

CALLINGTON TOWN COUNCIL
Full Council Minutes
26th May 2020 at 3pm Virtual Meeting

Prayers were led by Rev. David Moss prior to the meeting.

1. APOLOGIES
NONE

PRESENT: CLLRS COAKLEY, GOLD, LONG, MOORE, MORGAN, RAPHAEL, TAGG (LATE ARRIVAL) & TOLMAN (CHAIR), WATSON

OFFICERS: CLERK & FACILITIES & MAINTENANCE OFFICER (TO SUPPORT THE IT)

2. MINUTES

The Minutes of the meeting on the 5th May 2020 were received as a correct record of proceedings.

Resolved. Proposed by Cllr Long seconded by Cllr Coakley and agreed unanimously to approve the minutes.

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.

None.

5. TOWN FORUM/ONE CALLINGTON MATTERS – OFFER OF SUPPORT TO CLEAN THE DISABLED TOILETS

One Callington have offered to have the public toilets professionally cleaned.

Resolved. It was proposed by Cllr Raphael seconded by Cllr Moore and agreed unanimously that the offer was appreciated. Momentarily, guidance on whether to reopen the toilets is being obtained and clarified, together with risk assessments. If One Callington however would like to arrange other areas of the town centre to be cleaned, similar to their efforts by Lloyds Chemist, this would be most welcomed (subject to agreement by the respective landlords and highways).

6. KELLY BRAY RESIDENTS ASSOCIATION MATTERS – TO DISCUSS CLLR MORGAN’S IDEAS REGARDING THE BUS SHELTER SITE AT THE STATION ROAD.

A discussion followed on the state of the bus shelter and the best use of the area.

Resolved. It was proposed by Cllr Morgan seconded by Cllr Tagg and agreed to let the existing bus shelter be demolished (by Cornwall Council) and for it to be returned to a footpath.

7. POLICE MATTERS

Cllr Tagg explained that the CCTV at the Well Street junction on to Fore Street had been damaged by a heavy goods vehicle. Quotes are being obtained and the respective insurers notified.

St Mary’s Church storage shed has been broken into. It was agreed that the Town Council would relocate a mobile CCTV camera to this site as a temporary measure.

Cllr Long has been receiving calls from alleged antics which are being reported to Cornwall Council and the Police, similarly, Cllr Morgan has reported concerns regarding ASBO in St Mary’s Close to our PCSO.

The Clerk had circulated details on the Covid 19 breach logs covering the period 26th March – 22nd May.

8. FIRE MATTERS

Cllr Long gave a brief update.

9. REPORTS

a) Planning Committee. Minutes from the meetings held on the 7th April and 19th May 2020.

Resolved. It was proposed by Cllr Coakley seconded by Cllr Long and agreed unanimously that these minutes be received.

b) Town Hall & Premises Committee. To receive the report from the Operations Manager regards works completed and scheduled.

Resolved. It was proposed by Cllr Long seconded by Cllr Tolman and agreed that the report be noted.

The Clerk gave an update on the bookings and the use of the hall for NHS related matters. **Noted.** (Cllr Tolman declared an interest and made no comment on the matter).

c) Outside Services Committee. To discuss the request for a bench for the late Alex Ward.

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and agreed unanimously that a possible location would be at the top of Saltash Road. Cllr Gold would respond to the family with this information.

d) Finance & General Purposes Committee. No meetings held. Cllr Tagg explained that work will start again on the Pasty Mural from the 8th June.

e) Staffing – None.

f) Market Stall Initiative – A discussion was had on whether to hold a market in June, given the apprehension of whether there could be a second peak with pandemic.

The consensus was to wait and hold-off further markets for the moment. In the meantime, staff would be asked to take the Market banner down at Saltash Road roundabout and to encourage Tamar Grow Local's click and collect service, which promotes local suppliers and facilitates social distancing practices.

g) Environmental Sub- Committee – No meetings held.

h) Health & Safety Update. Update on Covid-19 Risk Assessments and precautions taken.

Risk assessments are being completed for public use of our facilities, namely the hall complex and public toilets, with guidance provided through CALC.

Social distancing markers and screening has been purchased for the hall complex, and a deep cleaning and redecorating exercise is underway throughout the building.

i) Any other reports [not for decision] from Councillors. None.

j) Reports from Cornwall Councillors. Cllr Long explained that Cornwall Council is gradually reopening services, such as Highways. He went on to discuss the statistics for our area and the increase of visitor across the County.

Cllr Tolman asked whether there is any provision for the town council for our loss of income, the Clerk would confirm the position.

10. FINANCE

a) Approval for expenditure as listed, and to note the payments made during the lock down;

(3rd April)

OS/TH	DD	Allstar	Fuel	5.52	1.10	6.62
OS	11898	Jackson Fencing Ltd	Saltash Rd Rec fence repair	2168.33	433.67	2602.00
OS/TH	11899	Sparling Recycling	Waste Removal	66.36	13.27	79.63
OS/TH	11900	Citron Hygiene Ltd	Sharps bin	124.80		124.80
OS/TH	11901	Biffa Waste Services	Waste removal	197.11	39.42	236.53
FGP	11902	HR Support Consultancy	Work carried out in March	843.66	168.73	1012.39
FGP	11903	Bluemoon Design Studio	COVID-19 IDs & receipt books	363.00	72.60	435.60
FGP	11904	British Gas	Unit 11 electricity	431.60		431.60
FGP	11905	Mr M Moore	Councillor travel expenses	153.05		153.05
				4353.43	728.79	5082.22

(14th April)

OS	DD	Screwfix		108.33	21.66	129.99
OS/TH	DD	AMS	Loners and vehicle tracking	27.95	5.59	33.54
FGP	DD	Google	G Suite	184.00		184.00
FGP	DD	Nat West Bank	Autopay online	18.50		18.50
FGP	DD	Zurich	Insurance premium	372.00		372.00
TH	11906	Matt Jago	Boiler servicing	135.00		135.00
OS	11907	Mole Valley Farmers Endsleigh Gardens	Grass seed	49.99		49.99
OS	11908	Nursery	Apple trees	299.00		299.00
FGP	11909	Sage UK Ltd	Stationery	35.50	7.10	42.60
TH	11910	CPC	Speaker Set	16.90	3.38	20.28
TH	11911	British Gas	Unit 11 Electricity	326.13	65.22	391.35
FGP	11912	Mrs H Dowdall	Volunteer Scheme float	200.00		200.00
FGP	11913	Mrs H Dowdall	Church Benevolent fund	500.00		500.00
FGP	11914	Mrs H Dowdall	Church Benevolent fund	500.00		500.00
FGP	11915	Pear Services Ltd	Cemetery Software support	270.00		270.00
OS	11916	Watson Fuels	Gas Oil	590.00	29.50	619.50
FGP	11917	ICCM	Membership Subscription	95.00		95.00
OS/TH	11918	GB Tool Hire	Janitorial supplies, barrier tape, safety boots, paper suit	511.48	102.29	613.77
FGP	11919	SeaDog IT	Monthly hosting & maintenance	25.00		25.00
				4264.78	234.74	4499.52

(21st April)

TH	DD	Corona Energy	Town Hall electricity	441.61	88.33	529.94
TH	DD	Clear Business	New office electricity	169.86	9.02	178.88
TH	DD	British Gas	Public Conveniences electricity	130.26	6.51	136.77
FGP	DD	Three	Mobile Phone	40.78	8.16	48.94
OS/TH	DD	Allstar	Fuel	78.06	15.61	93.67
FGP	11920	BT	Cemetery workshop	144.40	28.88	173.28
TH	11921	Liquidline	Boiler maintenance contract	125.00	25.00	150.00
FGP	11922	Full Stop	CCTV - repair/replacement of Cam 23	236.00	47.20	283.20
FGP	11923	CBS	Latex gloves	14.97	2.99	17.96
TH	11924	Mrs Elaine Drake Post Office	Refund of hall hire payment	112.00		112.00
FGP	11925	Counters	Stamps	195.00		195.00
FGP	11926	BT	Line rental	37.90	7.58	45.48
FGP	11927	HMRC	PAYE & NI	3127.60		3127.60
				4853.44	239.28	5092.72

(28th April)

FGP	DD	McAce	WebMate Internet Services	£36.02		£36.02
FGP	DD	BT	Broadband services	£71.17	£14.23	£85.40
FGP	11928	Mrs H Dowdall John Smith	COVID-19 float	£160.00		£160.00
OS/TH	11929	Tyres	Tubes and valves	£103.50		£103.50
FGP	11930	Mrs H Dowdall	COVID-19 float	£95.00		£95.00
				£465.69	£14.23	£479.92

(5th May)

OS/TH	DD	Allstar	Fuel	55.75	11.15	66.9
FGP	11931	Mr M Shirley Biffa Waste	Paint for mural	138.94		138.94
TH	11932	Services	Waste removal	152.56	30.51	183.07
FGP	11933	S Jackman	Mural services	250		250
FGP/OS	11934	D Pollard	ZOOM Subscription & solar panel for allotment camera	32.82	6.56	39.38
TH	11935	Travis Perkins	White tiles for Town Hall toilets	34.32	6.86	41.18
FGP	11936	Hannah Ewing	Social Media Support for Murals	200		200
				864.39	55.08	919.47

(12th May)

FGP	DD	NatWest	Autopay Online			18.50		18.50
			Perspex screens & floor markers for COVID-19 protection			350.00	70.00	420.00
FGP	11937	Mrs H Dowdall						
FGP	11938	SeaDog IT	Managed Hosting			25.00		25.00
OS	11939	Cormac Solutions	Service of plant machinery			2576.28	515.26	3091.54
FGP	11940	Tarki Technology	Avalon Web diary file hosting			60.00		60.00
TH	11941	Citron Hygiene Ltd	Medical and Sanitary Waste removal			133.89	26.78	160.67
FGP	11942	Ricoh UK Ltd	Printer/photocopier			321.71	64.34	386.05
						3485.38	676.38	4161.76

(19th May)

OS/TH	DD	Allstar	Fuel	132.23	26.45	158.68		
TH	DD	Screwfix	Female Coupling Socket	10.25	2.04	12.29		
TH	DD	SWW	Public Conveniences water	207.82		207.82		
			Cemetery Workshop/toilet					
TH	DD	SWW	water	213.05		213.05		
		John Smith						
TH/OS	11943	Tyres	Tyre repair and balance	69.00		69.00		
TH	11944	EDF Energy	Cemetery Chapel electricity	672.15	33.61	705.76		
FGP	11945	HMRC	PAYE & NI	3131.78		3131.78		
		Zurich						
FGP	11946	Municipal	Insurance premium	9188.91		9188.91		
			Annual Membership					
FGP	11947	CALC	Subscriptions	1564.03	222.02	1786.05		
			COVID-19 Volunteer					
FGP	11948	Mrs H Dowdall	Scheme petty cash	500.00		500.00		
			January & February NP					
FGP	11949	LRM Planning	work	2042.03	408.41	2450.44		
			Haye Road allotments					
OS/TH	11950	SWW	water	4.25		4.25		
				17735.50	284.12	18428.03		

(26th May)

FGP		DD	Three	Mobile Phones	40.44	8.09	48.53	
TH		DD	Clear Business	New Offices electricity	127.52	6.90	134.42	
FGP		11951	BT	Telephone	37.90	7.58	45.48	
FGP		11952	EDF	Workshop & toilets	87.69	4.18	91.87	
OS		11953	Travis Perkins	Plywood, Anti Slip stain	200.82	40.16	240.98	
OS		11954	SWW	Saltash Road Rec water	26.76		26.76	
				Window Board & cash for				
TH/FGP		11955	Mrs H Dowdall	volunteer scheme	527.50	5.50	533.00	
			East Cornwall					
TH/OS/FGP		11956	Trading	Antibac Wipes and Sanitiser	466.74	93.35	560.09	
OS/TH		11957	R G Julian	Skip Hire	430.00		430.00	
					1945.37	165.76	2111.13	

Resolved. It was proposed by Cllr Tagg seconded by Cllr Tolman to approve and note the payments listed.

b) To review the internal controls and/or appropriate use of insurance cover, and risk management arrangements.

Assessments of the risks facing this authority have been completed and appropriate steps to manage those risks; including internal controls and suitable insurance cover where required.

When assessing the risks, the Town Council has identified, assessed and recorded the risks, with actions and decisions taken/considered. Appropriate measures are in place to mitigate and manage risk.

c) To receive any comments or recommendations from the Internal Audit.

The Internal Auditor had completed his inspection, observed last week's zoom meeting, and the Clerk gave a report of his findings.

d) Annual Governance Statement

The Clerk took the Members through the Statement and explained the provisions and procedures which are in place.

e) Annual Return

The final outturn for the accounts and the appropriations to and from reserves have been audited, with no adjustments or queries.

Resolved. It was proposed by Cllr Tagg seconded by Cllr Tolman to receive items b-e, and for the Portreeve and Clerk to sign off the Annual Governance Statement for 2019/2020 and then the Annual Return for 2019/2020.

11. **ANY URGENT ITEMS**

a) Cllr Watson reported that brambles are encroaching on to pavements from Saltash Road recreational ground, requesting that they be cut back. The Clerk would ask the Outside Services staff to look into this.

b) Cllr Raphael has been asked by a local artist whether they can paint the skate park. After some discussion it was agreed that the artist be invited to either contact the Clerk next week (to discuss this further) or alternatively two former mural boards could be provided to the artist, so they could complete their artwork at home.

c) Cllr Moore explained that powerpoint information could be displayed at the zoom meetings; details would be provided to staff for future meetings.

d) Cllr Moore asked for an update on the Neighbourhood Plan. Cllr Long explained that he is working on the introduction to the Plan and will share when he has completed it.

e) Cllr Moore gave an update on Covid-19 and the suggestions on the internet that the virus is coming more aggressive, this is pseudoscience.

f) Cllr Watson enquired after the Primary School. The Clerk would ask the Head and report back at next week's informal meeting.

There being no further business the meeting was declared closed at 3pm.