

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 13<sup>th</sup> March 2019 at 6:30 p.m.

**PRESENT:** Councillors: R Bickford, G Challen (Deputy Mayor, ex-officio voting), J Dent, M Fox, S Lennox-Boyd, S Miller – Vice Chairman, M Parker – Chairman, B Samuels, D Yates.

**ALSO PRESENT:** R Lane – Town Clerk, J Burge – Administration Officer, J Virgo – Grounds and Premises Warden, J Diamond – Town and Waterfront Leader.

**APOLOGIES:** Councillor J Brady.

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### HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

### **113/18/19** RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

The Administration Officer notified the Chairman she would be recording the meeting.

### **114/18/19** DECLARATIONS OF INTEREST

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

Councillor	Item	Pecuniary/Non-Pecuniary	Reason
None			

- c. To consider dispensations required. None.

### **115/18/19** QUESTIONS FROM THE PUBLIC

None.

**116/18/19**     **FINANCE**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note and that the EMF for the Saltash Recreational Areas had gone over budget due to miscoding which will be redressed.

**117/18/19**     **TO CONSIDER MAINTENANCE WORKS TO THE WATERSIDE MURAL**  
(Pursuant to minute no 84/18/19 of the Services committee meeting held on 14<sup>th</sup> November 2018.)

The Committee received from Mr Whitley a quotation of £3041.50, documents confirming liability insurance, the owner's permission, and confirmation that Saltash Town Council (STC) will have no involvement in the works and no direct or vicarious responsibility or liability.

It was **RESOLVED** to accept the funding quotation which would be paid via the Public Art & Maintenance budget and grant an initial advance of £1000, out of 2018/2019 budget to facilitate the purchase of materials and scaffold hire.

**118/18/19**     **TO CONSIDER THE LOCATION OF THE TRAILER**  
(Pursuant to minute no BA38/18/19 of the Burial Authority committee meeting held on 12<sup>th</sup> February 2019)

The Committee wished to retain the asset of the trailer, however, an alternative storage site was required to that of Churchtown Cemetery.

It was **RESOLVED** that the Chairman would investigate alternative holding sites and report back to the Committee.

**119/18/19**     **TO CONSIDER A REPORT ON WEED SPRAYING OPTIONS**  
(Pursuant to minute no 101/18/19 of the Services Committee meeting held on 9<sup>th</sup> January 2019)

The Town & Waterfront Leader provided a report on weed spraying options including the use of a weed spraying utility vehicle.

Members considered training opportunities and a utility vehicle that could be used for weed spraying, watering hanging baskets and general site use.

It was **RESOLVED** to train all grounds staff on various weeding applications.

It was **RECOMMENDED** to purchase a multipurpose road registered utility vehicle complete with weed spraying equipment up to a maximum cost of £11000 from the Waterfront Equipment & Vehicles EMF budget.

**OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR**

a. Allotments:

- i. Members' considered an opportunity for the National Allotment Society to manage the allotment sites and provide insurance for allotment holders.

It was **RESOLVED** to retain the existing management and insurance format for contracts for 2019/2020 and continue to negotiate with the NAS to manage the sites and provide insurance in the future.

b. Street Lighting.

- i. To consider the provision of lighting at The Gallops, Pillmere.  
(Pursuant to minute no 106/18/19 of the Services Committee meeting held on 9<sup>th</sup> January 2019)

It was **RESOLVED** to defer as CC were unable to visit the site. The Chairman will report back to the Committee with an update.

- ii. To consider the provision of lighting at the Guide Hut car park.  
(Pursuant to minute no 106/18/19 of the Services Committee meeting held on 9<sup>th</sup> January 2019)

It was **RESOLVED** that the Chairman will liaise with CC and the Guides as the car park was not a responsibility of STC.

- iii. To consider the provision of lighting in Lower Fore Street.  
(Pursuant to minute no 106/18/19 of the Services Committee meeting held on 9<sup>th</sup> January 2019)

The Chairman had a meeting with CC on Wednesday, 13 March 2019.

It was **RESOLVED** to defer to await a response from CC. The Chairman will report back to the Committee when furnished with details and costings.

c. Public toilets.

- i. Cleaning  
It was **RESOLVED** to defer pending a staffing review.

- ii. Vandalism

The public toilets at Longstone Park and Belle Vue had been vandalised within days of reopening.

- a. It was **RESOLVED** that the recently appointed youth workers be requested to monitor and work in the area.
- b. It was **RESOLVED** a report be produced on having public toilets fitted with stainless steel toilets and fittings.
- c. It was **RESOLVED** that the Town & Waterfront Leader and Grounds & Premises Warden keep a detailed log of the damage and costings to replace/repair and feed back to the Committee.

**121/18/19 TO SEEK THE COMMITTEES VIEW ON THE ISSUING OF FIXED PENALTIES FOR DOG FOULING AND LITTERING**

It was noted that STC staff have been trained and are qualified to issue fixed penalty notices.

It was **RESOLVED** that Councillor Bickford and the Chairman hold a meeting with Plymouth City Council Enforcement Manager to discuss their procedures and look at adopting a best practice for STC including CSAS powers.

**122/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**123/18/19 TO CONSIDER ANY ITEMS FROM THE MAIN PART OF THE AGENDA**

None.

**124/18/19 PUBLIC BODIES (Admission to Meetings) ACT 1960**

To resolve that the public and press be re-admitted to the meeting.

**125/18/19 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

- a. Cornwall Council – Corporate Volunteering Scheme

It was **RESOLVED** the Chairman will register an application by 12 April, in respect of improving safer pedestrian pavements and pathways in and around Saltash.

