

## OUTSIDE SERVICES COMMITTEE

18<sup>th</sup> June 2019 at 6.45pm

### Minutes

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

#### 1. ELECTION OF CHAIR

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr Long to elect Cllr Gold as Chair of the Committee for the municipal year 2019/2020.

#### 2. ELECTION OF VICE CHAIR

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Burrows to elect Cllr Tolman as Vice Chair of the Committee for the municipal year 2019/2020.

#### 3. APOLOGIES

CLLRS FOX & MCCALLION

**PRESENT:** CLLRS BURROWS, COAKLEY, GOLD, LONG, RAPHAEL, TAGG, TOLMAN & WATSON

**OFFICERS:** TOWN CLERK & OPERATIONS MANAGER

#### 4. MINUTES

It was proposed by Cllr Tagg seconded by Cllr Burrows and agreed unanimously to approve the minutes of the meeting of Outside Services Committee on 21<sup>st</sup> May 2019.

#### 5. MATTERS ARISING

None

#### 6. DISCLOSURES OF INTEREST

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

#### 7. FINANCE

**a) Approval of payments** – It was proposed by Cllr Long seconded by Cllr Tolman and agreed unanimously to approve the payments as listed:

TH	DD	Corona Energy	Town Hall electricity	334.05	66.80	400.85
FGP	DD	Worldpay	Card machine charges	15.21	1.05	16.26
OS	DD	Allstar	Fuel	131.14	26.23	157.37
OS	DD	Allstar	Fuel	183.63	36.72	220.35
FGP	11457	Able Print Ltd	Market banners	349.00	69.80	418.80

FGP	11458	SeaDog It	Monthly hosting and maintenance - May/June	49.00		49.00
TH	11459	DB Heating Ltd	Gas Safety Check	68.00	13.60	81.60
FGP	11460	CPC	Extension Reel, Extension lead (Market)	120.50	24.10	144.60
OS	11461	RSM Beares	Repairs to machinery	144.37	28.87	173.24
TH	11462	Classic Fire Ltd	Fire Alarm service	55.00	11.00	66.00
TH	11463	Safelincs Ltd	Dorgard Fire Door Holder	89.50	17.90	107.40
FGP	11464	Mr M Tagg	Mileage claim	208.20		208.20
FGP	11465	Mr T Stentiford	Town Crier allowance	250.00		250.00
FGP	11466	Mrs H Dowdall	Litter Pick equipment	85.50	17.10	102.60
TH	11467	British Gas	New office electricity	63.76		63.76
TH/OS	11468	Biffa Waste Services Ltd	Waste collection	280.41	56.08	336.49
TH/OS	11469	GB Tool Hire	Strim line, 2 stroke oil, Hi Viz clothing, safety boots, barrier cream, after work cream, janitorial supplies, bump strimmer head, dust suppression water tank, bucket	774.18	154.84	929.02
FGP	11470	Filmbankmedia	Lego Movie 2	133.00	26.60	159.60
TH/OS	11471	Trewartha, Gregory & Doidge	screws, rawlplugs, masonry drill bits, magnolia paint, bungee cord, light bulbs, garden forks, dowel, saw blades, long shackle padlock, combination padlock, batteries, coach screws, washers, tarpaulin, trowel, miracle grow	176.67	35.33	212.00
FGP	11472	LRM Planning Ltd	Ongoing Neighbourhood Plan work	547.55	109.51	657.06
OS	11473	CPC	HDMI lead, microphone stands x 2, microphone headsets	181.55	36.31	217.86
TH	11474	Cornwall Council	CEO Provision for Callington Pannier Market	244.80		244.80
OS	11475	Corserv Ltd	Vehicle repair	138.00		138.00
OS	11476	Rising Sun Nurseries	garden ties/belts, stakes, lobelia, begonias, compost, hanging baskets, defence guard, cappiliary matting	867.65		867.65
OS/TH	11477	R G Julian	Skip hire	215.00		215.00
OS	11478	John Smith Tyres	Tube fitted, repeater lamp	74.62	14.92	89.54
TH	11479	Seton	Recycling bins, sheet labels,construction site kit (howler alarm)	552.41	110.48	662.89
FGP	11480	First Callington Scout Group	Donation from Civic Service collection	89.44		89.44
				<b>6422.14</b>	<b>857.24</b>	<b>7279.38</b>

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

- First round of curb line weed spraying has been completed.
- Summer planting has also been completed including additions of hanging baskets on the town hall building and additional planting to the town square.
- Grass cutting round has been maintained well and the team has caught up well on the setbacks earlier in the year.
- The team has made a start working on the flower borders around the free car park to tidy up the area.
- There has been some ongoing repair work needed to the timber play equipment in Saltash road park. There has been damage to some equipment from general use including cradle swing sets resetting posts and re-fixing frames.
- The Operations Manager has booked to go on a Cornwall Council information day on alternative weed control methods to follow up the agenda item for the environmental committee.

### **Parks & Open Spaces**

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

#### Village Collection

Cllr Gold spoke about the money which has been pledged from the Town Forum to tidy up the seated area by the Liskeard Road roundabout (Village Collection), and that confirmation has been provided from Paul Allen that we can arrange the works. Discussions have since been had with the Lions Club, who have offered manpower and to build a planter between the seats. Cllr Long raised questions regarding safety and security but the Chair and Operations Managers have these matters already in-hand. Cllr Raphael suggested crocuses as well as daffodils are planted at this site.

### St Mary's Square

Cllr Watson asked if St Mary's Square falls under the remit of the Outside Services Team. The Chair confirmed that it does and a discussion then followed on arranging a press release with the 1<sup>st</sup> Callington Scouts, following their recent tidy up of the site. The 1<sup>st</sup> Callington Scouts group had given the area a good tidy up but the on-going maintenance of the site would be completed by the Town Council.

### Saltash Road Recreational Ground

The office had received two bookings for the field next May, one from Rowlands and one from CAVe.

Cllr Watson left the meeting for this item.

A discussion then followed on how things had gone this year, with both organizations on site.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Tagg and agreed unanimously that both could be accepted and charged at the rate of £60 per day. Organizations that are arranging a community event may wish to approach the Town Council for support.

Cllr Watson returned to the meeting.

### Allotments

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

A discussion was had regarding a mirror on the opposite side of the road, and it was declined due to highway concerns. Letters would be sent out to all tenants reminding them that dogs are to be kept on a lead unless on their own plot, and to pick up any dog mess.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Coakley and agreed to get costings for a notice board and bring back to the next meeting for consideration.

**11. FOR DECISION** – To consider the proposals regarding the Footpaths (email of the 22<sup>nd</sup> May 2019).

**Resolved.** It was proposed by Cllr Long seconded by Cllr Coakley and agreed that the section on footpaths within the Town Council be updated and information provided on how to report matters to Cornwall Council.

Cllr Tolman reported that the bridleway between Mud Lane to Skitta Close is on the open market. **Noted.**

**12. FOR DECISION** – To receive costings for the rain water harvesting idea at the Cemetery and agree on a course of action.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Burrows and agreed unanimously that to proceed with the idea as presented with a budget of £2,000.

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

Cllr Raphael is in the process of preparing something to put on our social media, and is currently going through DEFRA and LGA blueprint recommendations (which he will circulate to Councillors). A discussion then followed on preparing for extreme weather and extreme instances.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Raphael and agreed that the Emergency Plan needs to be updated. The item would be put on an agenda for consideration.

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

None.

**The meeting was moved into a Part II Session, as proposed by Cllr Long seconded by Cllr Tagg and agreed.**

**15. FOR INFORMATION** – To receive guidance from HR on Personnel Matters

The Clerk has clarified the position with HR regarding amendments to contracts.

There being no further business the meeting was declared closed at 7.28pm