

OUTSIDE SERVICES COMMITTEE

21st July 2020 Virtual Meeting at 2.15pm

Minutes

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

1. APOLOGIES

CLLR COAKLEY, MORGAN AND RAPHAEL

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

OFFICERS: TOWN CLERK & F&M OFFICER FOR IT SUPPORT

2. MINUTES

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and agreed unanimously to approve the minutes of the 16th June 2020.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

Cllr Gold had a reserved plot at the Cemetery.

5. FINANCE

a) Approval of payments

It was proposed by Cllr Tagg seconded by Cllr Long and agreed to approve the payments as listed:

OS/TH	DD	Allstar	Fuel	162.82	32.57	195.39
TH	DD	Clear Business	New offices electricity	55.64	3.31	58.95
FGP	DD	Three	Mobile Phone	102.50	20.50	123.00
TH	DD	British Gas	Public Convenience electricity	117.32	5.86	123.18
FGP	12013	Ricoh UK Ltd	Printer/Photocopier	253.47	50.69	304.16
FGP	12014	Complete Business Solutions	Clipboards, A4 paper, A4 laminating pouches, A3 laminating pouches, adhesive tape	285.95	57.19	343.14
FGP	12015	BT	Cemetery Line	37.90	7.58	45.48
OS/TH	12016	Travis Perkins	Sand cement/mortar, timber	7.54	1.51	9.05
TH/OS/FGP	12017	Blackline Safety	CANCELLED* - New lone working devices and monitored service	5940.00	1188.00	7128.00
TH	12018	Euro Lifts Ltd	Preventative Maintenance visit and examination	164.99	33.00	197.99
FGP	12019	G K Worden & Son Ltd	Hire and erection of scaffolding for mural project	830.00	166.00	996.00

OS/TH	12020	Lynher Training Ltd	Staff Training S Houghton & R Szczepanski	325.00	65.00	390.00
TH	12021	Plastics Southwest Ltd	PV White cover fascia	30.05	6.01	36.06
				8313.18	1637.22	9950.40

* Blackline Safety no longer accept cheques, the Town Clerk will pay this online and will request reimbursement

b) Budget Monitoring

The Clerk gave an update on the current position for this committee. The impact of the pandemic has been less severe on this budget and the monies held for a seasonal worker will be held back for the next summer season. **Noted.**

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

- a) Cemetery grass cutting is up to date. Next cut w/k 3/8/20
- b) The play equipment is now open to the public. The team have completed some routine maintenance to clear the areas around the play equipment that had been left to grow to discourage use during lockdown. This has been quite time consuming and has affected other routine works. We also have had to undertake reactive maintenance to play equipment at Saltash road due to general wear and tear.
- c) Grass cutting throughout the parks had fallen slightly behind schedule but we have been working to make up for this loss and grass cutting in the parks is ongoing.
- d) Verge grass cutting is up to date. Next cutting round will be throughout August.

Agreed and noted.

Parks & Open Spaces

7. FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces, including any bookings for the recreational grounds, and agree action required.

Concerns from residents adjacent to Peggy's Patch have been received regarding the trees on the site. There is one particularly large tree that needs cutting back and various limbs on other trees that need attention.

Resolved. It was proposed by Cllr Gold seconded by Cllr Long and agreed that the services of tree surgeon are called up to rectify the situation.

The Clerk had attended a SLCC virtual meeting earlier and gave an update on how towns and parishes are coping. Like many other areas,

we have seen an increase in the level of attendance in the parks, ASB and more littering.

Cllr Moore explained that social distancing is not been adhered to in the Village Collection park and litter is accumulated there also. Cllr Long was asked to follow this up with Cornwall Council, as they are the owners of that park and complete safety inspections there.

In preparation for the return to school in September the Primary School have asked for use of Saltash Recreational Ground to help with collection/drop off of children. **Agreed and noted.**

Allotments

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

The report had been circulated prior to the meeting, together with a further update from the Clerk. The Chair and Clerk went on to fully explain concerns that have been raised and the recommended action.

In response to the report:

- a) A request for tap was discussed. It was agreed that given the circumstances, the tenant could install a tap but at their own expense and responsibility.
- b) **Resolved.** It was proposed by Cllr Gold seconded by Cllr Tolman and agreed to purchase additional CCTV equipment for the site. Cllr Tagg would also source funding through the Crime Commissions Office, for another mobile unit that could be used in the town.
- c) Where tenants have experienced instances of vandalism or ASB they are asked to report it directly to the Police.
- d) The offer of planings was discussed but respectfully declined.
- e) Advice concerning the rats has been obtained and site visits with Pest Control experts arranged. Notices would also then be sent out to all tenants and put on the Notice Board.
- f) All other matters raised are dealt with as per the recommendations.

9. FOR DECISION – To receive any updates on the wildlife zone projects.

The Chair requested that Cllrs inspect the area at the cemetery, to appreciate how well it has established.

The Clerk explained that the trees proposed for Coronation Close cannot be re-located but need to stay on site. Cllr Moore went on to explain that trees put in poor soil would improve the soil quality.

Cllr Long gave a brief update on the Community Litter Pick held last weekend.

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

Nothing to report.

11. ANY OTHER URGENT BUSINESS

Cllr Tagg explained that the pasty mural was now complete and looking fantastic. It was great to have this completed during this municipal period.

Cllr Long discussed a letter that is in circulation around the town concerning installation. He is getting clarification from Cornwall Council as to its legality and indorsement from Public Health.

The Facilities and Maintenance Officer explained that he and other staff have recently completed some online training regarding Environmental Reporting. Details on the training and how to report issues would be circulated to Cllrs.

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