

OUTSIDE SERVICES COMMITTEE

16th July 2019 at 6.30pm

Minutes

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

1. APOLOGIES

MCCALLION, FOX

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

OFFICERS: ASSISTANT TOWN CLERK & OPERATIONS MANAGER

2. MINUTES

It was proposed by Cllr Tolman seconded by Cllr Burrows and agreed unanimously to approve the minutes of the meeting of Outside Services Committee on 8th June 2019.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

Cllr Tagg on item 5

5. FINANCE

Approval of payments – It was proposed by Cllr Tagg seconded by Cllr Raphael and agreed unanimously to approve the payments as listed:

FGP	DD	Worldpay	Transaction Charges	15.78	1.08	16.86
FGP	DD	Booker	Film Show Tuck Shop	62.25	12.45	74.70
TH	DD	Corona	Public Conveniences	320.54	64.11	384.65
TH	DD	British Gas	Unit 11 electricity	120.08	6.00	126.08
TH/OS	DD	Asset Monitoring Solutions	Hosting and Rental	27.95	5.59	33.54
FGP	11501	Complete Business Solution	Thermal credit card rolls	11.99	2.40	14.39
FGP	11502	Awcock Ward Partnership	Advice for Neighbourhood Plan transport issues	2,000.00	400.00	2,400.00
FGP/TH	11503	G duPlessis	Parts for market trailer and new port for iPhone	51.00	2.20	53.20
FGP	11504	LRM Planning	Neighbourhood Plan work	1,330.10	266.02	1,596.12
TH	11505	British Gas	Unit 11 electricity	128.83	6.44	135.27
TH	11506	Cornwall Council	Premises Licence Annual Fee	180.00		180.00
TH	11507	Gala Tent	20 x Folding Trestle Table	833.17	166.63	999.80
OS/TH	11508	Trewarthas	Compost, half round post, WD40, gate catch, pipe, , bungee straps, spray paint, metal primer, paint cage frame, roller refills, screws, granocryl, metal paint, roller, trowel, batteries, exterior varnish, draught excluder, electrical tape, socket adapter, roofing hex bolts, hex nut drive, square driver , set, tool box, allen key set, offset ring spanner, socket, finishing paper, toilet seat	355.94	71.19	427.13
FGP	11509	SeaDog IT	June E-newsletter, domain renewal, monthly hosting & maintenance	326.60		326.60

TH	11510	Manton Electrical	3 x external sockets on new ring and change x2 lights to motion sensor at Cemetery Store, replace lights and sensor switches in Town Hall building	1,312.60	262.52	1,575.12
OS/TH	11511	GB Tool Hire	6 x 1 ton ratchet straps, carpenter pencils, strim line, Hi Viz bomber jacket, cleaning supplies, red and white barrier tape, forestry helmet, suncream, 2 x work trousers, 10 x Hi Viz vests, safety trainers	517.00	103.40	620.40
FGP	11512	HR Support Consultany	HR consultancy and associated work	3,060.00	612.00	3,672.00
FGP	11513	HMRC	PAYE & NI	3,609.18		3,609.18
OS	11514	Sparling Recycling Ltd	Mixed waste removal	12.64	2.53	15.17
FGP	11515	Mr M Tagg	CHEQUE CANCELLED - Made out for incorrect amount			
OS	11516	Lantoom Quarry	10 tonne of road planings for Cemetery	250.00	50.00	300.00
FGP	11517	Clifton Emery Design Ltd	On-going work with Neighbourhood Plan and development of town vision including workshops and preparation	1,168.65	233.73	1,402.38
FGP	11518	Mr M Tagg	Travelling expenses to and from civic appointments	118.11		118.11
				15,812.41	2,268.29	18,080.70

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

Grass cutting has slowed down at the moment due to the dry weather and the grass not growing. Staff have been taking advantage of the spare time to carry out some maintenance and repairs at the parks. They have installed a concrete base for a new seating area at the toddler section of Saltash Road Recreation Ground and will be continuing with these works whilst the weather stays dry.

Vandalism has been a problem recently particularly in Tamar Close play area. Slats in the coloured fence had recently been kicked out and temporary repairs were undertaken. These repairs were also vandalised. The police were informed and the incident was given a crime number. Police identified the culprits and their parents were visited and spoken to. Graffiti has also been a problem at Saltash Road Recreation Ground and is very time consuming for staff who have to remove it.

Parks & Open Spaces

7. FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces.

The Chair reported at how lovely the flower tubs were looking in Fore Street and congratulated and gave thanks to the staff responsible for planting and maintaining them. The Mayor also gave her thanks.

Allotments

8. FOR DECISION – To discuss any matters concerning the allotments (to receive report) including costs for a notice board.

The report was noted.

Cllr Raphael asked for an update on the camera. Cllr Tagg informed the committee that a camera had been ordered.

The Operations Manager has priced up some noticeboards and has found one which offers very good value for money, is very sturdy and will withstand the weather.

Resolved.

It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to purchase the notice board sourced by the Operations Manager.

9. FOR DECISION – To discuss any recommendations from the Environmental Sub Committee relevant to this Committee. **None**

10. FOR DECISION – To discuss the current state of our trees and whether a tree survey is timely in order to protect and sustain our current trees.

The Operations Manager reported that he had obtained some professional advice and the diseased Horse Chestnut tree at Saltash Road Recreation Ground would need to be removed.

Resolved. It was proposed by Cllr Gold seconded by Cllr Long and unanimously agreed to have the tree professionally removed.

The Operations Manager reported that it was advisable to have all trees, on all sites (including Peggy's Patch), surveyed as the last survey was carried out two years ago. He would look into getting costings and report back to the Committee.

A discussion took place about replacing cut down trees with new trees, not saplings, and the Operations Manager would look at costings for this.

Cllr Raphael asked if the wood from the felled tree could be used in the wildlife zone at the Cemetery and the Operations Manager agreed that it could.

11. FOR DECISION – Cllr Raphael to lead a discussion on bus stop signage

Cllr Raphael reported that whilst on a bus travelling in to Callington he noticed that there were no clear signs on bus stops within the town to identify which stop they were, or should be, getting off at. For visitors or new residents this could be very confusing. He suggested that the bus stops in the town should be named to correspond with the Citybus timetable. Cllr Gold reminded the committee that Cornwall Council was in the process of renewing all the local bus stops which would have

integrated electronic signs and that they should be contacted to ensure that each bus stop is named to correspond with the relevant timetable.

Cllr Burrows asked if it was possible that the signs be in braille and it was suggested that Cornwall Council consider this in the renewing process.

Resolved. It was proposed by Cllr Gold seconded by Cllr Long and agreed to ask Cornwall Council for an update on the bus stop renewal process, relevant signage and braille signs.

12. FOR DECISION – The Operations Manager to present recommendations on how to progress the wild flower project.

The Operations Manager recommended that a site at the Cemetery be used as a wild flower meadow first as a pilot with a possibility of moving the project to the parks, with the exception of Saltash Road, at a later date. Cllr Watson reported that South Hill Parish Council had obtained seeded turf from Cormac which was already impregnated with wild flower seeds and it was requested that the Assistant Town Clerk would obtain more information from South Hill Parish Council. The Operations Manager suggested that a budget of £400 be set for this project with Town Council staff maintaining the flower meadow.

Resolved. It was proposed by Cllr Long seconded by Cllr Coakley and unanimously agreed to go ahead with the wild meadow project in the Cemetery as a pilot project.

13. ANY OTHER URGENT BUSINESS

Cllr Watson queried what was happening about the proposed work at the flower bed at the Village Collection roundabout on Liskeard Road. Cllr Gold informed the committee that the Town Forum would be providing funding for the project with Callington Lions carrying out the initial work to clear the bed with the Town Council supervision. The idea was to plant daffodil and crocus bulbs with wildflower to be planted at a later point. Town Council staff would maintain the area once planted. This was expected to take place until the Autumn.

Cllr Gold then went on to congratulate all staff on their efforts in making the first Town Market a great success, she said that all staff had worked very hard to achieve this. The Operations Manager gave a summary of the day's set up and how smoothly everything had run from an organizational point of view. A lengthy discussion then took place with positive (and negative) comments and suggestions that had been received from members of the

public and traders. Cllrs also had some positive and negatives comments and some more ideas for the subsequent markets.

The Operations Manager reported that some traders had complained about their pitch size and it not being as big as they were told it would be. He went on to say that when working out how many pitches could be accommodated in one marquee, the actual pitch may have been misjudged. This would now mean that if traders were given the pitch size promised, the number of pitches in each marquee would have to be reduced. Alternatively, traders could be given a smaller size pitch to be able to accommodate the calculated number of pitches in each marquee. A decision was required on this to be able to organise the August market accordingly.

Resolved. It was proposed by Cllr Gold seconded by Cllr Coakley and unanimously agreed to keep the pitch sizes the same as was advertised and to reduce the number of pitches in each marquee

There being no further business the meeting was declared closed at 7.56pm.