

## OUTSIDE SERVICES COMMITTEE

20<sup>th</sup> April 2021 Virtual Meeting at 6.23pm

### Minutes

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

#### 1. APOLOGIES

CLLR LONG

**PRESENT:** CLLRS GOLD (CHAIR), COAKLEY, TOLMAN, MOORE, 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 Tagg and agreed unanimously to approve the minutes of the 16<sup>th</sup> March 2021.

#### 3. MATTERS ARISING

None

#### 4. DISCLOSURES OF INTEREST

None

#### 5. DISPENSATIONS

None

#### 6. FINANCE

##### a) Approval of payments

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

OS	12367	John Smith Tyres	Repair and balance valve WA15 CYE	16.50		16.50
OS	12367	John Smith Tyres	O/S headlamp bulb supplied and fitted	25.00		25.00
OS	12368	GB Tool Hire	Spill granules, hi vis trousers, gloves, bin bags, roll hand towel	311.16	62.23	373.39
THP	DD	Natwest	Monthly charges	18.85		18.85
THP	DD	Corona Energy	Town Hall electric	330.59	66.11	396.70
THP/OS	12369	Trewarthas	Chisel, gate latches, gate hinge, paint, white spirit, bruches, glue padlock, masking tape, stop ends	192.91	38.58	231.49
THP	12370	British Gas	Unit 11 Pannier Market electricity	139.03	6.95	145.98
THP	DD	British Gas	Public Toilets Electricity	40.63	2.03	42.66
FGP	12371	SeaDog It Ltd	Monthly hosting	25.00		25.00
THP	12372	Eurolifts Ltd	Preventative maintenance visit to service platform	69.99	14.00	83.99
FGP	12373	Construction Management Services	New Road toilets. Remove louvres to front & rear of lightwell, block up, form flashing and refelt	1,805.33	361.07	2,166.40
				<b>2974.99</b>	<b>550.97</b>	<b>3525.96</b>

## **b) Budget Monitoring**

The Clerk reported that this committee was in a healthy position and there was unlikely to be any change to this before the Year End.

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

The Operations Manager reported:

- a) Town Hall staff were coming to an end covering for Outside Services staff annual leave
- b) The woodchip had now been cleared from Launceston Road Recreation Ground
- c) A new gate has been installed at the free car park
- d) Grass cutting has been carried out at the Cornwall Housing areas at Coronation Close and Newport
- e) Grass cutting had been carried out at the Cemetery and all parks
- f) Weed spraying has been postponed due to the current weather conditions but will take place when weather conditions are suitable
- g) Due to the lack of grass growth and deferred weed spraying, staff have been carrying out maintenance work at Tamar Close play area. After investigations, some of the timber on the equipment was rotted so more structural work needs to be carried out and then equipment will be painted.
- h) Select road verges will be cut in May, some of the verges are quite short due to the lack of grass growth

Cllr Watson queried if there were any plans to re-plant the planters in Fore Street. The Operations Manager responded that he was waiting on plants from the nursery but would likely be towards the end of May.

Cllr Watson asked if the work to help out the Primary School had taken place. The Operations Manager reported that there was no definitive start date on this but he had met the Caretaker on site to discuss specifics but it would likely be towards the end of May beginning of June before time could be spared to help out with this project.

Noted.

## **8. Parks & Open Spaces**

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

The Operations Manager reported that, as previously discussed, signs were to be erected to provide guidance on the age range of children who could use the toddler park. The OM had been in contact with a park inspector and sign maker to ensure that the age ranges are correct and to get costings on making these signs. He will bring this back to the first meeting with the new council.

9. **FOR DECISION** – To receive any feedback regarding the tree inspections and associated works.

The Operations Manager reported that the inspection on the Beech tree at Launceston Road Recreation Ground and all other trees had taken place. No formal report had been received yet but the tree inspector had advised that the damaged Beech tree will need to be felled or, as the previous damaged tree, it could be left as a standing trunk for a wildlife habitat. As soon as he received the tree inspector's official report he will circulate to all Councillors.

#### **Allotments**

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

Cllr Gold reported a situation with an evicted tenant at the allotments. The tenant had appealed the eviction and a meeting took place with the Chair and the Assistant Town Clerk on site.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to rescind the eviction on the condition that if there is any further breach of rules then he will incur an immediate eviction.

Cllr Moore then commented on the issue of omissions from bonfires which can be just as harmful as vehicle omissions and cigarette smoke and suggested that the committee be mindful of this, and the removal of waste, with regards to the allotment Rules and Regulations. Cllr Gold agreed that this should be reviewed.

The subject of tenants using battery powered water pumps to pump water to their plots was also discussed. Various suggestions and comments were provided. The safety aspect was considered ie. water and electricity. Some tenants had a permitted water tap on their plots and others regularly syphoned water from the trough with hoses.

Cllr Watson commented on the cost of providing water to the allotments and asked if it could be recouped. He was informed that the rent charged annually did include water charges.

The Clerk suggested that when the new council is formed, that they have a site visit to the allotments to familiarize themselves with the site and how it is laid out etc. When the Rules and Regulation are reviewed, tenants could be informed that the water consumption is being reviewed and advised that if there appears to be excessive use then the rent may be increased.

In the meantime the Chair and Operations Manager will visit the site, have a look at the safety aspect and speak with the tenant concerned.

- 11. 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 that, as the grass has not been cut quite so much due to the dry weather, there has been an obvious increase of wild flower which is the main aim of the project.

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

None. The Clerk reported that the poppy seeds had been ordered but had not yet arrived.

- 13. FOR INFORMATION** – To receive and note the Grass Cutting Agreement for 2021 (as circulated on the 31<sup>st</sup> March)

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Cookley and agreed to note this information had been received ( 7 support, 1 against)

#### Cemetery

- 14. FOR DECISION** – To receive the quotes for completing the road repairs on the lane into the cemetery field.

The Operations Manager reported that temporary works had been carried out in house and that he was waiting on a quote from a contractor for a more permanent repair. He would bring this back to the committee when the new council was formed.

- 15. FOR DECISION** – To discuss the Cornwall Council Roadmap (as circulated from CALC on the 6<sup>th</sup> April) and determine what course of action is required (or not) as part of the plans for the reopening of the high streets and town centers.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tagg and to note Cornwall Council's Roadmap.

Cllr Gold asked if it was possible to post on the Town Council website to encourage local businesses to promote their QR codes for customers to use. Cllr Coakley reported that businesses are being provided with new/refreshed QR codes

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tagg and unanimously agreed to put a post on the Town Council website to encourage businesses to display and promote their QR codes.

**16. ANY OTHER URGENT BUSINESS**

None

There being no further business the meeting was declared closed  
at 6.47pm