

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Services Committee held in The Guildhall on Thursday 16<sup>th</sup> May 2019 at 6:30 p.m.

**PRESENT:** Councillors: R Bickford, J Dent, M Fox, S Martin, S Miller – Vice Chairman, M Parker – Chairman, W Phillips, B Samuels, P Samuels, D Yates

**ALSO PRESENT:** 4 Members of the Public, R Lane – Town Clerk, J Burge – Administration Officer

**APOLOGIES:** Councillors G Challen, S Lennox-Boyd, J Peggs, A Pinckney, J Rance

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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.

#### **01/19/20 TO APPOINT A CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Parker be appointed Chairman.

Bickford	For
Dent	For
Fox	For
Martin	For
Miller	For
Parker	For
Phillips	For
Samuels B	For
Samuels P	For
Yates	For

#### **02/19/20 TO APPOINT A VICE CHAIRMAN**

Following a recorded vote, it was **RESOLVED** that Councillor Miller be appointed Vice Chairman.

Bickford	For
Dent	For
Fox	For
Martin	For
Miller	For
Parker	For
Phillips	For
Samuels B	For
Samuels P	For
Yates	For

**03/19/20**      **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.

**04/19/20**      **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.

<b>Councillor</b>	<b>Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>
None			

- c. To consider dispensations required. None.

**05/19/20**      **QUESTIONS FROM THE PUBLIC**

None.

**06/19/20**      **FINANCE**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**07/19/20**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**08/19/20**      **CORRESPONDENCE**

- a. Cornwall Council (CC) – Volunteering Projects in the Community  
(Pursuant to minute no 538/18/19 held 07.03.19)

It was **RESOLVED** not to pursue the scheme, at this time, due to insufficient staffing resources to run and supervise the project.

**09/19/20**     **TO CONSIDER ESTABLISHING A PEBBLE SCULPTURE REPRESENTING THE RESIDENTS OF SALTASH LOST DURING THE GREAT WAR WITHIN THE MEMORIAL PEACE GARDEN.**  
(Pursuant to minute no 125/18/19 Services held on 12<sup>th</sup> March 2019)

The Chairman informed members that he discussed with Mrs Hooper the proposal. The sculpture is of 141 individually designed pebbles to honour the men and women of the borough of Saltash who gave their lives during the Great War.

The display will measure 12' x 12', set within a resin and glazed. The resin is hardy and guaranteed for 20-years and the glaze will protect and provide a surface that is easy to clean. A sample of the set resin was shown to the members along with glazed and unglazed pebbles.

It was **RESOLVED** to approve the sculpture and to:

- a. Place it within the flower bed at the memorial peace garden.
- b. Plant low lying bedding plants, 600 mm, either side of the piece.
- c. Work to commence in September to tie in with the change of the bedding plants.

**10/19/20**     **TO RECEIVE THE TENDER ANALYSIS FOR THE LIBRARY ROOFING WORKS AND TO APPOINT A CONTRACTOR.**

Members discussed the tender analysis provided by Saltash Town Council's (STC) Building Surveyor.

Members identified that the tenders received were priced significantly more than the funding secured via Cornwall Council at £30000. Councillor Dent advised the members that the contingency fund would make up for the shortfall.

It was **RESOLVED** that:

- a. Stormforce be appointed to recover the library roof at a cost of £46,963.84 plus VAT
- b. Pay the Building Surveyor fees of 9% and CDM fees of 1% of the price quoted, as agreed fees to include full project management with statutory approvals
- c. Any future negotiations with Cornwall Council, or other funding sources, will be based on the tender result cost.

11/19/20

**TO RECEIVE AN UPDATE ON THE ISSUING OF FIXED PENALTIES FOR DOG FOULING AND LITTERING – COUNCILLOR BICKFORD.**

Councillor Bickford provided an update on the meeting held with Plymouth City Council Enforcement Manager and their best practice on issuing fixed penalties for dog fouling and littering.

It was **RESOLVED** to:

- a. Continue training staff in enforcement.
- b. Enforcement Officer title to remain on uniform.
- c. Pursue education at this stage utilising enforcement as a last resort.
- d. Councillor Martin to liaise with local schools and set up a poster competition. The winner to have their poster printed and distributed.
- e. Press release to advise that Enforcement Officers will be trained/employed to issue penalties.

12/19/20

**TO CONSIDER APPOINTMENT TO THE FOLLOWING WORKING PARTIES:**

The following appointments were made to the working parties;

<b>Working Party</b>	<b>Composition</b>	<b>Current Membership</b>
Christmas Lights	STC Liaison, one member, Traders and Volunteers.	Cllr Parker – STC Liaison, Cllr Miller, Traders & Volunteers
Green Infrastructure for Growth (GI4G)	Three members	Cllrs Dent & Yates Vacancy
Saltash Team for Youth	Four members	Cllrs Challen, Martin, Rance & Parker
Waterfront Management	Five members	Cllr Bickford, Dent, Rance, Phillips, P Samuels & Yates

It was **RESOLVED** to note.

13/19/20

**TO CONSIDER THE PROPERTY MAINTENANCE SUB COMMITTEE AND ITS TERMS OF REFERENCE AND MEMBERSHIP.**

<b>Sub Committee</b>	<b>Composition</b>	<b>Membership</b>
Property Maintenance	5 members + Mayor and Deputy Mayor. Quorum 4 members.	Cllrs Bickford, Dent, Martin, Miller & Phillips. Mayor & Deputy Mayor.

**Structure of Sub Committee:** 5 members & Mayor and Deputy Mayor

**Report to:** Services Committee

**Finance Delegated Authority:** Expenditure up to £20000 on any separate occasion within the budget.

**Admin Support:** Yes

The role of the Committee is to have a five-year rolling programme on the property maintenance of buildings and sites held in ownership by STC working alongside STC's nominated Building Surveyor.

14/18/19

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

a. Allotments:

Councillor Yates advised that a resident of Saltash approached him at a clinic held in the Library advising that a letter had been sent in objecting to the proposed management of the allotments from 2020.

It was **RESOLVED** to check with the Allotment Administrator for any correspondence.

b. Street Lighting.

- i. To consider the provision of lighting in Lower Fore Street.  
(Pursuant to minute no 106/18/19 of the Services held on 09.01.19 and minute no 120/18/19 Services held on 12.03.2019)

The Chairman had liaised with CC and discussed the removal of two wall mounted brackets and their replacement with steel street lighting columns including connection units at a cost of £2657.11. CC were willing to contribute half of the cost £1328.56.

It was **RESOLVED** to approve to fund via the Christmas Light budget and subject to the lamp posts not being related to the CCTV project.

- ii. To consider the provision of lighting at Guide Hut car park.  
(Pursuant to minute no 106/18/19 Services held on 09.01.2019 and minute no 120/18/19 Services held on 13.03.19)

The Chairman had liaised with CC and discussed installing a new column and lantern at a cost of £2464.10.

It was **RESOLVED** that due to insufficient budget availability to refer the applicant to seek funding via the Community Chest and research alternative lighting options.

**15/19/20 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.

**16/19/20 TO CONSIDER ANY ITEMS FROM THE MAIN PART OF THE AGENDA**

None.

**17/19/20 PUBLIC BODIES (Admission to Meetings) ACT 1960**

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

**18/19/20 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

**19/18/19 PRESS RELEASES**

It was RESOLVED to issue a press release regarding environmental issues in due course to be worked up by Councillor Martin.

**20/18/19 DATE OF NEXT MEETING**

Wednesday 10<sup>th</sup> July 2019 at 6:30 p.m.

Rising at 8:01 p.m.

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_