

## OUTSIDE SERVICES COMMITTEE

16<sup>th</sup> February 2021 Virtual Meeting at 7.00pm

### Minutes

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

#### 1. APOLOGIES

NONE

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

**OFFICERS:** TOWN CLERK, ASSISTANT TOWN CLERK, OPERATIONS MANAGER  
F&M OFFICER FOR IT SUPPORT, ONE MEMBER OF THE PUBLIC

#### 2. MINUTES

**Resolved.** It was proposed by Cllr Tolman seconded by Cllr Moore and agreed unanimously to approve the minutes of the 19<sup>th</sup> January 2021.

#### 3. MATTERS ARISING

None

#### 4. DISCLOSURES OF INTEREST

None

#### 5. FINANCE

##### a) Approval of payments

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

FGP	12281	Mrs H Dowdall	Reimburse for software for rotas package etc.	160.94		160.94
THP	12282	EDF	Electricity. Chapel/Cemetery	562.57	28.13	590.70
OS	12283	Post Office	Vehicle Tax WA15 CYE	265.00		265.00
OS	12285	RPB Motors	MOT, service and repairs WA15 CYE	330.07	55.21	385.28
THP	12286	Mr P Gover	Refund deposit for Hall booking Sept 2020	85.00		85.00
THP	12287	Mrs B Littlejohns	Refund deposit for hall booking April 2020	23.00		23.00
OS	12288	Barriers Direct	Manual swing gate and No entry sign. Free car park.	1101.19		1321.43
ALL	12289	W F Coombe & Son	Christmas trees/collection/removal/lights	312.00	62.40	374.40
FGP	12290	Seadog IT Ltd	Monthly website hosting February	25.00		25.00
FGP	12290	Seadog IT Ltd	Monthly website Hosting January	25.00		25.00
THP	12291	GB Tool Hire	Hire of steam stripper, sander and breaker. Line spray, gloves, boots and leggings, toilet cleaner, disinfectant, hand towel roll.	297.62	59.52	357.14
FGP	DD	Natwest Bank	Autopay monthly charges	18.15		18.15
	12292	Trewartha, Gregory & Doidge	Metal dustbin, gate latch, jubilee clips, vent covers, latch & lock, machine screws, tubing, Paint, dust sheets, bolts, clips, switch plate.	163.06	32.61	195.67
THP	12293	British Gas	Electricity Unit 11	456.69	91.33	548.02
THP	DD	British Gas	Electricity Public Toilets	31.55	1.57	33.12
THP	12294	East Cornwall Property Care	Fit sign on spar wall	88.00	17.60	105.60
FGP	12295	Rachael Bradbury	Cheque 12260 written in error. New cheque issued.	35.00		35.00
FGP	12296	LRM Planning	Ongoing work for Neighbourhood Plan	2000.00	400.00	2400.00
THP	12297	Cornwall Vacuum Services (2 invoices)	New Hoover and bags	318.98	63.80	382.78
FGP	12298	DTS Computers( Daniel Thorpe)	Monthly server checks and back ups Jan & Feb	265.00		265.00
				<b>6402.88</b>	<b>784.04</b>	<b>6579.59</b>

## **b) Budget Monitoring**

The Clerk reported that this committee currently had a small underspend but that there were plans to spend this on the new gate for the Free Car Park, replacement strimmers and servicing equipment  
- Noted

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

The Operations Manager reported:

- a) The damaged wooden fencing at the free car park has now been repaired after suffering age related damage.
- b) The workshop and yard have been tidied in preparation for a Health and Safety Inspection in February.
- c) The latches on the gates at Saltash Road Recreation Ground are being replaced with heavy duty latches.
- d) Clearance work has been completed at Mud Lane.
- e) Clearance work at the Cemetery has been completed with the guttering on the Heritage Centre having been cleaned and repaired.
- f) Town Hall Staff will be covering for upcoming annual leave absences.
- g) Maintenance work at Launceston Road allotments, clearing of the area around the apple trees and laying of compost is ongoing.
- h) Staff will be replacing the wood chippings in the Pannier Market with gravel.
- i) Clearance work is scheduled around the lower entrance of Saltash Road Recreation Ground and azalea bed.
- j) Staff are preparing the grass cutting equipment for the start of the grass cutting season mid-to end of March, weather depending.

Cllr Gold thanked the OM for all his hard work in preparing for the Health and Safety Inspection.

Cllr Watson queried if there were any plans to power wash the Fore Street planters as some looked as if they were gathering mold. The OM responded that he would add this to the work schedule over the next couple of weeks.

Cllr Raphael thanked staff for clearing Mud Lane, it was a great improvement.

## **7. Parks & Open Spaces**

FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces, including an update on the quotes for a new gate at the Free Carpark

The OM reported that he had received a quote from a local fabricator for the new gate at the free car park, as requested. The quote had come in at just under 40% more than the original quote. It was, therefore, decided to accept the original quote. The gate has been ordered and should be delivered within 4-5 weeks as it is being made to order. As soon as it has been delivered it will be installed.

**8. Allotments**

FOR DECISION – To discuss any matters concerning the allotments (to receive report), including a decision regarding the Pest Control services going forward at Haye Road

Cllr Gold reported on the request by a tenant on Haye Road allotments to make the slope to her plot into steps to allow for easier wheelchair access for her partner. Cllr Gold queried whether steps would be easier than the existing slope and the OM agreed that he would have a look at the area and report back.

Cllr Raphael queried that if it was changed to steps would a requirement be that she changed it back to a slope if and when she vacated the allotment plot.

The Clerk reported that two Pest Control quotations had been received for the control of pests at the Haye Road site.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to accept the quote from Cornwall Pest Management for a 12 month period but to retain APB Pest Solutions to continue to cover the Launceston Road site and as a substitute at Haye Road should it be necessary.

**9. FOR INFORMATION** - To receive any updates on the wildlife zone projects, and any information from Cllr Raphael regarding flower species for this area.

Cllr Raphael reported. He had carried out some research and spoken to a number of people and felt that more structure and planning and direction was required for this project. Decisions on whether there would be a tall grass area, flower area etc. He felt that realistically, all of this should be included in the area but it would need to be managed carefully. He would email his findings to all councilors for information and suggested that another meeting be held once this information had been digested. He was aware of grant funding opportunities for this type of project, for example, from the National Lottery especially for COVID

related funding for outside areas and he felt that as this was opportunity that could extend to this project.

Cllr Long agreed that obtaining funding was the way forward, there was grant funding available for outside spaces aimed at improving mental health and enabling people to get outside during and after the pandemic.

Cllr Raphael agreed to explore grant funding opportunities and requested assistance from other councilors who were experienced in obtaining grant funding. Cllr Moore and Cllr Watson agreed that they would assist with this.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Raphael and unanimously agreed to form a working party with Cllr Moore, Cllr Watson Cllr Raphael and Cllr Long to look into funding and submit a grant application bid.

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

Cllr Raphael reported that he had been invited to the launch of Nature Friendly Cornwall seminar via zoom. If anyone else was interested in attending he would forward the information.

- 11. FOR DECISION** – to discuss a request for a third burial in an older cemetery plot (see email sent on the 8<sup>th</sup> February for further information)

Cllr Gold reported that a request had been received for a third burial to take place in an older plot in the Cemetery. Information regarding this had been previously circulated.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed that this burial be approved on this occasion and during these unprecedented times.

- 12. FOR DECISION** – To receive a review of the decision/actions taken for this committee in the current administration, and agree what action to be taken prior to May before the start of the new council.

A report had been previously circulated. Cllr Gold urged councilors to read and digest this information and see what has been accomplished and what is still outstanding. The Clerk explained that this was a very beneficial exercise to monitor and review what had been achieved, what had not been achieved and why it had been decided not to pursue a project.

The Clerk reported that staff will spend time working on a similar report for Town Hall and Premises. The aim was to examine the reports to identify what still needed to be done to give a position statement to put to the new council as a hand over document.

Cllr Gold asked if items, once completed, could be minuted so that they do not appear on the report in the future.

The Clerk reported that staff would also be working on mapping the dog bins and wayside benches. This would be beneficial for members of the public and new councillors.

Cllr Long asked if an isolation report could be carried out on the wayside seats in preparation for the new council and the OM had reported that this had been scheduled for the coming weeks.

Cllr Morgan spoke about an item on the report concerning the fountain on Launceston Road. He would like to be involved in this, have a look at it and come back to the committee with some recommendations. The OM reported that he had met with a specialist from Stenlakes with the aim to get some guidance on the situation. He was in the process of putting a report together with some recommendations. He did suggest that the water ways were surveyed to ascertain exactly where the water was going. Cllr Morgan agreed to liaise with the OM on this.

Cllr Long suggested have a discussion with Cormac as they had been involved with flooding issues here in the past and they had carried out some works in recent months to deal with this.

### **13. ANY OTHER URGENT BUSINESS**

None.

**There being no further business the meeting was declared closed at  
7.40pm**