



## OUTSIDE SERVICES COMMITTEE

Callington Council Chambers

21<sup>st</sup> February 2023 at 6.45pm

### Minutes

**PRESENT:** COAKLEY (MC), GOLD (KG)(IN THE CHAIR), LONG (AL), POUND (SP), STENTIFORD (TS), TOLMAN (ST), WARD (PW), WATSON (PW)

**OFFICERS:** TOWN CLERK, OPERATIONS MANAGER & ASSISTANT TOWN CLERK

**MEMBERS OF THE PUBLIC:** 0

	<b>Minutes</b>
<b>1.</b>	<b>APOLOGIES</b> Cllr Brooks, Cllr Moore, Cllr Smith
<b>2.</b>	<b>MINUTES</b> <b>Approval of the minutes of 10<sup>th</sup> January 2023.</b> <b>RESOLVED.</b> Proposed by Cllr Tolman and seconded by Cllr Pound and unanimously agreed as an accurate record of the proceedings.
<b>3.</b>	<b>MATTERS ARISING -</b> None
<b>4.</b>	<b>DISCLOSURES OF INTEREST - To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.</b> None
<b>5.</b>	<b>DISPENSATIONS - To consider any requests for dispensations.</b> None
<b>6.</b>	<b>FOR DECISION – To receive a report from the Operations Manager</b>  The Operations Manager had previously circulated his report which included updates on maintenance duties that the team is currently carrying out. These include rubbish removal from allotment sites and tidying the workshop in preparation for the annual Health and Safety inspection.  Due to ongoing electrical issues at the yard, installation of a new distribution board has been brought forward with the engineers now installing this on Wednesday 22 <sup>nd</sup> February 2023 as part of the overarching compliance works and to fix the fault.  Replacement skate park components are now installed.  Equipment servicing is ongoing with completion planned for the end of February. The van is currently at the garage for service and MOT.

	<p>The annual park safety inspections are scheduled in for week commencing 20<sup>th</sup> February. Parks include Saltash Road playing field, Launceston Road playing field, Tamar Close and Porthmullion gardens.</p> <p>There has been ongoing clearance work at the free car park. This includes reduction work on trees and shrubs, laying wood chip and cutting back the hedge. White lining will be renewed once clearance work has been completed.</p> <p>The Chair thanked the Outside Service team for the work they have completed at the Free car-park.</p> <p><b>Noted</b></p>
7.	<p><u>Parks and Open Spaces</u> <b>FOR DISCUSSION/DECISION.</b></p> <p>The Operations Manager reported that following the park inspections, the wooden play-frame equipment at Tamar Close has been closed off due to safety issues. Barrier fencing has been ordered to section this area off.</p> <p>The Chair reported that the plans for the MUGA were going well. Various dates for the planning stage and installation stages were noted. The quotes previously obtained from the suppliers for this project in November 2022 will be honoured. Cllr Gold had received the draft CIL Agreement from Cornwall Council which had been previously circulated amongst the Committee for approval.</p> <p><b>RESOLVED.</b> Proposed by Cllr Long seconded by Cllr Coakley and agreed to approve the CIL Agreement with ratification at the Full Council meeting in February. (6 support, 1 abstention)</p> <p>Cllr Long gave credit to Cllr Gold for the work involved with regards to the MUGA.</p>
8.	<p><u>Allotments</u> <b>FOR DECISION</b> – To discuss any matters concerning the allotments.</p> <p>The Chair read through the previously circulated report from the Assistant Town Clerk. All plots on both sites are currently occupied. There are no rents due at Haye Road. Two tenants have outstanding rents at Launceston Road (The Labouring Poor). Rent reminder letters have been sent.</p> <p>The RFO is compiling an invoice for various charges incurred for the Labouring Poor-Launceston Road allotments. This will be completed by year end.</p> <p>CCTV – Damage to cameras will be written off as a bad debtor.</p> <p><b>Resolved</b> Proposed Cllr Long seconded Cllr Pound and unanimously agreed.</p> <p>Haye Road – Plot 40 has requested a tap to be fitted on their plot.</p> <p><b>Resolved.</b> Proposed by Cllr Pound seconded by Cllr Stentiford and unanimously agreed to allow the tenant to fix their own tap on their plot on the condition they liaise with the Operations Manager and obtain a certificate from the qualified person who fits the tap upon completion.</p>

<b>9.</b>	<p><u>Cemetery</u>  <b>FOR DISCUSSION</b> - To consider any matters concerning the cemetery.</p> <p>Cllr Gold, ATC and Outside service team will visit the cemetery this week to view remaining land left for ashes and burials. Town Clerk to explore possible land surrounding the cemetery boundary for potential future land purchases. This includes the L shape land north of the cemetery. To liaise with Cllr Long with regards to land.</p> <p><b>Resolved.</b>  Proposed Cllr Gold seconded Cllr Long 7 in favour 1 abstention to source who owns this piece of land.</p>
<b>10.</b>	<p><b>FOR DISCUSSION/DECISION</b> – to consider the Local Maintenance Partnership Grant Offer 2023-2024 for Public Rights of Way from Cornwall Council.</p> <p>A short discussion took place.</p> <p><b>Resolved.</b>  Proposed Cllr Long seconded by Cllr Stentiford and unanimously agreed to continue with the Local Maintenance Partnership 2023-2024.</p>
<b>11.</b>	<p><b>FOR DISCUSSION/DECISION</b> – St Mary’s Square waste and cleansing – Update.</p> <p>A short discussion took place concerning the cleansing of St. Mary’s Square.</p> <p><b>Resolved.</b>  Proposed Cllr Gold seconded by Cllr Pound and unanimously agreed to continue with the arrangements for Cornwall Council’s waste collection and cleansing contract for 2023/2024 at St. Mary’s Close.</p>
<b>12.</b>	<p><b>FOR DISCUSSION/DECISION</b> – To receive information regarding the Town Hall toilets refurbishment and to make a decision whether to proceed.</p> <p>A discussion took place regarding the refurbishment of the Town Hall toilets. It was agreed to start proceedings with James Barron. Once the tender has been organised the Operations Manager will gain three quotes for works required bringing them back to Council for approval.</p> <p><b>Resolved.</b>  Proposed Cllr Gold seconded Cllr Long and unanimously agreed to start proceedings with James Barron.</p>
<b>13.</b>	<p><b>ANY OTHER <u>URGENT</u> BUSINESS – for information only.</b>  Cllr Gold requested that the noticeboard at Kelly Bray is replaced with a metal one. The Operations Manager suggested that this should cost no more than £1,000.</p> <p><b>Resolved.</b>  Proposed by Cllr Long seconded by Cllr Coakley and unanimously agreed to delegate authority to the Chair, Town Clerk and Operations Manager for the purchase and installation of a replacement notice board at Kelly Bray, with a total budget of £1,000.</p>

	There being no further business the meeting was closed at 7.11pm
	Date of next meeting: Tuesday 21 <sup>st</sup> March 2023