OUTSIDE SERVICES COMMITTEE

19th January 2021 Virtual Meeting at 6.50pm

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

2. MINUTES

Resolved. It was proposed by Cllr Long seconded by Cllr Tolman and agreed unanimously to approve the minutes of the 17th November 2020.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

None

5. FINANCE

a) Approval of payments

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

OS	12247	Travis Perkins	Balance on statement	14.37		14.37
OS	12248	Biffa Waste (2 invoices)	Wheelie bin collections x 10	152.56	30.51	183.07
THP	12249	British Gas	Unit 11 Pannier Market	322.40	64.48	386.88
THP	12250	Trewarthas	Paint, batteries, eurolock, trowel, polyfiller	116.43	23.29	139.72
FGP	DD	Information Commissioners Office	Date Protection renewal fee	40.00		40.00
FGP/OS/THP	12251	Time systems uk/ Mrs H Dowdall	Clocking in machine	632.00	126.40	758.40
	12252	Gilletts of Callington Ltd	Refund of bacs payment made to us in error	166.65		166.65
THP	DD	Natwest	Autopay online monthly charges	18.85		18.85
THP	DD	Corona Energy	Electricity Town Hall	329.15	65.83	394.98
				1792.41	**310.51**	**2102.92**

b) Budget Monitoring

The Clerk gave an update. She reported that this committee currently had a small underspend but this should be spent with caution. Ideas on how this could be spent will be discussed later in item 7. Training and refresher training on park inspections has been agreed and some of the strimmers are coming to the end of their lives and will require replacing very soon.

Noted.

Cllr Watson queried the figures for National Insurance and Salaries and the Clerk gave an explanation.

Cllr Watson also queried the vehicle replacement funds and again, the Clerk explained.

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

The Operations Manager reported:

a) Staff had been busy during the Christmas period with the installation of trees and lights. The weather over Christmas created a problem with both the Christmas tree in the Town Square and the one at Kelly Bray, with them coming loose from their foundations. The OM reported that he would now be looking at reinforcing these foundations, obtaining quotes and bringing back to the committee in the Spring.
b) The damaged wooden fencing at the free car park has now been repaired after suffering age related damage. There is still some work to be done.
c) The wooden gates and Launceston Road recreation ground have now been repaired, again, after showing age related damage.
d) The workshop and yard have been tidied in preparation for a Health and Safety Inspection in February.
e) The latches on the gates at Saltash Road recreation ground need to be replaced with heavy duty latches
f) Clearance work will be taking place at Mud Lane.
g) Clearance work at the Cemetery is ongoing.
h) Town Hall staff will be covering for upcoming annual leave absences.

Cllr Watson asked if the new latches on the gate at Saltash Road recreation ground will take into consideration disabled users. The OM reported that this would be taken into consideration and he would be looking at putting a self-closing system on these gates with a light spring so that they revert to the closed position automatically.

Cllr Tolman asked if a new site was being looked at for the Kelly Bray Christmas tree but the OM reported that the relationship with the current property owner was good and with the support of KBRA, the current site is still permitted by the property owners.

7. <u>Parks & Open Spaces</u>

FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces, and latest guidance for COVID compliance.

The OM reported that the access gate in the free car park had rotted out and recommended that it be replaced with a steel barrier which will have a longer life span than a replacement wooden gate. He had obtained a quote for this and had previously circulated to the committee along with photographs of the rotted wooden gate.

Cllr Watson asked if it was possible to source a metal barrier locally and the OM reported that he did have a contact that could make a barrier to our specifications and he would obtain a quote for this to compare with the existing quote.

Resolved. It was proposed by Cllr Long seconded by Cllr Gold and unanimously agreed that power be given to the Clerk, OM and Chair to act on purchasing a new gate with a budget of £1,057 plus VAT and that the OM investigate any local sources of supply to support local industry where possible.

The OM reported that the Skate Park had been closed during lockdown under guidance from CALC.

8. <u>Allotments</u>

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

Report was noted.

Cllr Gold reported that the Cornwall Council Pest Control contract would be coming to an end in February due to lack of staffing resources.

There were three options to consider moving forward:

- To use the services of the outgoing Cornwall Council Pest Controller who will be leaving Cornwall Council in February to set up on his own. This person will know our requirements and be familiar with the procedures and the site.

- Carry out the pest control ourselves, although we will be unable to purchase the high strength bait which is only available upon license.
- Source another local Pest Controller.

Cllr Gold suggested that quotes be obtained from the ex-Cornwall Council Pest Controller and the Pest Controller used at Launceston Road allotments. She did not think that in-house Pest Control was a viable option and would prefer that it was carried out by a specialist.

Resolved. It was proposed by Cllr Gold seconded by Cllr Coakley and unanimously agreed to get quotes from the ex-Cornwall Councillor Pest Controller and the Pest Controller currently being used for Launceston Road and bring back these costings to the next meeting.

9. FOR INFORMATION - To receive any updates on the wildlife zone projects.

The OM requested permission to dispose of the organic matter cleared from Mud Lane be put on the Town Council compost pile rather than putting in the wildlife zone as previously suggested by Cllr Raphael. He felt it was a more tidy approach and wanted to keep the simplicity of the wildlife zone.

He would like to put together a Policy regarding the management of the wildlife zone so that future staff and Councillor is aware of what is done and why it is done.

Cllr Raphael queried if the felled tree had been put in the wildlife zone and the OM responded that this particular tree was going to be made into a bench but it wasn't suitable so an alternative felled tree had been supplied by the Tree Surgeon and made into a bench which is now in place.

Cllr Raphael also reported that he would like to see how the wildlife zone cultivated itself over the coming years but to look to see if there was any way it could be supplemented by introducing more pollinating plants and different plants that complement the ones that were already there. He suggested that there were many members of the community that were gardeners and gardening groups that had come forward to say they would like to provide plants. He suggested putting out a list of plants that were required and would make it a community engaged project and give people an excuse to visit the area.

The OM stated that supplementary planting was an easy thing to introduce and felt that it would benefit the area moving forward.

Cllr Gold said that it would be a good idea to request supplementary plants through social media and Cllr Raphael agreed but did suggest that specific species be requested. He had more information on these species that he would liaise with the OM in readiness for a social media post.

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

Cllr Raphael reported that there was still no COVID guidance on running litter picks so these were still on hold for the time being.

11. ANY OTHER <u>URGENT</u> BUSINESS

Cllr Gold reported that Rowlands Funfair had requested permission to hold a fun fair. The original date requested was in July but they have now asked if they can come in April. She felt that April was far too early to hold a public gathering bearing in mind the pandemic is still ongoing and it is not yet known what the guidelines or restrictions will be in April.

The Clerk reported that Rowlands had supplied her with a video of the measures they have put in place for COVID safety

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to respond to Rowlands to let them know that the Town Council will not be giving permission to hold a fun fair in April. The Town Council would welcome an application further on in the year, when COVID restrictions have been reviewed by the Government, for the new Council to review in May.

Cllr Long responded to queries regarding the cones that have been placed in Fore Street. The cones were initially put in place in preparation for re-painting the road lines but this had been delayed. A new date has now been requested by Cllr Long.

There being no further business the meeting was declared closed at 7.26pm