



OUTSIDE SERVICES COMMITTEE

Callington Council Chambers

19th September 2023 at 7:08pm

Minutes

PRESENT: BROOKS (SB), COAKLEY (MC), GOLD (KG) (IN THE CHAIR), LONG (AL), MAYER (KM), POUND (SP), STENTIFORD (TS), TOLMAN (ST), VALDEBOUZE (EV), WARD (PW).

OFFICERS: TOWN CLERK (TC), ASSISTANT TOWN CLERK (ATC), OPERATIONS MANAGER (OM).

MEMBERS OF THE PUBLIC: 1

1.	APOLOGIES Cllr Smith & Cllr Watson
2.	MINUTES Approval of the minutes 18th July of 2023. RESOLVED. Proposed by Cllr Tolman seconded by Cllr Pound and unanimously agreed as an accurate record of the proceedings.
3.	MATTERS ARISING – None
4.	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. Cllr Gold, Cllr Tolman & Cllr Coakley. Item 9. RESOLVED. Proposed Cllr Pound seconded Cllr Long and unanimously agreed to allow Cllr Gold to continue to Chair the meeting throughout item 9.
5.	DISPENSATIONS - To consider any requests for dispensations. Dispensation was given to the Clerk from Cllr Gold as Chair of OS Committee. It was agreed that the dispensation could be given so discussion could take place on the item of the Cemetery fees. NOTED
6.	FOR DECISION – To receive a report from the Operations Manager The Operations Manager covered his report that had been previously circulated. There have currently been issues with lack of staff covering the seasonal work due to annual leave. Inside staff has been relocated outside during this time to cover when one person is off on leave. Grass cutting will continue throughout October with an aim to give all sites and road verges a final cut for the season by the end of October. The Primary School has had their grass cutting service continued with an estimated further 2-3 cuts remaining for this year. The unpredictable weather has also caused problems with grass cutting and outside jobs. This will need further consideration in the future when allocating jobs. Weed spraying has been hampered by the weather, however has now been completed. The fire alarm at the workshop has been repaired. Electrical boxes for St Mary's Close are still on back order and will be fitted as soon as

	<p>they arrive.</p> <p>The Outside Service Team are providing signage for the Honey Fair, they will put the signage out ready for the event.</p> <p>The Multi Use Games Area located at Launceston Road play ground has suffered some delays due to supply of incorrect parts being ordered. Work has now restarted here. Curb edging, tarmacking and lining remains to be completed.</p> <p>The new play equipment has been installed at Tamar Close and is now awaiting the final safety inspection. Once inspection is complete the park can re-open. New fencing quotes will now be sourced.</p> <p>The maintenance staff will shortly partake in a play park, maintenance training course being held locally at one of our parks to ensure maximum local knowledge. This will cover in detail the repair and maintenance of a range of play equipment including zip lines, climbing frames, swings, gates and access etc. As the maintenance staff will be out doing this course over two days, the Operations Manager asked for Cllrs to volunteer to come in and help with room hire set ups during this time.</p> <p>NOTED</p>
7.	<p><u>Parks and Open Spaces</u></p> <p>DISCUSSION/DECISION – Update on recent installation of play equipment.</p> <p>Work has now restarted on the Multi Use Games Area. Curb edging, tarmacking and lining remains to be completed.</p> <p>The new play equipment has been installed at Tamar Close and is now awaiting the final safety inspection. Once inspection is complete the park can re-open. New fencing quotes will now be sourced. The Grand Opening of Tamar Close will be held at 3:30pm on Wednesday 27th September with a special guest officially opening the play equipment.</p> <p>NOTED</p> <p>There have been reports of rat activity on St Marys Close. The pest control company have been to location to evaluate the situation and reported back that action needs to be taken.</p> <p>RESOLVED. Proposed Cllr Gold seconded Cllr Long and unanimously agreed to delegate power to the Clerk, Chair of OS and the Operations Manager to liaise in the way forward to dealing with the rat infestation.</p>
8.	<p><u>Allotments</u></p> <p>FOR DISCUSSION/DECISION – To discuss any matters concerning the allotments.</p> <p>Assistant Town Clerk previously circulated report to Cllrs.</p> <p>All September inspections are complete with a total of 24 warning letters going out to tenants across both sites. Pest control remains in situ at Haye Road. The commercial plot at Haye Road will become vacant at the end of September with fencing being up to secure the area. The Outside Services Chair along with the Operations Manager will look into various options for this plot over the coming months. There are currently some vacant plots at both sites. The Scarecrow competition has now come to an end with plot 21 at Launceston Road and plot 46a at Haye Road being awarded first prize. New fencing has been erected at Launceston Road to ward off trespassers at the far end of the site.</p> <p>NOTED</p>
9.	<p><u>Cemetery/Chapel – To discuss any matters concerning the Cemetery or Chapel</u></p> <p>Wildanet have installed internet for the Heritage Centre, OM to check on the size box used by Wildanet on the external area of the building. Cllr Pound expressed his concerns over The Heritage Centre not gaining permission beforehand.</p> <p>NOTED</p> <p>i) The New Garden of Remembrance is almost full, additional space needs to be</p>

	<p>considered. The upper area of the Old Garden of Remembrance (the grassy mound) appears to have space for more interments. However, it will need to be determined for certain that there are no interments already there. Probing the area should ascertain this but will incur a cost. Assistant Town Clerk to obtain costings for doing this. The area will need to be landscaped to match the existing area, with stonework to cater for memorial plaques. Again this will incur a cost, Assistant Town Clerk to look into this.</p> <p>ii) The Town Clerk has been in contact with the owner of land adjacent to the Cemetery. There is potential for this land to be acquired to provide additional Cemetery space in the future. Further communications with the land owner with need to take place and valuation of the land will need to be sought. Costs will be incurred during this process and monies earmarked for the purchase. The recommendation from the RFO is that £10k from the 2023/2024 Capital Expenditure budget be earmarked for Cemetery related investigation expenditure, including future land opportunities with any income going forward to be earmarked for future land opportunities</p> <p>RESOLVED Proposed Cllr Pound seconded Cllr Brooks to give the power to the Clerk, RFO and Chair of OS to action points i & ii. Votes in favour 8, votes against 1. (TS)</p> <p>FOR DISCUSSION/DECISION – To consider the current Cemetery fees and decide on whether an increase is timely having not been increased for four years</p> <p>The Clerk, Chair of OS, RFO and Assistant Clerk have met to go over the Cemetery fees and proposed suggested rises which were shared with the room.</p> <p>RESOLVED Proposed Cllr Long seconded Cllr Brooks to enforce the new cemetery fees; these will be reviewed every two years. 7 votes in favour, 3 abstentions</p>
10.	<p><u>For Discussion/Decision – To receive any completed Statements of Works (budget pressure proposals) and discuss the budget aspirations for this committee in 2024/2025.</u></p> <p>i) Saltash Road Play Equipment</p> <p>In terms of the £100,000* for Saltash Road play equipment replacement the RFO suggests the following: (*this is excluding VAT)</p> <p>Use the £42,406.48 in Earmarked Reserves for Play Equipment</p> <p>Apply to Cornwall Council for the Section 106 monies held reference Florence Road PA16/04340 - they are currently holding £24,057.60 (being the first two instalments)</p> <p>This would give £66,464.08 (excluding VAT).</p> <p>The Committee could then make up the shortfall by either:</p> <ul style="list-style-type: none"> • increasing the precept • reduce the project budget from £100,000 to say £70,000 • seek out grant opportunities • approach it in stages • Agree that any underspends over the next few years are 'saved' specifically for this project. <p>Whilst we do have other earmarked reserves that could be utilised for the Saltash Road project, the RFO is mindful that the Cemetery and the purchase of land is something that needs to be thought about imminently.</p> <p>The RFO suggests that the other reserves are realigned for Cemetery Land Purchases, so we can build up a realistic pot of money to purchase land.</p> <p>In the meantime, in the OS precept each year is £10,000 for Capital Projects - it would be a recommendation that the £10,000 for 2023/24 is ring fenced for Cemetery Related Expenses, which could also include maintenance, landscaping, curbing, legal fees, market valuations etc.</p> <p>To help keep a constant source of funding for future land purchase for the cemetery - we ring fence income from our graves. This would mean that the £4,800 we budget to get</p>

	<p>from related income, would be taken off the precept - and see a rise in the budget of approx. 1%</p> <p>A lengthy discussion was held between Cllrs exploring all the options.</p> <p>RESOLVED Proposed Cllr Valdebouze seconded Cllr Long and unanimously agreed to reduce the figure and build up reserves.</p> <p>ii) Rosemullion Gardens</p> <p>Regarding the Rosemullion Gardens project - the RFO suggests that the committee put a recommendation to F&GP that earmarked reserves for Murals and Arts is used to finance this scheme.</p> <p>In summary, regarding the precept the committee need to discuss;</p> <ul style="list-style-type: none"> • Whether a rise on the precept should be considered for Saltash Road Play Equipment (or not). • To ring fence (put into earmarked reserves) monies raised by cemetery fees for future land purchase. This would mean a rise on the precept of £4,800. • To put a recommendation to F&GP about the Rosemullion Gardens idea - seeking funding from the Murals and Arts earmarked reserves. <p>In terms of earmarked reserves, the committee need to discuss how to finance cemetery related expenditure - with the recommendation that existing earmarked reserves are allocated towards it and £10,000 from this year's capital projects (in the precept) are set aside to finance costs.</p> <p>RESOLVED Proposed Cllr Pound seconded Cllr Long and unanimously agreed to use the Mural and Arts budget of £2500 to paint the wall at Rosemullion Gardens.</p>
11.	<p>ANY OTHER URGENT BUSINESS FOR DECISION – at the Chair's discretion.</p> <p>Cllr Ward shared her concern over the businesses closes and the parking charges. The Chair asked for this matter to be raised at Full Council.</p> <p>NOTED</p>
	<p>There being no further business the meeting was closed at 7.54pm</p>
	<p>Date of next meeting: Tuesday 17th October 2023</p>