

OUTSIDE SERVICES COMMITTEE

15th September 2020 Virtual Meeting at 6.40pm

Minutes

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

1. APOLOGIES

CLLR MOORE

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

OFFICERS: TOWN CLERK, ASSISTANT TOWN CLERK, OPERATIONS MANAGER
F&M OFFICER FOR IT SUPPORT

2. MINUTES

Resolved. It was proposed by Cllr Tolman seconded by Cllr Raphael and agreed unanimously to approve the minutes of the 21st July 2020.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

For item 7(e) Cllr Watson – lives adjacent to the Recreation Ground.

5. FINANCE

a) Approval of payments

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

F&GP	British Gas	Electric, Unit 11, Pannier Market	118.39	5.91	124.28
	Trewarthas	Masking tape, Wood filler, Cement, Curtain hooks			
OS/TH		white spirit, wasp killer, wood mouldings	125.67	25.14	150.81
FGP	DTS Computers	Monthly server checks, off site back up	230.00		230.00
OS/TH	GB Tool Hire	Strim Head, Hi Viz, Graffiti remover, hi vis trousers			
		brush cutter repair	410.01	82.00	492.01
OS	Mini Skips		215.00		215.00
OS	John Smith Tyres	2 tube repairs, 2 tyres, valves, balance	123.33	24.67	148.00
THP	SWWater	Heritage Centre and Cemetery	250.70		250.70
FGP	IRM Planning	Ongoing work for Neighbourhood Plan	1500.00	300	1800.00
FGP	Sea Dog It	Monthly hosting website	25.00		25.00
	Vincent Tractors &				
OS	Plant	Parts	30.90	6.18	37.08
FGP	Classic Fire	Service of all extinguishers, inspections,	479.48	95.9	575.38

TH	Corona Energy	replacements Electricity supply, Town Hall	316.33	63.27	379.60
			3824.81	603.07	4427.86

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. She suggested that any surplus at the end of the year is put into the OS reserves to support projects to replace play equipment when necessary. The Clerk reported that a recent playground inspection revealed that there was substantial remedial work required to some areas with the possibility of some equipment being replaced; this could put pressure on this budget.

c) Statement of Works – setting the budget requirement for this committee.

The Clerk suggested that provisions were made for an increase in salaries, NI and pensions, increases in rates and utilities. Provisions made for the replacement of any play equipment could attract match funding if it became necessary to apply for grant funding.

Discussions then took place as to the provision of funding of repairs/replacement of play equipment.

Resolved. It was proposed by Cllr Gold seconded by Cllr Long and agreed to recommend to Full Council that a provision of £15,500 is put into the budget to cover increases in staffing costs and utilities and to build up a reserve to repair/replace play equipment. (7 support, 1 against, no abstentions)

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

a) The OM reported that it had been a challenging few months with adverse weather conditions. This had delayed grass cutting activities during wetter stages but the team has persevered and has now caught up with all areas in well maintained condition. This has been helped with the support of Caretaking staff providing assistance to the team on the bigger areas allowing them to increase productivity and keep up with grass cutting objectives.

- b) Cemetery grass cutting is up to date with the next cut due towards the middle of September.
- c) The Recreation Grounds grass cutting is up to date with another cut due in early October. Two new gates have been installed at Saltash Road, one at the lower entrance and the other at the car park entrance. Four new trees have been planted at Saltash Road to replace trees removed over the years.
- d) Verge cutting is up to date. The final cut for the year will be done throughout October.
- e) The second round of kerb line weed spraying is currently being carried out and will be completed by the end of September.
- f) Outside Services staff will move to winter working hours at the end of September.

Agreed and noted. Cllr Gold asked for the committee's appreciation to be passed onto all staff for their hard work under some very difficult conditions during this season.

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.

- a) Remembrance Plaque on the hedge on Recreation Ground at Launceston Road. The Clerk reported that a Community project had offered to decorate the memorial trees on Launceston Road during the week before Remembrance Sunday. There were also suggestions of putting a plaque on the hedge at the Launceston Road Recreation Ground with names of those who lost their lives. Cllr Gold reported that there was a list of these names at the Community college but there may be too many to list on a plaque. The Clerk agreed to contact The Community College to ascertain if they still had the list and if it would be possible for the Town Council to display it. There already is a plaque dedicated to lost ones on a bench outside the Launceston Road Recreation Ground so it was suggested that this be cleaned up instead. **Noted**
- b) Poplar Trees on Recreation Ground at Launceston Road. The OM had arranged for these trees to be inspected by a Tree Specialist following a concern from a resident. The Tree specialist reported that the trees were safe although they had lost quite a lot of debris during the recent high winds.
Resolved. It was proposed by Cllr Gold seconded by Cllr Long and agreed to contact the resident concerned to let her know the outcome of the Tree Specialist's visit. The trees would be monitored.

- c) Parking provisions at Launceston Road. A resident living adjacent to Launceston Road Recreation Ground had requested the Council look into providing parking for visitors to the ground. He complained that visitors continually parked in the private road where his house is located. Cllr Long stated that there was already adequate parking provision at the site with parking on South Hill Road and Launceston Road permissible with no restrictions. As the private road was indeed 'private', it would be the responsibility of the owners of the road to put suitable signage to deter visitors to the Recreation Ground parking there. The Clerk would contact the resident to let him know the Committee's views. **Noted**
- d) Option to adopt a play area (currently in private ownership). Cornwall Council had approached the Town Council about adopting this play area. Cllr Long gave an update about the current situation.
Resolved. It was proposed by Cllr Gold seconded by Cllr Coakley and unanimously agreed that the Town Council were not interested in taking on this play area.
- e) Request for a fireworks display in Saltash Road Recreational Ground. The Clerk had been contacted by Rowlands Funfair with regard to holding a fireworks display in Saltash Road Recreation Ground either this year or next year. Discussions took place with regard to whether this area was suitable for such an event being in the middle of the Town and residential areas.
Resolved It was proposed by Cllr Gold seconded by Cllr Coakley and unanimously agreed (1 abstention) not to allow a firework display to be held in this Recreation Ground.

8. Allotments

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 who suggested that the rents be increased next year to counteract the time and expense taken up dealing with additional administration and pest control services, these being costs that the tax payer should not have to burden but should be carried by the tenants. Tenants would be informed of any increases when they receive their 2019/2020 invoices due to be sent out at the end of this month. The increase would start from 1st October 2020 to be collected in September 2021. The Clerk recommended an increase from £30 per annum to £40 per annum.

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to increase the allotment rents to £40 from October 2020, to be collected in September 2021.

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

None.

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

Cllr Raphael reported that the litter pick team is intending to clean up the Mud Lane area as there are fence panels down along the side of the lane, mud and weeds at the edges of the path and the bin area is very overgrown. They would require assistance with disposing of organic waste and possibly Town Council staff resources. The owner of the fence panels would be offered them back before disposing of them.

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed (2 abstentions) that Town Council staff would assist with man power and removal of organic waste.

11. ANY OTHER URGENT BUSINESS

Cllr Tagg reported that he had contacted Cornwall Council to have a look at the overgrown vegetation on Launceston Road near the Coronation Road junction as this was encroaching onto the pavement and could be a safety issue with children walking to and from school.

Cllr Long reported that Cornwall Highways were starting their winter maintenance this month. **Noted**

Since the last meeting of the Council further information was circulated concerning the use of the free car park for a community scheme.

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed that unfettered access for three weekends would be given for this scheme as part of the Town Council contribution and support, providing adequate notice was given to the regular users of the car park.

The Clerk reported that she was receiving concerns about the lack of toilet facilities in the town and asked if the Committee would consider disarming the Radar key facility on the public toilets to allow access to all with COVID cleansing being carried out to Government guidelines.

Resolved. It was proposed by Cllr Coakley seconded by Cllr Tolman and unanimously agreed to disarm the Radar key facility to allow access to the toilet facilities by all.

The Clerk updated the Committee that the fountain on Launceston Road was now working and water was flowing. There is still some renovation work required to the brickwork and further investigation is required on the drainage and pipework.

Resolved. It was proposed by Cllr Gold seconded by Cllr Coakley and unanimously agreed (1 abstention) that repairs to the wall and investigations to the drainage works are carried out.

There being no further business the meeting was declared closed at 7.31pm.