION – Operations Manager to present recommendations on how to progress the wildlife (not wildflower) zone project.

During the winter the cemetery would be prepared and planting completed in the spring. In the meantime, the Chair, OM and Chair of Environment would have a meeting to have a further discussion on the matter.

12. FOR DECISION – To receive any recommendations from the Environmental Sub-Committee relevant to this Committee.

None.

13. ANY OTHER URGENT BUSINESS

Prior to the meeting details regarding the High Street Heroes Funding was circulated for consideration.

Resolved. It was proposed by Cllr Tolman seconded by Cllr Raphael that an application be submitted for St Mary's Square (see item 6 above).

The Chair asked for an update on the bus stop review (with Cornwall Council). The Clerk would make some enquiries and report back accordingly.

There being no further business the meeting was declared closed at 8pm.