CRANBROOK TOWN COUNCIL

Minutes of the Annual Meeting of Cranbrook Town Council

held at the Younghayes Centre, Cranbrook,

on Monday 18 May at 7pm

Present:
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Maria Hale
Cllr Karen Jennings
Cllr Nick Partridge
Cllr Phil Tucker
Cllr Shaun West

Also present:
Cllr Kevin Browse, Chairman of National Association of Local Councils (NALC) and Chairman of Devon Association of Local Councils (DALC)
Cllr Peter Bowden (DCC)
Mark Williams, Acting Clerk (EDDC)
Hannah Whitfield, Democratic Services Officer (EDDC) (Minutes)
Darren Summerfield, New Community Projects Officer (EDDC)
Andy Wood, East of Exeter Projects Director(EDDC)

The meeting started at 7pm and ended at 7.50pm.

At the start of the meeting, the Acting Clerk welcomed all those present and invited the Councillors and Officers to introduce themselves.

Cllr Peter Bowden, Devon County Councillor for Broadclyst and Whimple (also District Councillor for Whimple), highlighted the roles and appointments he held at both the County Council and District Council. These covered areas such as child safeguarding, planning, highways/transport and environment.

Cllr Kevin Browse, Chairman of NALC and DALC, congratulated the Town Councillors on their appointments and spoke about the important role of the Town Council in supporting the community of Cranbrook. He advised of the assistance that was available to the Town Council through membership to the DALC and wished the Council well for the future.

15/01 Election of Chairman

The Acting Clerk invited nominations for the election of Chairman. It was proposed by Councillor Sarah Gunn and seconded by Councillor Nigel Grimshire that Councillor Kevin Blakey be elected Chairman of Cranbrook Town Council for the ensuing year.

There were no other nominations and Councillor Blakey was duly elected Chairman of Cranbrook Town Council for the ensuing year.

Councillor Blakey read out and duly signed the Chairman's Declaration of Acceptance of Office.

15/02 Appointment of Vice Chairman

The Chairman invited nominations for the appointment of Vice Chairman. It was proposed by Councillor Kim Bloxham and seconded by Councillor Nick Partridge that Councillor Shaun West be appointed Vice Chairman of Cranbrook Town Council for the ensuing year.

There were no other nominations and Councillor West was duly appointed Vice Chairman of Cranbrook Town Council for the ensuing year.

Councillor West read out and duly signed the Vice Chairman's Declaration of Acceptance of Office.

15/03 Apologies for absence

There were none.

15/04 Declarations of interest

There were none.

15/05 Adoption of the Code of Conduct for Members

An amended Code of Conduct for Members was circulated to Councillors prior to the meeting. The proposed Code, which set out to promote and maintain high standards of conduct, had been adopted by the majority of Parish and Town Councils in East Devon. The Council agreed to adopt the Local Code of Conduct as set out in Appendix A.

15/06 Declarations of Acceptance of Office

The Acting Clerk confirmed that all Members of the Council had signed the Declaration of Acceptance of Office book.

15/07 Appointment of Acting Town Clerk and Responsible Financial Officer

The Council agreed to formally appoint Mark Williams, Chief Executive of EDDC, as Acting Town Clerk and 'Proper Officer' to administer the Council's financial affairs, for the interim.

The Acting Clerk highlighted the importance of the Town Council taking ownership and responsibility for the appointment of their Clerk. It was therefore recommended that, when appointed, the first priority of the Finance and Personnel Committee be to appoint a Locum Town Clerk and when the Council had established itself, to advertise for the appointment of a permanent Clerk. The Council agreed with the recommended approach.

15/08 Co-option Procedure

The Acting Clerk reported that the Town Council had been established with 12 Councillors. Nine people had submitted nominations to stand as Town Councillors and had therefore been elected unopposed; this left three vacancies. The proposed procedures set out how future vacancies would be filled. The Acting Clerk clarified that before mid-June the vacancies could be dealt with as 'post election' vacancies (a by-election could not be called). The need to advertise for expressions of interest through a wide range of mediums was highlighted.

The Council adopted the proposed co-option procedures.

15/09 Standing Orders

The Council agreed to adopt the proposed Standing Orders, which provide procedures and controls for the management of Council business, as set out in the agenda papers, subject point six being amended to increase the quorum to four.

15/10 Planning arrangements

The Council agreed to formally request that the Local Planning Authority, East Devon District Council, notify the Town Council of all planning applications in relation to the Parish of Cranbrook.

15/11 Appointment of committees

Amended proposed terms of reference for a combined Finance and Personnel Committee and combined Planning and Amenities Committee were circulated to the Councillors prior to the meeting.

The Council adopted the Finance and Personnel Committee terms of reference and appointed the following seven Councillors to the Committee:
Cllr Kevin Blakey
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Maria Hale
Cllr Nick Partridge
Cllr Phil Tucker
Cllr Shaun West

The Council adopted the Planning and Amenities Committee terms of reference, subject to the membership of the Committee being increased to six. The following Councillors were appointed to the Committee:
Cllr Kim Bloxham
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Nick Partridge
Cllr Phil Tucker

15/12 Financial matters

a) Update on financial matters affecting the Town Council

The Acting Clerk reported that the Council's annual precept was £45,220. At present the Council had £22,610 and a further £22,610 would be received on 1 September 2015.
The Cranbrook Consortium had been invoiced for their Town Council contributions under the various Section 106 Agreements – these contributions would amount to approximately £68,000.

b) Financial Regulations

The Council adopted the proposed Financial Regulations circulated with the agenda papers. (The adopted Regulations governed the conduct of financial management of the Town Council.)

c) Banking arrangements

The Council agreed for the District Council to open a bank account on the Town Council's behalf.

The Council appointed the Chairman of the Council, Councillor Kevin Blakey, and Vice Chairman of the Council, Councillor Shaun West, as signatories to sign cheques and

authorise payments on behalf of the Council. The Chairman of the Finance and Personnel Committee (to be elected) was appointed the third signatory.

d) DALC Membership

The Council agreed to becoming members of the Devon Association of Local Councils (DALC). The Acting Clerk advised that the District Council would pay the Town Council's first year of membership.

15/13 Training programme for councillors

a) Training sessions

The Council had received training from Lesley Smith, DALC, on 12 May 2015. Councillors noted the training sessions being hosted by the District Council which included an introductions to standards and planning.

b) Nomination to the DALC County Committee

The Council nominated Councillor Kevin Blakey to be put forward as a representative on the DALC County Committee and agreed that the completion of a ballot paper (if any) be delegated to the Town Clerk.

15/14 Accommodation for the Town Council

The New Community Officer reported that the Younghayes Centre had been booked for the full Council meetings up until the end of August. St Martin's Primary School hall had also been booked for provisional Committee meetings up until the end of July; Councillors noted that the School Hall was available during term time only. The Head Teacher at the new secondary school campus had advised that they would be able to provide space for the Town Council to meet after June.

As an interim arrangement the Locum Clerk, when appointed, could be accommodated in the Growth Point Team Offices and in the long term, the Town Clerk could be accommodated in the space currently occupied by the Pharmacist (the Pharmacist is due to be located within the local shops currently under construction).

The Younghayes Centre is currently owned and operated by the District Council. In January 2013, EDDC's Cabinet agreed an intention to transfer the Centre to the Town Council if they wished to acquire the building. The New Community Officer proposed to present a report to the Town Council on this matter in due course. The Council welcomed the proposal of a report on the feasibility of transferring the Younghayes Centre to the Town Council.

The New Community Officer highlighted two important pieces of work where engagement with the Town Council was key– these were the masterplan for Cranbrook (The Cranbrook Plan) and Cultural Development Strategy. The Council agreed that the Planning and Amenities Committee would nominate a councillor to become the contact for the Cultural Development Strategy.

15/15 Dates of future Town Council meetings

The Council noted the future dates of the full Town Council meetings:

15 June 2015
20 July 2015
17 August 2015
21 September 2015

15/16 Public speaking

The Chairman invited comments from members of the public present relating to the agenda or any future matters that the Town Council may wish to consider.

The Chairman of Clyst Honiton Parish Council, Councillor Lynne Askew, congratulated the Councillors on their appointments. She wished the Town Council well and looked forward to working the Councillors in the future.

Paul Strange, Cranbrook Herald, congratulated the Councillors on their appointments. He advised that the Hearld's website was able to host a Town Council page which the Council would need to keep regularly updated. He advised that possible content could include a monthly Councillor profile. Deadlines for the Hearld would be forwarded to the Town Council. The Councillors welcomed this opportunity, although asked that an overview of all Town Councillors be published before focusing on individual Councillors.

Mrs Lascelle, a resident of Cranbrook, enquired whether any Town Councillors were affiliated to a political party. In response the Chairman advised that the Town Council was non-political.

CRANBROOK TOWN COUNCIL

Minutes of the Annual Meeting of Cranbrook Town Council

held at the Younghayes Centre, Cranbrook,

on Monday 15 June at 7pm

Present:
Cllr Kevin Blakey
Cllr Sarah Gunn
Cllr Maria Hale
Cllr Karen Jennings
Cllr Nick Partridge
Cllr Phil Tucker
Cllr Shaun West

Also present:
Cllr Peter Bowden (DCC)
Mark Williams, Acting Clerk (EDDC)
Hannah Whitfield, Democratic Services Officer (EDDC) (Minutes)
Andy Wood, East of Exeter Projects Director(EDDC)
Darren Summerfield, New Community Projects Officer (EDDC)
April Waterman, New Community Officer (EDDC)
Kenji Shermer, Urban Designer (EDDC)
Jessica Crellen, Planning Officer (EDDC)

Apologies:
Cllr Kim Bloxham
Cllr Nigel Grimshire

Cllr Chris Pepper (EDDC)
PCSO Jack Stannard

The meeting started at 7pm and ended at 8.30pm.

15/17 Public Speaking

Paul Strange, Cranbrook Herald, clarified that the Herald was able to host a Town Council page in the printed newspaper (not on the website as stated in the minutes of the last Town Council meeting); the Town Council would need to provide regular content for the page.

15/18 Minutes

The minutes of the Annual Meeting of Cranbrook Town Council held on 18 May 2015 were agreed and signed as a true record, subject to the correction that Cranbrook Herald was able to host a Town Council page in the monthly printed newspaper.

15/19 Apologies for absence

Apologies were received from Councillors Kim Bloxham and Nigel Grimshire and from EDDC Councillor Chris Pepper and PCSO Jack Stannard.

15/20 Declarations of interest

There were none.

15/21 Matter of urgency – Installation of solar panels on the Younghayes Centre
Following negotiation, solar panels donated by E.ON Heat were due to be installed on the Younghayes Centre at the end of June 2015. Servicing of the solar panels would cost approximately £200 and whilst the Younghayes Centre was in the ownership of EDDC, and they would therefore benefit from lower energy costs, the servicing costs would be split between EDDC and the Town Council.

Members agreed that the feed-in tariff be paid to the Town Council and be used to help fund community projects within the Town. Criterion within which community projects could apply for the funding would be agreed at a later date.

15/22 Exclusion of the public
The Town Council agreed that no items be dealt with after the public (including the press) had been excluded.

15/23 Presentation – Planning and Masterplanning
The Town Council received a presentation from the East of Exeter Projects Director, Andy Wood, outlining:

- The Cranbrook Team
- The vision for Cranbrook – A sustainable, vibrant, attractive town, which combines the rich urban fabric of historic Devon Service Centre or market town whilst meeting the needs of 21st Century lifestyles.
- The Planning history, masterplan for circa 3500 homes and the East Devon Local Plan allocation for Cranbrook
- Phase 1 delivery, including 40% affordable housing, education provision, community building, open space, public transport, church worker, community development worker, public realm and public art, youth facilities and retail facilities
- The positive annual survey results from residents
- The forward funding to deliver key infrastructure
- Population comparisons with other towns – Cranbrook had the potential to be larger than Barnstaple in 20 years time
- A number of live applications within the planning system that if approved would take the total number of houses to over 8000
- Key issues such as the relationship with the airport, landscape impact, relationship with neighbouring villages, transport, habitat mitigation measures, housing mix, community facilities, health provision, education and delivery of employment/economy
- Key tasks that the Town Council needed to be aware of/input into, including the Local Plan Examination, Cranbrook Plan (Technical Groups and Workshops), response to planning applications, delivery of assets (for example play areas) and Vision Partnership Group

In his conclusion the Projects Director welcomed the opportunity to work with the Town Council and emphasised that the Cranbrook Team was there to offer advice and support. The presentation would be circulated to all members of the Town Council.

In response to questions raised, the Projects Director advised:

- In order to achieve a 30 minute train service , a second passing loop would be required - this piece of infrastructure was likely to cost in excess of £20m;
- Meetings had taken place to discuss a bus route linking the Station to the Airport;

- Airport noise was a major consideration for expansion plans to the south of the Town and the Council had commissioned a noise study to assess the impact;
- In respect of health provision, a GP surgery would be delivered in Phase 1 and a Health and Wellbeing Centre in Phase 2.

15/24 Planning applications

The Town Council considered and made observations to be reported back to East Devon District Council on the following applications:

Reference	Applicant	Details
15/0964/MRES	East Devon New Community Partners	Approval of access, appearance for the access road to the town centre south area (development of Cranbrook new town 03/P1900 at site of Cranbrook New Community (Town Centre, South Access Road), London Road, Broadclyst

Town Council comment –

In relation to the above reserved matters the Town Council wish to raise the following observations and seek clarification.

1) The Town Council expresses a concern over the lack of landscaping to the general layout of the section, notwithstanding the area to the north of the road remaining as grass pasture field. There perhaps should be more planting along the area.
2) The junctions into both the supermarket area and the Public House area appear to be insufficient for the traffic that might be expected. Both areas could see HGV Class 1 traffic and the entrance junctions should possibly be enlarged to account for this.
3) What is the intention for controlling the traffic flow along the entrance roads in respect of parking?

In general Cranbrook Town council supports the application, however without resolution to the queries listed above feels that its overall stance is to object.

15/0785/MRES	East Devon New Community Partners	Approval of access, appearance, landscape, layout and scale for the extension of the main Local Route (the primary infrastructure of the development of Cranbrook New Town 03/P1900) from the education campus.

Town Council comment –

In relation to the above reserved matters Cranbrook Town Council wish to raise the following observations and seek clarification.

1) 0301-SK-005 – w.r.t drainage, the Town Council seeks clarification as to how the surface water runoff from the area and road will disperse. The natural run of the land and layout of surface water drainage leads to the conclusion an excess of water will be meeting at the culvert in the northern part of the drawing. Thereby potentially subjecting that culvert to flooding. Considering its proximity to the edge of the Education Campus sports fields this could lead to water logging of the fields. The Town Council wishes to clarify if this has been reviewed and what

measures are in place to prevent excessive water build up and overwhelming of the culvert.

2) Taking the shown scale into account on the drawings, the roundabout on the MLR is shown as 36M wide ICD which is commensurate with the usage of HGV Class 1 vehicles. However utilising the same scale the outer diameter of the central planter circle is 24M. The maximum suggested diameter being 18M to allow for HGV traffic to negotiate the roundabout without having to mount the curbs or central island. Clarification is needed on the actual finished diameter of the central island.

3) Landscaping in general looks very good and should be pleasing once established. However the Town Council had concern over the proximity of the tree planting to the roadside edge in relation to both forward views for turning traffic (on roundabout joining the MLR) and larger traffic coming into contact whilst negotiating the roundabout. The Town Council seeks clarification on the type of planting surrounding the roundabout and that its distance from the edge is suitable for large vehicle overhang in the turns.

The Town Council objects to the application, although only based on lack of clarification of the above listed items and resolution of the roundabout sizing issues.

15/25 Update from the Police

PCSO Jack Stannard was unable to attend the meeting, however submitted a Police report for 9 May to 9 June 2015. The Council noted the four crimes reported and Police logs for that period.

15/26 Update from East Devon District Council and Devon County Councillors

The Council received the following update reports:

- Cllr Maria Hale (EDDC)
  - In her capacity as Ward Member, she had submitted comments in respect of live planning applications relating to the southern expansion of Cranbrook;
  - An Extra Ordinary meeting of the Council had been held on 3 June to consider a motion to delay progress in respect of the Council's relocation – this motion was not supported;
  - The Council had run introduction sessions for Town and Parish Councils on standards and planning and welcomed feedback from those Councillors that had attended. Members of the Town Council commented that the sessions had been very helpful.
- Cllr Peter Bowden (DCC)
  - Devon and Exeter Area Rail Working Party was due to meet in four weeks time, where a report would be considered on Devon Metro proposals;
  - Following their Ofsted inspection, DCC had invited a peer group to carry out a critical review;
  - Links to key useful DCC publications would be sent to the Clerk and Chairman.

15/27 Town Council vacancies

The Council noted that following the vacancies being advertised, seven expressions of interest had been received from eligible candidates for the three vacancies on the Town Council. The co-option of Councillors to fill the vacancies would take place at the full Town

Council meeting on 20 July 2015, when the seven candidates would be invited to attend and have the opportunity to address the Council.

15/28 Minutes of the Personnel and Finance Committee

The Council noted the minutes of the Personnel and Finance Committee held on 2 June 2015, which were presented by the Chairman of the Committee, Councillor Nick Partridge.

The Acting Clerk advised Members that as an interim arrangement the District Council was holding the Town Council's funds.

15/29 Appointment of committees – Planning and Amenities

The Council agreed to separate the Planning and Amenities Committee to create two Committees, with the terms of reference for the Amenities Committee to include that matters of an urgent nature requiring settlement before the next meeting of the Committee may be delegated to the Chairman and Vice Chairman of the Committee in conjunction with the Clerk and at their discretion. However, these matters must be submitted for approval or otherwise to the next meeting of the Committee. The terms of reference of the Committee would also include consideration of matters such as the adoption of green areas within Cranbrook.

15/30 Future agenda items

The Council noted that future Council agenda items would include:

- Cranbrook Town Council website – As an interim arrangement the Town Council Facebook page would continue to be used to keep residents up to date on the Council's activities and as a way for people to get in touch with the Council.
- Cranbrook Town Council logo – The Chairman of the Council was meeting with EDDC's Graphic Designer the following week with a brief for the logo.
- Updates from stakeholders on issues/projects affecting Cranbrook.

15/31 Appointment of Locum Town Clerk

The Town Council had agreed to appoint Nick Randle to the role of Locum Town Clerk, who would take on the position from 29 June 2015.

15/15 Date of next Town Council meeting

The next meeting of the full Town Council would be held on 20 July 2015.

Chairman ..... Date.....

Cranbrook Town Council

Minutes of the Extraordinary Meeting of Cranbrook Town Council held at the Younghayes Centre, Cranbrook, on Wednesday 8th July at 7pm

Present
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Sarah Gunn
Cllr Nigel Grimshire
Cllr Maria Hale (arrived at 7:09)
Cllr Karen Jennings
Cllr Nick Partridge
Cllr Phil Tucker
Cllr Shaun West

Also Present
Nick Randle OBE Town Clerk

15/32 APOLOGIES FOR ABSENCE

All members were present

15/33 DECLARATIONS OF INTEREST

No declarations were made

15/34 MINUTES

The Minutes of the Meeting held on Monday 15th June 2015 were adopted and signed as a true record

15/35 DRAFT BUDGET

Members considered the draft Budget for the Council, which is now required in order to facilitate the opening of a Bank Account. It provides a working budget for 2015/16 and an initial outline for 2016/17. Members were advised that the 2016/17 budget would be the subject of significant further work before being presented for adoption at the December meeting. Cllr Kim Bloxham expressed concern that the draft showed a different precept figure to that shown for the current year and that this might unnecessarily worry members of the community. Members were advised that currently the assumed tax base is 1000 properties but it is anticipated that this will be significantly higher by the time the precept is set. Following discussion **IT WAS RESOLVED** to adopt the draft budget as an initial tool for managing the council's finances. *8 for 1 against*

15/36 STATIONERY AND EQUIPMENT

Members considered the requirement for initial spending on Stationery and Equipment and **IT WAS RESOLVED** that the Town Clerk be authorised to commit spending of up to £2500 on office equipment including a laptop and printer, up to £1,000 on office supplies and to purchase postage as required up to the budget limit.

15/36 BANKING

The Council considered the offer for Town and Parish Councils made by Unity Trust Bank and having considered the Terms and Conditions **IT WAS RESOLVED** to make an application to Unity Trust Bank to provide Banking Services for the Town Council.

15/37 LOGO

James De Leiburne from Strata presented an alternative LOGO and House Style to be used by the Town Council, which incorporated feedback from a version that members had seen earlier. He described how the proposals met the specification and how it would establish an identity for the Town Council in different visual media. Some members were concerned at the lack of alternative options for the font that was proposed . **IT WAS RESOLVED** to adopt the LOGO in pallet 2 and the House Style that Strata proposed. *7 for 2 abstentions*

15/38 DATE OF NEXT MEETING

The next full meeting of the Town Council will take place as scheduled on 20th July 2015

Minutes of the Meeting of Cranbrook Town Council held at the Younghayes Centre, Cranbrook, on Monday 3rd August 2015 at 7 pm

Present
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Nick Partridge
Cllr Phil Tucker
Cllr Shaun West

Part Time
Cllr Lina Ficken (Following Co-option)
Cllr Phil Norgate (Following Co-option)

Also Present
Nick Randle OBE Town Clerk

15/33 APOLOGIES FOR ABSENCE
Apologies were received from Cllr Maria Hale who was on Holiday. Her apologies were accepted.

15/34 DECLARATIONS OF INTEREST
No interests were declared

15/35 MINUTES
The Minutes of the Extraordinary Town Council Meeting held on Wednesday 8th July 2015 were accepted as a true record.

15/36 VOTING PROCEDURES
Cllr Karen Jennings proposed and **it was resolved** that the voting procedure for item 5 should be by signed ballot under the provisions of standing order no 9.

15/37 CO-OPTION OF COUNCILLORS TO FILL 3 VACANCIES ON THE TOWN COUNCIL
The Council considered written and verbal representations in support of applications by four candidates to be co-opted on to the council. Candidates Lina Ficken and Phil Nogate spoke in support of their applications. Following the subsequent ballot the following were co-opted to the Council having gained more than 50 % of the votes and then having gained the three highest numbers of votes

- Alastair Banks
- Lina Ficken
- Phillip Nogate

15/38 REPORT OF CRANBROOK GROWTH POINT TEAM

The Growth Point Team was represented by Darren Summerfield **.** Darren gave an update on on-going development issues, including the BT service in Cranbrook. He suggested a meeting with the Town Council at an early opportunity.

Darren was accompanied by Planning officers xxxxxxxxx xxxxxxxx

They gave an update on the current planning situation in Cranbrook including the consultation on the master plan, the road into the Country Park and the approval of the road at the Southern end of the development.

Concern raised about Co-op signage application as it seemed that the Town Council's views had not been reflected in outcome. It was indicated that the application was not yet determined and that discussions were still on going.

Cllrs Lina Ficken and Phil Norgate joined the meeting following their co-option to the Council and making their declaration of acceptance of office.

15/39 STANDING ORDERS AND FINANCIAL REGULATIONS

It was resolved to consider a proposal that the current Standing Orders and Financial Regulations be replaced by the National Models provided By the National Association of Local Councils (NALC) and that in accordance with current standing order 78 this proposal would stand adjourned without discussion until the next ordinary meeting of the Council. It was agreed that Councillors would consider the models at an informal meeting of the Council prior to formal discussion at the next meeting.

15/40 EXPENSE POLICY

It was resolved to adopt the recommended expense policy

15/41 JOINT PARISHES MEETING

The Town Council had been invited to join the Joint Parishes meeting where issues of common concern would be discussed with the surrounding Parishes. **It was resolved** to host a social meeting with Councillors from all surrounding parishes following a short initial meeting to agree the terms of reference of the group and its areas of focus in the year ahead. To consider an invitation to appoint one or two representatives to the Joint Parishes Meeting, and to consider making an offer to host the next meeting with appropriate hospitality**. It was further resolved** that Cllr Kevin Blakey and Cllr Phil Norgate would be the council's representatives on the Joint Parishes meeting.

RECRUITMENT PROCESS FOR PERMANENT TOWN CLERK

The Council considered and **resolved to accept** the recommendations for a Job and Person Specification, terms and conditions, selection process and recruitment timetable for the position of Permanent Town Clerk

15/42 COUNCILLORS REPORTS

County and District Councillors were not present. The Chairman gave a report on behalf of the police as they were also unable to be present.

15/43 PLANNING.

T**he Council endorsed** the Planning Committee's responses to the following Planning Consultation.

Date	Application Number	Description	Town Council Comments
07/07/2015	15/1464/FUL	Retrospective application for the addition of a single garage within the curtilage of plot 205. Site Of New Town (Plot 205-Parcel 2B(Bovis) Honiton Road Rockbeare Exeter	The street scene would be improved if a garage were to be provided to both plots 205 and 206. The proposal, as it stands, lacks symmetry.

It was further resolved that, having agreed to split the Amenities and Planning committee into two separate committees the membership of each would be as follows;-

Planning Committee

- Alistair Banks
- Lina Ficken
- Sarah, Gunn
- Phil Norgate
- Nick Partridge
- Shaun West

Amenities Committee

- Kevin Blakey
- Kim Bloxham
- Nigel Grimshire
- Maria Hale
- Karen Jennings
- Phil Tucker

15/44 FINANCE

The Council **considered and approved** the following payments.

Date	Invoice From	Description	Total Including VAT
3rd August 2015	LGRC Associates Ltd	Professional Services - Locum Town Clerk Reimbursement of Expenditures made on behalf of the Town Council	£4293.52
3rd August 2015	Petty Cash Float	To establish a Petty Cash Float of £100 in line with current financial regulations	£100

15/45 FUTURE MEETINGS

The Council adopted the recommended schedule of Council and Committee meetings for the remainder of the Financial Year.

The next meeting of the Council will take place at 7pm on Monday 17th August at the Younghayes Centre.

The meeting closed at 8:03 pm.

Chairman…….. Date…….

Minutes of the Meeting of Cranbrook Town Council held at the Younghayes Centre, Cranbrook, on Wednesday 17th August 2015 at 7 pm

Present
Cllr Kevin Blakey - Chairman
Cllr Kim Bloxham
Cllr Lina Ficken
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Nick Partridge
Cllr Phil Tucker
Cllr Shaun West

Also Present
Nick Randle OBE Town Clerk

Prior to the start of the meeting the Police gave a short report to the Council.

15/46 APOLOGIES FOR ABSENCE
Apologies were received from Cllrs Hale, Banks, Grimshire and Norgate all of whom were on Holiday. Their apologies were accepted.

15/47 DECLARATIONS OF INTEREST
No interests were declared

15/48 MINUTES
The Minutes of the Town Council Meeting held on Monday 3rd August 2015 were accepted as a true record.

15/49 DISCUSSION WITH DEVON COUNTY COUNCIL SCRUTINY COMMITTEE
The council met with members of the Devon County Council Scrutiny Committee working group which has been set up to examine past and current progress of the Cranbrook Development. The County Council was represented by Cllrs Sara Randall Johnson, Richard Hosking and Richard Westlake.

During discussions, Town Councillors expressed concerns in the following areas:

- Use of vehicles and parking
- Positioning of street lamps
- Health services
- Issues relating to the consortium and individual developers

Councillors called for:-

- an on-site project manager to supervise and quality-assure all works completed by developers and subcontractors;
- more clarity in relation to Section 106 Agreements/the Community Infrastructure Levy, including the incorporation of community needs, commitments and timescales.
- the early delivery of community infrastructure, e.g. space(s) for people to meet socially.

The Scrutiny Committee report was due out in September and a copy would be sent to the Town Council

15/50 AMENITIES REPORT

Having split the Amenities Committee and the Planning Committee at the previous meeting it was agreed to elect the chair of each committee. It was **proposed by Phil Tucker, seconded by Sarah Gunn and resolved** that Cllr. Kim Bloxham should be Chair of the Amenities Committee.

Kim Bloxham presented the Amenities report that had been developed and **it was agreed** that the Town Council would write to the developers in relation to the issues identified for action in the report.

15/51 CONSULTATION ON GYPSY AND TRAVELLER SITES

To consider the Council's response to the consultation on the EDDC Gypsy and Traveller accommodation - Development Plan Document (DPD).

Following an earlier informal meeting of Councillors Cllr Kim Bloxham had proposed a Town Council response covering a number of issues. It was resolved that the Town Council would write to EDDC giving responses in line with Cllr Bloxham's proposal. It was additionally agreed that the Council should also state "We note that commentary on and around the Local Plan process seems to assume that a new traveller site will be at or near Cranbrook . We feel that this commentary is prejudicial to an objective assessment and would request the District Council to make every effort to preserve that objective process."

It was agreed to share this response with the Joint Parishes

15/52 REPORT FROM THE CRANBROOK TEAM OF THE EAST DEVON GROWTH POINT.

Darren Summerfield gave a report on behalf of the Growth Point team. He covered a number of areas including, The proposed business centre. Hayes square play areas, A proposed snagging meeting in connection with the Younghayes centre and signage at the Younghayes centre. The Council noted the report.

15/53 REPRESENTATIVES ON OUTSIDE BODIES

The Town Council had received a request for a representative to sit on a working party to look at youth issues and facilities provision. **It was resolved** that Phil Tucker would represent the council on this group

15/54 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS AND REPRESENTATIVES ON OUTSIDE BODIES

No District or county Councillors were present however Cllr Chris Pepper had sent a written report which **was noted**. There were no reports from outside bodies.

15.55 PLANNING.

It was resolved to adopt the following recommended consultation response of the planning committee.

Date	Application Number	Description	Town Council Comments
28/07/2015	**15/1744/ADV**	145 Younghayes Road Cranbrook EX5 7DR. Installation of 1x Illuminated Facia Sign	Cranbrook Town Council supports this application but would wish to see the sign evenly positioned within the glazed background and would wish to see a condition applied that the sign is only illuminated when the business is open.

15/56 INSURANCE

The Town Council considered a quotation for insurance from WPS insurance brokers. **It was resolved** that the Town Clerk should await additional quotes and have the authority to effect insurance with the company offering the best terms at or below the quotation provided by WPS.

15/57 FINANCE

It was resolved to approve the following payment.

Date	Invoice From	Description	Total Including VAT
17 August 2015	LGRC Associates Ltd	Professional Services - Locum Town Clerk Reimbursement of Expenditures made on behalf of the Town Council	£1459.00

15/58 EXCLUSION OF THE PRESS AND PUBLIC

It was resolved under Standing Order 67 "That in view of the commercial confidential nature of the business about to be transacted that the press and public be temporarily excluded and that they are instructed to withdraw.

15/59 CONFIDENTIAL ITEM – CRANBROOK ESTATE RENT CHARGE

The Council discussed correspondence received and a note on the matter provided by Cllr Nick Partridge. Following discussion **it was resolved** to request a meeting with the consortium to discuss the Cranbrook estate rent charge and seek certain clarifications of how this charge would be managed in future. As the Town Clerk was about to go on holiday the Chairman undertook to write to the consortium on this matter due to the relative urgency of the issue.

The meeting closed at 21:07

Signed Chairman ……

Date ……..

Minutes of the Meeting of Cranbrook Town Council held at the Cranbrook Education Campus, Cranbrook, on Monday 28th September at 7 pm

Present

Cllr Kevin Blakey - Chairman
Cllr Kim Bloxham
Cllr Lina Ficken
Cllr Sarah Gunn
Cllr Nigel Grimshire
Cllr Maria Hale
Cllr Karen Jennings
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Phil Tucker

Also Present

Nick Randle OBE Town Clerk
Andrew Wood- EDDC
Darren Summerfield- EDDC

15/60 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Banks, and West who were on Holiday. Their apologies were accepted.

15/61 DECLARATIONS OF INTEREST

No interests were declared

15/62 MINUTES

The Minutes of the Town Council Meeting held on Wednesday 17th August 2015 were accepted as a true record.

15/63 STANDING ORDERS AND FINANCIAL REGULATIONS

Members considered the draft Standing Orders and Financial Regulations. Following discussion some amendments and corrections were made and **it was resolved** to adopt the new Standing Orders and Financial Regulations with immediate effect.

15/64 TO CONFIRM THE MAKEUP OF COMMITTEES AND THEIR TERMS OF REFERENCE.

Members considered the terms of reference for committees now that these had been fully established and membership and Chairmanship identified. Following discussion, some amendments and corrections were made and **it was resolved** to adopt the new the Committee Terms of reference. The memberships of committees

were reviewed and Cllr Nigel Grimshire stepped down from the Finance and Personnel Committee. Membership of Committees was confirmed as follows;

Finance and Personnel Committee

- Nick Partridge (Chair)
- Kevin Blakey
- Sarah Gunn
- Maria Hale
- Phil Tucker
- Shaun West

Planning Committee

- Alistair Banks (Chair)
- Lina Ficken
- Sarah, Gunn
- Phil Norgate
- Nick Partridge
- Shaun West

Amenities Committee

- Kim Bloxham (Chair)
- Kevin Blakey
- Nigel Grimshire
- Maria Hale
- Karen Jennings
- Phil Tucker

15/65 TO CONSIDER A PROPOSAL TO HOLD TWO TOWN COUNCIL MEETINGS PER MONTH- Cllr. N Partridge

Cllr Partridge said that he felt the Town Council had reached the point where it needed two Town Council meetings a month to ensure that Council decisions could be made on all matters that were coming before the Council at present. The informal meetings were useful but not everyone could attend so members were at different points in their understanding of issues and decisions could not be taken at them. The issue of resource was discussed and it was felt that the additional formal meetings could be scheduled to coincide with the permanent Town Clerk and the new Administrative Assistant starting work. One member felt that this initiative should be kept under regular review to ensure that its objectives were being met. **It was resolved** that the Town Council would meet twice a month as soon as resources permitted.

15/66 TO DISCUSS THE FUTURE LOCATION OF THE TOWN COUNCIL OFFICE AND MEETING ROOM- Cllr. N Partridge/ Cllr. K Bloxham

Cllrs Partridge and Bloxham raised the matter of the Town Council office and meeting space following the decision by the school that the Town Council could not use school premises during the day. It was felt that the room at the school could be used for Council meetings in the evening but that a permanent office for at least two members of staff was still required. The premises currently occupied by the Pharmacy had original been designated at the Town Clerks' Office and given that the Pharmacy was shortly due to vacate the premises a move into that accommodation seemed like the best option. **It was resolved** to seek to negotiate with EDDC a lease on the current Pharmacy premises and to work with the pharmacy to negotiate the earliest possible access to the premises. **It was further resolved** that Cllrs Blakey, Partridge and Bloxham, together with the Town Clerk, would form a Town Council working group to take this matter forward. It was agreed that Cllr Partridge would lead this group.

15/67 TO CONSIDER A PROPOSAL TO ESTABLISH A CHAIRS WORKING GROUP TO CONSIDER S106 ALLOCATIONS AND ASSETTS THAT THE COUNCIL MAY WISH TO SEEK OWNERSHIP OF- Cllr N.Partridge

Cllr Partridge proposed that the Chairman of Council and the Chairs of Committees should form a Town Council working group to take a strategic view on S106 allocations and assets that the Council may wish to seek ownership of. The purpose of the group would be to take a proactive look at upcoming allocations which here accelerating given the earlier achievement of housing number thresholds. Two areas of concern were raised and discussed. Members felt that different groups of members would have an interest in different projects and that councillors who were not members might be excluded from being involved. It was also suggested that the Amenities Committee might have a role. Cllr Partridge explained that the purpose of the group would be to be a strategic spearhead for the Councils effort but that all councillors would be kept informed and involved in specific projects as required. **It was resolved** to establish a working group to maintain a strategic overview of upcoming projects. The working group would report regularly to the Town Council, and specific project work groups would be subsequently formed, as necessary, to focus on specific project implementation. **It was further resolved** that the working group membership would consist of the Cllrs Blakey, Bloxham, Partridge and Banks and a representative of the District and County Council would be invited to meet regularly with it

15/68 TO CONSIDER A PROPOSAL THAT THE TOWN COUNCIL INVITE A SPEAKER TO ADDRESS THEM ABOUT THE COMMUNITY ENGAGEMENT POLICIES OF WYCHAVON COUNCIL. – Cllr. K Bloxham

Cllr Bloxham had previously circulated an email describing the community engagement policies of Wychavon Council and a proposal to have a speaker address the Council at a future meeting.

It was resolved that Cllr Bloxham would ascertain the cost of inviting a speaker from Wychavon to address a future Town Council Meeting and if appropriate to arrange such a speaker.

15/69 REPORT OF THE FINANCE AND PERSONNEL COMMITTEE HELD ON 10TH SEPTEMBER 2015

It was resolved to accept the report of the Finance and Personnel Committee and specifically its recommendation that the contract for the Interim Town Clerk be extended from the end of September 2015 to the Town Council meeting following the arrival in post of Janine Gardner, the Permanent Town Clerk. (*Nb this is now confirmed as the 7th December 2015)*

15/70 AMENITIES REPORT

The updated Amenities report was tabled following a meeting earlier in the day. The Town Council was asked to agree the provisions in respect of Hayes Square, which would be in place until the area was formally adopted, and bylaws could be applied to the area.

It was resolved to receive the report and to agree the provisions to ban dogs, ball games and bicycles in of Hayes Square.

15/ 71 PLANNING.

It was resolved to adopt the decisions of the planning committee as follows

Date	Application Number	Description	Town Council Comments
17 September 2015	15/2037/ADV Cranbrook Pharmacy 151 Younghayes Road (Unit S3) Cranbrook Exeter Devon EX5 7DR	Installation of front fascia and side panel & one internally illuminated projecting green cross.	**The Town Council has no objections to this application**
13th August 2015	15/0371/MOUT Land South Of London Road Rockbeare	Outline application (all matters except access reserved) for demolition of existing agricultural buildings and development of up to 250 dwellings, a local centre providing commercial floorspace of up to 600 sqm (use classes A1, A3, A4, B1 and D1), public open space/green infrastructure and associated works (Resubmission of application 15/0371/MOUT)	**Cranbrook Town Council object to this application. We believe that all the reasons for refusal given by EDDC on 13th February still apply and believe strongly that there should be no coalescence of Cranbrook with neighboring villages.**

15/72 REPORT FROM THE CRANBROOK TEAM OF THE EAST DEVON GROWTH POINT.

Andrew Wood and Darren Summerfield of the Grown Point Team addressed the Council on a number of issues including;-

- The Masterplan Exercise. Savilles the appointed consultants would attend a future informal meeting of the Council.
- Bid for an Enterprise zone
- High profile visitors in relation to infrastructure fund bids.
- Expected Planning applications
- New Officers in Cranbrook
- Fire Service seeking a future meeting
- Younghayes Centre discussions of the potential transfer to the Town Council. Darren will report to the Town Council in November.

15/72 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS AND REPRESENTATIVES ON OUTSIDE BODIES.

Cllrs. Pepper and Bowden were absent from the meeting. Cllr Maria Hale gave a short report on current activity in the District Council.

Cllr Bloxham had been sent a copy of a report from the police which she read out to the Council.

15/73 FINANCE

It was resolved to approve payments as set out in the Schedule of Payments as follows:-

Date	Invoice From	Description	Total Including VAT
27 /09/15	LGRC Associates Ltd	Professional Services - Locum Town Clerk Reimbursement of Expenditures made on behalf of the Town Council	£1708.79
11/09/15	NALC	Town Clerk Advertisements	£198.00
07/08/15	SLCC	Town Clerk Advertisements	£318.00
19/09/15	Bon Gout Delicatessen	Catering Town Clerk Interviews	£74.40

The meeting closed at 20:43.

Signed- Chairman ……..

Date ……

Minutes of the Meeting of Cranbrook Town Council held at the Cranbrook Education Campus, Cranbrook, on Monday 19th October 2015

Present
Cllr Kevin Blakey - Chairman
Cllr Kim Bloxham
Cllr Lina Ficken
Cllr Sarah Gunn
Cllr Nigel Grimshire
Cllr Maria Hale
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Sean West

15/74 APOLOGIES FOR ABSENCE
Apologies were received from Cllr Karen Jennings who was on holiday and Cllr. Phil Tucker who had work commitments. Their apologies were accepted. Cllr Banks was also absent.

15/75 DECLARATIONS OF INTEREST
No interests were declared

15/76 MINUTES
The Minutes of the Meeting held on Monday 28thth Sept 2015 were accepted as a true record.

15/77 PUBLIC PARTICIPATION
No requests were made by members of the Public to answer questions or give evidence in respect of the business on the agenda.

15/78 POLICE CRIME REPORT
The police crime report was not available for presentation to the council.

15/79 CRANBROOK LOCAL ACTION GROUP
Cllr Bloxham proposed, following a meeting attended by Cllrs Blakey and Jennings that a specific Local Action Group be established in Cranbrook in conjunction with the Police and EDDC. **It was resolved** to establish a Cranbrook Action group and that Cllrs Blakey, Jennings and Tucker would form and lead this group. *(N.b. following the meeting it was agreed that Cllr Ficken would also join the group)*

15/80 AMENITIES COMMITTEE REPORT

Cllr Bloxham presented the minutes of the Amenities Committee held on 12th October 2015 as a Committee report. The next version of the amenities report produced in conjunction with developers would be published following a meeting on 2nd November 2015.
It was resolved to receive and adopt the report of the Amenities Committee**.**

15/81 PLANNING CONSULTATIONS
It was resolved to receive and endorse the following consultation response made by the Planning committee

Date	Application Number	Description	Town Council Comments
07/07/2015	15/2191/FUL	- 14 Roman Way Cranbrook Exeter Devon - Conversion of integral garage into utility room, home office and playroom.	Cranbrook Town Council does not have any objection to this application as long as there remains sufficient on plot car parking. We would not wish to see further "on road" parking as a result of this development.

15/82 REPORT OF EAST DEVON GROWTH POINT TEAM
Andy Wood gave a report on behalf of the growth point team. He mentioned the following matters; -

- The planning application for the Cranbrook Pub would be received shortly.
- Amended plans for the Ingram's site had been received. This would bring forward the land for sports pitches and MLR3 Route
- The expansion application. A Meeting with CABE took place recently and the timetable would be reviewed at the Joint Parishes meeting.
- Further consultation on changes to local plan including phasing of employment land, and Gypsy Traveller site. He mentioned a ratio of up to 4 caravan for each pitch providing facilities for 120 users in 30 pitches over two sites.
- Next batch of Play areas being brought forward including a temporary BMX track.
- The Consortium has brought forward a house to develop as the Enterprise House.
- Mentioned the work of the Assets working group as developers wished to bring forward applications in January February. It was proposed to visit 2 sites in Cullompton and Ivybridge to understand the potential for it.

15/83 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS AND MEMBERS ON OUTSIDE BODIES

Cllr Peter Bowden of Devon County Council gave his report. He discussed the Youth Bus and stated that he supported the Action group in looking to retain this. He also discussed plans for opening Cranbrook railway station, which he understood, would be in December.

Members raised the Cranbrook Town Council plan to publicise the railway station opening and its concerns about the opening date. There was also a discussion of the Town Council plan to manage the Station Car Park and avoid it being used as a free airport car park and the County Council desire to manage it as a free car park for the first few years.

15/84 REPORT OF THE TOWN COUNCIL WORKING GROUP ON S106 ALLOCATIONS

The working group would be known as the Cranbrook Asset Delivery Working Group. The group report was discussed and **it was resolved** that a policy paper on asset ownership, design parameters and intended outcomes would be developed and presented to the next Town Council meeting.

There was to be a meeting with developers to discuss the assets being developed and **it was further resolved** that Cllrs Blakey, Bloxham and Partridge would attend the meeting and represent the council

15/85 REPORT OF THE TOWN COUNCIL WEBSITE WORKING GROUP

The group had yet to meet and therefore was unable to report. The Town Clerk gave an update on his work to develop some initial web pages for the Town Council, for use until a fully specified site arose from the work of the working group.

15/86 REPORT OF THE TOWN COUNCIL WORKING GROUP ON OFFICE AND MEETING SPACE

The Town Clerk gave an update on the work of this group. He had met with EDDC who had committed to contract with the Town Council on the same terms as the pharmacy. The owner of the pharmacy had undertaken to try to leave the premises before the March deadline but felt that January might be the earliest she could manage.

EDDC had raised the possibility of the Town Council taking on an overall management role for the Younghayes centre in advance of the Town Council taking ownership of the property. Details would be brought to the Council via the Finance and Personnel Committee for consideration.

15/87 FINANCE

a) To discuss budget principles and priorities in advance of the Finance and Personnel Committee to be held on 21st October

Members **agreed** the budget timetable and the likely priorities for the forthcoming budget discussions. The forthcoming discussion of assets would inform the budget process.

b) To approve payments as set out in the Schedule of Payments

It was resolved to approve the following payments

Date	Invoice From	Description	Total Including VAT	Invoice No
4/09/2015	HCI Data Ltd	Register Cranbrook TC .gov domain name	£130.80	WEB7739
17/09/2015	EDVSA	Epson Laser Printer	£240.00	1672
01/10/2015	Cranbrook Herald	Admin Assistant Printed Ad	£60.00	527404YL
01/10/2015	Cranbrook Herald	Admin Assistant Web Ad	£36.00	527812XB
8/10/2015	Devon County Council	First Stop Express and Echo Town Clerk Vacancy	£438.00	53636237
13/10/2015	South West Councils	Psychometric Testing. Town Clerk Interviews	£1497.54	0000063136
15/10/2015	SLCC	Janine Gardner Professional Subs re CILCA	£250.00	12198
16/10/2015	Karen Jennings	Expense Claim, Mileage and Ink Cartridge	£40.30	N/A

16/10/2015	LGRC Associates	Professional Services and Expense Reimbursement	£1958.00	CRAN2015/05

c) To discuss potential parishes together fund projects

Members felt that a PA system would be a good use of Parishes together funding. **It was resolved** that the members attending the joint parishes meeting would address this and seek a suitable partner to take this forward.

The meeting closed at 20:42

Minutes of the Extraordinary Meeting of Cranbrook Town Council held at the Cranbrook Education Campus, Cranbrook, on Monday, 9 November 2015 at 7:00pm

Present
Cllr Kevin Blakey, Chairman
Cllr Kim Bloxham
Cllr Lina Ficken
Cllr Sarah Gunn
Cllr Nigel Grimshire
Cllr Maria Hale
Cllr Karen Jennings
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Phil Tucker
Cllr Shaun West

Also Present
Mark Williams, Chief Executive, East Devon District Council
Ed Freeman, Service Lead – Planning, East Devon District Council
Andrew Wood, Projects Director, Exeter and East Devon Growth Point/East Devon District Council
Janine Gardner, incoming Town Clerk

15/88 APOLOGIES FOR ABSENCE
Apologies were received from Cllr Alistair Banks. His apologies were accepted.

15/89 DECLARATIONS OF INTEREST
No interests were declared.

15/90 MINUTES
The acceptance of the Minutes of the Town Council Meeting held on 19 October 2015 was deferred until the next ordinary meeting of Cranbrook Town Council on 16 November 2015.

15/91 Public Participation
The Chairman invited the attending members of the public to make statements or ask questions in accordance with Standing Orders 3e to 3k.

In response to questions asked by members of the public, the Chief Executive of East Devon District Council stated the following, in addition to information provided in a document entitled "Gypsy and Traveller Site Provision at Cranbrook – FAQs" which had been circulated at the meeting by East Devon District Council representatives:

- The current consultation represented a position statement and high-level proposal on the basis of which different options were currently being explored, including a call for sites across East Devon and other alternatives, e.g. the compulsory purchase of land or negotiations with landowners of existing sites.

- The provision of 30 pitches on a single site was not in accordance with national best practice and it was likely that those pitches would be spread across the expansion area, should the Local Plan amendment be adopted in its current form.

- No provision was planned on any land in Cranbrook which was currently covered by planning permission. Best practice indicated to discreetly locate pitches.

- The information relating to the current consultation had been in the public domain since July 2015.

- Existing gypsy and traveller sites in East Devon currently operated at between 70-75% occupancy (Council-operated sites) and 100% occupancy (private sites).

The Chief Executive of East Devon District Council invited the Members of the Town Council and members of the public to challenge in their responses to the current consultation:

- the evidence behind the identification of the 30 proposed pitches in the Cranbrook area,
- the concentration of pitches in this area, as well as
- the impact of the proposal on community cohesion, perception of the area and the fairness of the suggested allocation.

15/92 Local Plan Consultation
Members discussed their draft response to East Devon District Council's current consultation on the proposed amendment to its Local Plan and highlighted that the Town Council:

- would query the origin and nature of the evidence behind East Devon District Council arriving at the suggested number of 30 pitches in the Cranbrook area;
- would stress that infrastructure and facilities under the Section 106 agreement were triggered by the completion of houses, and not pitches;
- was not aware of land which East Devon District Council currently owned being included in the call for sites;
- would include a reference to the unfairness of the town providing 80% of the suggested gypsy and traveller pitches in East Devon under the current proposal.

It was resolved that the consultation response should be amended in light of the arguments highlighted above and be submitted to East Devon District Council.

It was further resolved to produce a factual and neutral leaflet on the current proposals and ways to respond to the consultation and circulate this to every household in Cranbrook, as well as making copies of the Local Plan, the proposed amendment and the Town Council's consultation response available at the noticeboard in the Younghayes Centre.

The meeting closed at 8:38pm.

Signed – Chairman ……..

Date ……

Minutes of the Meeting of Cranbrook Town Council held at the Cranbrook Education Campus, on Monday 16th November commencing at 7pm

Present

Cllr Kevin Blakey – Chairman
Cllr Alistair Banks
Cllr Kim Bloxham
Cllr Lina Ficken
Cllr Sarah Gunn
Cllr Nigel Grimshire
Cllr Maria Hale
Cllr Karen Jennings
Cllr Phil Norgate
Cllr Phil Tucker
Cllr Sean West

15/93 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Nick Partridge due to work commitments. His apologies were accepted.

15/94 DECLARATIONS OF INTEREST

No Interests were declared.

15/95 MINUTES

The Minutes Meeting of Cranbrook Town Council held on 19th October 2015 were accepted as a true record.

The Minutes of the Extraordinary Meeting of Cranbrook Town Council held on Monday 9thth November 2015 were also accepted as a true record.

15/96 PUBLIC PARTICIPATION

No Requests were made by members of the Public to make representations, answer questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k

15/97 POLICE CRIME REPORT

PCSO Jack Stannard was not present. The Council received his written report.

15/98 FINANCE AND PERSONNEL COMMITTEE MINUTES AND REPORT
The minutes of the Finance and Personnel Committee were received and **adopted** without comment.

15/99 AMENITIES REPORT
Cllr Bloxham commented that the report was 3 pages shorter than previously meaning that issues highlighted in the report were being addressed.
Cllr Tucker gave an update on the telecommunications issues. He was waiting for further information. He was asked to provide a written report for the council to explain some of these issues in detail so that a future meeting could decide an action plan to address them. Cllr Grimshire gave an update on his discussions about the station car park with the County Council. They will consider ceding the car park to the Town Council after 12 months of operation. He will maintain contact with the County Council to ensure that any developments in the car park recognised Town Council aspirations. **It was resolved** to adopt the Amenities Report

15/100 CRANBROOK PHASE 2 STREET FURNITURE DESIGN GUIDE

Councillor Bloxham introduced the guide and highlighted the potential issues which the Council considered.

Following discussion **it was resolved** To request litter bins instead of dog litter bins in phase 2. To propose that all dog litter bins in phase 1 are replaced with litter bins. To consider providing Big Belly Bins in high usage areas eg near the Country Park and Shops. To ensure that there is consistency between all phases of development.

15/101 TO RECEIVE A REPORT FROM KEITH JOHNSON COMMUNITY DEVELOPMENT WORKER ON YOUTH SHELTERS
Keith reported about the need for youth facilities in Cranbrook especially for different age groups. He said that police want to separate young people into smaller Groups. He believed that there was evidence that Youth shelters do help to reduce crime and separate younger and older children. He asked whether the Town Council might be able to put money into a youth centre project. He estimated that with Youth Shelter's costing between £10,000 to 11,000 each a contribution of £3000 from the Town Council would help realise this ambition. Following discussion **it was resolved** that the Town Council supports the principal of providing youth shelters although at this stage so specific funding was agreed. This might be agreed once any project was more clearly defined. It was further resolved to request that Youth Shelters be added to reserve matters for all expansion planning requests (April Waterman)

15/102 CRANBROOK RAILWAY STATION OPENING EVENT

Cllrs Blakey and Jennings discussed the proposed railway station opening celebration on 13th December. The first train to stop will be the 08.46 service to Pinhoe, Exeter Central and Exeter St David's. The first train in the other direction to London Waterloo will depart Cranbrook at 09.39. The Town Council is planning a celebration at the station starting at 08.00 and finishing at 09.45 Breakfast rolls and hot drinks would be available from the Butter Me Up catering van, music would be played by the Maynard School Band. Cllr Jennings was seeking sponsorship from builders within Cranbrook for cup cakes and bacon sandwiches.

It was resolved to agree any small-scale costs to support the event and that any proceeds would be put towards Youth facilities in the town.

15/103 PLANNING CONSULTATIONS

It was resolved to receive and endorse the following consultation response made by the planning committee.

Date	Application Number	Description	Town Council Comments
6 November 2015	14/2137/MRES - Ingram's Cranbrook Site London Road Rockbeare Exeter	Approval of Reserved Matters (Access, Appearance, Landscaping and Scale) for sports pitches and associated facilities, up to 145 dwellings, open space, access and drainage Status	1.There are numerous examples of car parking spaces being allocated outside other people's houses (front doors and windows). We feel this will only lead to neighbour problems further down the line and could ultimately lead to anti-social behaviour. In the Town Council's view it should be avoided wherever possible. 2. There are several places where garages could be set back to provide additional on-plot parking and this should be encouraged wherever possible. An example would be plots 39/40. 3. Some of the garden spaces seem in our view to be inadequate. 4. Some of the roads look very tight and could prove difficult for large vehicle movements. We have not seen any HGV tracking evidence in the application; has this been provided? We believe it would be difficult for bin lorries and removal lorries to turn in certain locations, for example between plots 18-29. 5. There are a lot of rear alleyways /ginnels on the proposed layout. Do these comply with secure by design standards and how are they to be policed and lit? We feel that these should ideally be designed out. We believe that they are evidence of too dense a scheme. 6. We believe that the shared surfaces (footpath / Cycle way) should be white-lined and clearly delineated. 7. The planning layout (drawing no. 5000 rev J) looks to be different to the other plans submitted. 8. Plots with garages appear to only have one parking space in addition to the garage. Two parking spaces per plot should be allowed for in addition to the garage. We believe this is further evidence of too dense a scheme with no room for additional parking. This

			will lead to problems similar to those experienced in phase 1 which is now a significant issue. 9. Why is the pavilion shown with a 'potential pavilion extension' line drawn? We believe that a larger pavilion should be designed in the first instance. 10. Assuming the Planning Layout is correct, we believe the use of house type PT21 is completely wrong in the location overlooking the open space. This is a FOG type with no surveillance at ground floor level and we feel it will look terrible. We believe that all open space areas should be utilised to the maximum with good house types overlooking the spaces from all directions. What is proposed could lead to potential anti-social areas and areas where litter is likely to be dropped/collect. We believe that this area has not been designed correctly and should be looked at again. This area looks to have been significantly changed since the previous plan and we feel the changes are not for the better. 11. The Town Council has no technical knowledge of sports facilities and their associated drainage, layout, maintenance etc. but recognise that these are important considerations. We assume that measures have been taken to ensure that engineering standards in these areas are met. 12 We are not happy about the presence of Dormice preventing suitable lighting for the sports pitches, which means that, the facilities will not be able to be used for much of the evening in Autumn and Winter. This situation is, in our view totally unsatisfactory. We believe a solution should be found to allow suitable lighting to be installed and used. This may mean catching and re-housing the dormice elsewhere by creating additional habitat on another part of Cranbrook, or finding an alternative and more suitable location for the sports provision. We believe that there is no point in providing purpose built sporting facilities if they cannot be used for much of the year.

15/104 TO CONSIDER PROPOSED SPEED RESTRICTIONS EAST OF EXETER

Members considered the proposals but were unable to detect what the changes were to the current situation. They did not however have any objection to the restrictions as proposed.

It was resolved to agree the proposals but to ask for clarification on where this changed the current situation.

15/105 TO CONSIDER PROPOSED STREET NAMES FOR CRANBROOK ROADS BEHIND THE JACK IN THE GREEN PUBLIC HOUSE

Members felt that the Town Council needed to define a policy on street naming, but as this situation was urgent **it was resolved** that members would email suggestions to the chairman so that he could frame a response to the district council.

15/106 FINANCE- TO APPROVE PAYMENTS AS SET OUT IN THE SCHEDULE OF PAYMENTS.

It was resolved to following approve the following payment

Date	Invoice From	Description	Total Including VAT	Invoice No
15th November 2015	LGRC Associates Ltd	Professional Services - Locum Town Clerk plus Reimbursement of Expenditures made on behalf of the Town Council	£2749.00	Cran06

15/107 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS AND MEMBERS ON OUTSIDE BODIES.

Cllr Hale gave a brief District Councillors report. She referred to meetings she was having with other parishes on the subject of Gypsy and Traveller sites, following which she would make her views known as District Councillor.
It was resolved to receive her report.

15/108 REPORT OF EAST DEVON GROWTH POINT TEAM.

Andy Wood spoke on behalf of the growth point team. The master plan was now moving forward as a development plan document. This takes Cranbrook up to 8000 homes. He expressed a wish to have a meeting with Town Council to go through development plan issues in the near future.

He summarised planning applications including the Ingram's site and the public house planning application.

He mentioned the proposed Town Centre Facilities and said that it was proposed to create a model of the potential town centre in a "fly through. He also discussed the play area working group for Hayes Square, that EDDC were doing work on a ground condition specification for the temporary BMX track and that the DPD building was now functioning on the Skypark.

It was resolved to receive his report

15/109 REPORT OF THE CRANBROOK LOCAL ACTION GROUP

Cllr Ficken reported on discussion she had had with the organisers of the current action group about a specific Cranbrook LAG. They had expressed the view that Cranbrook should not have a separate LAG due to lack of resources. The current action croup consisted of Local Police plus Councillors and schools representatives

together with members of the Public. Members felt that Cranbrook had different issues and that the current LAG does not meet needs of Cranbrook.

It was resolved to move forward by arranging a daytime meeting for members of the community to raise issues with Council and police

15/110 REPORT OF THE CRANBROOK ASSET DELIVERY WORKING GROUP

On behalf of the group Cllr Blakey reported that there had been a meeting to look at the Town Centre footprint and the buildings within it. It seemed that there might be a stand-alone leisure centre, a health and wellbeing campus for NHS entities and a Town Hall. Visits had been planned to Dartmouth and Ivybridge to look at examples of best practice community facilities. Meanwhile it was confirmed that EDDC would work with the Town Council to define heads of terms for asset management in the town.

15/111 REPORT OF THE TOWN COUNCIL WEBSITE WORKING GROUP

The Town Clerk reported that the initial website was now ready to go online and would be live by the end of the week. Members had reviewed the site and some feedback had been received, however members were generally happy with what was proposed, which would meet immediate needs. **It was resolved** that the website should go live with immediate effect.

Cllr Grimshire discussed plans for a professionally designed future website and would seek three quotes for this work. There is £2500 in the current budget and this would be increased to £4000 in the 2016/17 financial year. He felt that it was important to commission professional photos for the site to provide the look and feel that the Town Council wished for. **It was resolved** to consider a specification and competitive quotes when these were available.

15/112 REPORT OF THE TOWN COUNCIL WORKING GROUP ON OFFICE AND MEETING SPACE

The District Council had written confirming that

a) The pharmacy would be let to the council on the same terms as currently once the pharmacist had relinquished the lease.
b) EDDC had proposed that prior to the Town Council taking ownership of the Younghayes centre that it might take on a management role. A financial offer was made for a list of management activities.
c) Once The Town Council had taken ownership EDDC was prepared to offer a contract to undertake the maintenance.

Cllrs Blakey and Bloxham felt that the financial offer for the management work was too low and that the work should not be taken on without an increased offer. Darren Summerfield of EDDC offered some clarification of the EDDC approach and the context of the Younghayes cost structure.

It was resolved to have further discussions with EDDC but to await the report leading to a decision on transfer of ownership before taking a decision on interim measures

15/113 INVITATION TO SEND 4 REPRESENTATIVES TO A MEETING WITH DEVON COUNTY COUNCIL, EAST DEVON DISTRICT COUNCIL AND THE DEVON POLICE COMMISSIONER

It was resolved that Cllrs West, Norgate and Blakey would attend the meeting, with one further councillor or officer representative to be decided outside the meeting.

15/114 EXCLUSION OF PRESS AND PUBLIC
Due to the sensitive or confidential nature of some or all of the following items **it was resolved** to exclude the press and public from the remainder of the meeting.

15/ 115 EMPLOYEE PENSIONS

It was resolved to apply to be an admitted body in the Devon County Council Pension scheme administered by Peninsula Pensions and to meet the Councils obligations to provide employee pensions by offering the scheme to all current and future employees.

15/ 116 LEGAL OPINION
It was resolved to seek quotations to provide a legal opinion on the matter under discussion and to consider these at the next Town Council Meeting.

The meeting ended at 21.57

MINUTES

Meeting: Town Council
Date: Monday, 7 December 2015
Time: 7:00pm
Venue: Cranbrook Education Campus

Present
Cllr Kevin Blakey (Chairman)
Cllr Kim Bloxham
Cllr Lina Ficken
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Nick Partridge

Also Present
Cllr Peter Bowden, Devon County Council
Cllr Maria Hale, East Devon District Council
Andy Wood, Projects Director, Exeter and East Devon Growth Point
Paul Strange, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council
Cathy Hill, Administrative Assistant, Cranbrook Town Council

15/118 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Alistair Banks, Phil Norgate, Phil Tucker and Shaun West.

15/119 Declarations of Interest

No declarations were made.

15/120 Minutes

The minutes of the meeting on 16 November 2015 were accepted as a correct record.

15/121 Public Participation

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

15/122 Police Crime Report

A report had been received by Devon & Cornwall Police summarising the crime statistics for Cranbrook town from 11 November until 7 December 2015. The Chairman noted that crime numbers in Cranbrook were low compared to settlements of a similar size. The report was noted.

15/123 General Power of Competence

The Council satisfied itself that it met the criteria for eligibility relating to the electoral mandate and relevant training of the clerk as defined in the Localism Act 2011 and **it was resolved** to adopt the General Power of Competence from 7 December 2015 until the next Annual Meeting of the Council following the next ordinary elections.

15/124 Finance and Personnel Committee Minutes and Report

The Council received and adopted the minutes of the Finance and Personnel Committee meeting on 30 November 2015.

15/125 Budget and Precept 2016/17

The Council considered a breakdown and explanation of the proposed budget for 2016/17 which included a precept demand on East Devon District Council of £100,000. This funding would enable the Council to meet its commitments as set out in the proposed budget and would enable it to achieve its priorities especially in relation to the imminent developments in the town centre. Because of the scale of growth and development in the town, negotiations with East Devon District Council were ongoing in relation to any in-year adjustment of the precept.

It was resolved to approve the proposed budget and precept for 2016/17.

[NOTE: Cllr Kim Bloxham voted against the aforementioned motion.]

15/126 Town Clerk, Proper Officer and Responsible Finance Officer

It was resolved to endorse the appointment of Janine Gardner as Cranbrook Town Clerk, Proper Officer and Responsible Finance Officer and to confirm the transfer of responsibilities to Mrs Gardner from Nick Randle, Interim Town Clerk.

15/127 Banking

It was resolved that

a) Janine Gardner would be appointed as the designated contact person for online banking and that the issue of an Alto Card would be approved.

b) Nick Randle be removed from the bank mandate.

c) the amendments to the mandate for the Council's bank account, payment instructions and banking services be provided to the Unity Trust Bank.

d) the Bank was entitled to rely upon the amended mandate until it receives a later mandate amending it.

15/128 Finance

It was resolved to approve the payments set out in the schedule of payments.

15/129 Planning Committee Minutes and Report

The Council received the minutes of the Planning Committee on 3 December 2015 and **it was resolved** to adopt the recommended consultation responses of the Planning Committee.

15/130 Reports from District and County Councillors and Members on Outside Bodies

<u>Devon County Council</u>

Cllr Peter Bowden, representing Devon County Council, informed the Council that the arrangements for the train station opening on 13 December had attracted significant local interest and that the Devon County

Council's scrutiny task group report on the development of Cranbrook had been well-received by partners involved in the development of Sherford.

East Devon District Council

Cllr Maria Hale, representing East Devon District Council, informed the Council of the progress of the Heart of the South West devolution bid and a copy of a recent presentation on devolution by the Leader of East Devon District Council would be made available to members. The Council queried the timescales for devolving powers.

The District Councillor also offered to share a copy of her response to the recent consultation on the Local Plan amendment proposing gypsy and traveller sites in the town which had attracted significant local interest. She also commented on how the recent activities of the Town Council, most notably the extraordinary meeting on 9 November and the production and distribution of a leaflet, had helped the local community to articulate themselves.

The Council informed the District Councillor of the lack of cardboard removal facilities which proved a problem locally due to the high percentage of non-drivers and the amount of people moving into the town. The District Councillor agreed to provide a response.

15/131 Report of the East Devon Growth Point Team

The Projects Director of the Exeter and East Devon Growth Point informed the Council of the following:

- The production of the Cranbrook Masterplan covering 8,000 homes continued and an issues and options report would be available for consultation in due course. A proposed second train service was part of the Masterplan and the Council was able to respond to the consultation on the rail service re-franchise.

- Further discussions were taking place with partner organisations including Devon County Council and the NEW Devon Clinical Commissioning Group on town centre facilities and how different services could be co-located.

- A decision was due to be taken on 17 December 2015 relating to the use of facilities on the Ingrams site, including the community use of sports pitches.

- The Chancellor's autumn statement announced four enterprise zones across the Heart of the South West Local Enterprise Partnership (LEP) area, the Science Park, Sky Park, the extension to the Airport Business Park and Cranbrook, which would benefit from a number of initiatives, including a reduction in business rates.

- Cranbrook had been shortlisted for a further selection stage for healthy new town status, together with 15 other towns nationwide.

- The Projects Director had recently been appointed by Devon County Council as the Locality Lead for Cranbrook.

- The Projects Director also undertook to confirm the timescales for the report on Younghayes Centre in due course.

15/132 Report of the Cranbrook Assets Delivery Working Group

The Chairman informed the Council that plans for the town centre building were emerging and it was planned that the building would include entertainment space, offices to let, library, café other smaller functions including possibly a police office. In order to implement the plans, funds would have to be borrowed from the Public Works Loan Board (PWLB), combined with an underlying business plan to ensure viability. Borrowing from the PWLB is limited to £500,000 per year.

Members commented that the Council should also explore alternative funding, e.g. by the Arts Council.

It was resolved that Cllrs Kevin Blakey, Nick Partridge and Nigel Grimshire as well as the Town Clerk should develop the business plan.

15/133 Exclusion of the Press and Public

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting.

15/134 Legal Opinion

The Council obtained quotes from two solicitors firms estimating the provision of a legal opinion on the legality of the current estate and rent charge scheme operated by the developers. **It was resolved** not to proceed and seek legal advice at this stage and, instead, negotiate with the developers in order to achieve best value for money from the contract, including quality control, and to explore the extent to which the Town Council could provide services in the future.

The meeting ended at 8:10pm.

Signed: Chairman……..

Date: 21 December 2015

MINUTES

Meeting: Town Council
Date: Monday, 21 December 2015
Time: 7:00pm
Venue: Younghayes Centre

Present
Cllr Alistair Banks
Cllr Kevin Blakey (Chairman)
Cllr Nigel Grimshire
Cllr Karen Jennings
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Shaun West

Also Present
Cllr Maria Hale, East Devon District Council
Paul Strange, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

15/135 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Kim Bloxham, Lina Ficken and Sarah Gunn.

15/136 DECLARATIONS OF INTEREST

No declarations were made.

15/137 MINUTES

The minutes of the meeting on 7 December 2015 were accepted as a correct record.

15/138 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

15/139 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS AND MEMBERS ON OUTSIDE BODIES

Cllr Maria Hale, representing East Devon District Council, informed the Council of the following matters:

- At present a cardboard recycling facility would not be provided by East Devon District Council on the basis of financial viability but the Council were considering introducing such a service across the district. Alternatively, the Town Council could approach the new supermarket, when open, or possibly provide facilities in the station car park.

- Following the fire at Tillhouse Farm House, a criminal investigation was underway to establish the cause of the fire and the building's future was uncertain at present.

- The train station opening was deemed a success.

- Exeter City Football Club, City Council and Active Devon were working together to develop a strategic plan for active participation in the wider Exeter area and the District Councillor had been involved in discussions. The Football Club was planning to provide a Sport Community Development Worker at the Cranbrook Education Campus and the District Councillor agreed to enquire when the Campus might open for community use.

- The District Councillor had shared copy of her response to the recent consultation on the Local Plan amendment and all the consultation responses would be publically available on East Devon District Council's website in due course.

15/140 PARISHES TOGETHER FUND

The Town Clerk informed the Council that the current round of applications to the Parish Together Fund would close on 16 February 2016 and that six parishes were potentially interested in working together: Broadclyst, Clyst Honiton, Cranbrook, Poltimore, Rockbeare and Whimple. These parishes combined could raise £6,422.24 which could fund overhead projectors, projection screens, a public address system, street signage for Blackhorse and a surplus, the use of which would have to be determined. The Clerk to Broadclyst Parish Council had suggested potential use for ditching/drainage work or clearing blockages along the Clyst and Cranny following the identification of priority areas across the parishes.

Following discussions, **it was resolved** to support the Parish Together Fund application with neighbouring parishes and to delegate authority to the Chairman and Clerk to meet with neighbouring Chairmen and Clerks before the end of January 2016 to determine the exact nature of the application prior to the deadline on 16 February 2016.

15/141 TRAINING AND DEVELOPMENT POLICY

It was resolved to adopt the Training and Development Policy.

15/142 LOCAL ACTION GROUP

The Town Council had been planning to establish a local action group which was relevant to Cranbrook and its community, with representation from Devon and Cornwall Police, the Devon and Somerset Fire and Rescue Service, the South Western Ambulance Service NHS Foundation Trust, Network Rail or South West Trains, local schools, the Community Development Worker, the Consortium and business representation.

Cllr Karen Jennings would chair and Cllr Kevin Blakey would serve on the group, supported by Cllrs Phil Norgate and Nigel Grimshire when their work commitments permit. It was suggested that the group be named the Cranbrook Partnership Group and that an informal event be organised where the local community be invited to share any concerns.

It was resolved to establish the local action group and to determine its terms of reference at its first meeting.

15/143 TRAFFIC WORKING GROUP

The Council considered setting up a traffic working group to try and resolve some of the ongoing issues regarding traffic both from the community and workforce in the town and **it was resolved** to include this work stream into to the local action group (see Minute 15/142 above).

15/144 AMENITIES REPORT

The Council considered the Amenities Report and discussed the potential implications of installing a bollard at the entrance to Pitt Park from Mayfield Way. It was explained that the current street layout was not wide enough for emergency vehicles and that an existing hedgerow created a blind spot which might impact on

road safety. **It was resolved** to request a highway safety audit from the Highways Authority and consider options thereafter.

The Council was further informed that the installation of a footpath as well as car parking spaces in the Mead Cross/Meadow Lane area was not possible due to the location of trees.

It was further resolved to follow up whether the developers had signed up to the Considerate Contractor Scheme and to request a copy of the agreement.

15/145 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the schedule of payments.

15/146 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting.

15/147 TRANSFER OF THE YOUNGHAYES CENTRE TO CRANBROOK TOWN COUNCIL

The Council considered the report and **it was resolved** that the Asset Delivery Working Group would meet in the New Year to explore the issues contained within the report in detail with East Devon District Council and report back to the Council. **It was further resolved** to obtain quotes for a structural survey on the Younghayes Centre.

15/148 FUTURE SECTION 106 PROVISION

The Council noted the attached report and, in line with Minute 15/132, Cllrs Kevin Blakey, Nick Partridge and Nigel Grimshire agreed to meet in the New Year to start developing the business plan for the new Town Hall.

15/149 WEBSITE WORKING GROUP

The Council considered two quotes from web development firms and **it was resolved** to award the contract for building the Town Council's permanent website to Illicit Web Design, subject to enquiring whether the company could operate a content management system other than WordPress and whether .gov.uk email addresses could be provided for all members and staff.

Cllr Grimshire also agreed to present further quotes for photography at the next meeting of the Town Council on 18 January 2016.

15/150 STAFFING MATTERS

It was resolved to increase the Town Clerk's annual leave entitlement from 21 days to 25 days per annum on the basis of offering conditions in line with continuing local government service.

The meeting ended at 8:26pm.

Signed: Chairman ……..

Date ……..

MINUTES

Meeting: Town Council
Date: Monday, 11 January 2016
Time: 7:00pm
Venue: Younghayes Centre

Present
Cllr Alistair Banks
Cllr Kevin Blakey (Chairman)
Cllr Kim Bloxham
Cllr Sarah Gunn
Cllr Nigel Grimshire
Cllr Karen Jennings
Cllr Phil Norgate
Cllr Shaun West

Also Present
Janine Gardner, Town Clerk, Cranbrook Town Council

16/1 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Nick Partridge.

16/2 DECLARATIONS OF INTEREST

No declarations were made.

16/3 MINUTES

The minutes of the meeting on 21 December 2015 were accepted as a correct record.

16/4 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

16/5 BANK MANDATE

The signatories signed the Unity Trust Bank's Internet Banking Service form and the Change of Signatory Application Form in order to transfer the bank mandate from Nick Randle to Janine Gardner, and **it was further resolved**

a) to approve the amendments to the Mandate for the operation of the bank accounts, payment instructions and banking services and to provide the details of which to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate.

b) to entitle the Bank to rely upon the amended Mandate until it receives a later Mandate amending it, and to entitle the Bank to rely on instructions given by any person named and to disclose any information relating to the accounts to any such person.

c) to recognise that the Bank is under no duty to make enquiries before acting on the instructions of any person named in section 3 of the Change of Signatory Application Form.

d) to notify the Bank in writing of any changes to the organisation as per the terms and conditions of the accounts.

The meeting ended at 7:02pm.

Signed: Chairman ……..

Date ……..

MINUTES

Meeting: Town Council
Date: Monday, 18 January 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present
Cllr Alistair Banks
Cllr Kevin Blakey (Chairman)
Cllr Kim Bloxham
Cllr Sarah Gunn
Cllr Nigel Grimshire
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Phil Tucker
Cllr Shaun West

Also Present
Cllr Peter Bowden, Devon County Council
Andy Wood, Projects Director, Exeter and East Devon Growth Point
Darren Summerfield, New Community Projects Officer, East Devon District Council
Emma Davies, Employer Liaison & Divorce Team Manager, Peninsula Pensions
Paul Strange, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

16/6 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Karen Jennings.

16/7 DECLARATIONS OF INTEREST

Cllr Kevin Blakey declared a personal interest in relation to agenda item 22 (Structural Survey Quotes) by virtue of being personally acquainted with one of the engineers who had submitted a quote.

16/8 MINUTES

The minutes of the meeting on 11 January 2016 were accepted as a correct record.

16/9 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

16/10 PENINSULA PENSIONS EMPLOYER DISCRETION POLICY

The Employer Liaison & Divorce Team Manager introduced the Employer Discretion Policy and explained the elements within the regulations where an employer could exercise discretions. Exercising discretionary powers would incur a cost to the Council and the Employer Liaison & Divorce Team Manager highlighted that any employer was required to formulate policies which do not lead to loss of confidence in public service, i.e. that these policies should be affordable. **It was resolved** to adopt all elements contained within the Employer Discretion Policy template and to consider and treat each case fairly based on its circumstances and merits.

16/11 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Peter Bowden, representing Devon County Council, informed the Council of the following:

- As a result of the recent severe rainfall, a two-hour flood and water relief alert had been placed on the lower Clyst earlier in the day and damage to properties was avoided.

- The County and District Councils were currently setting their budgets for the financial year 2016/17. The County Council, in particular, had to set a very challenging budget relating to its People services. On 13 January 2015, the County Council's Cabinet therefore accepted the Government's offer to increase council tax by two per cent to help pay for adult social care. The Council agreed to communicate final council tax figures with the residents as soon as they became known.

- On this day, it was also announced that the independent Planning Inspector had issued an official confirmation that East Devon's Local Plan was now "sound", subject to a number of modifications. This meant that the proposed 30 gypsy and traveller sites would remain in the plan within the boundaries of Cranbrook. Cllr Peter Bowden was trying to access a map showing all existing sites to date which he would share with the Council. The Chairman and the Council expressed their disappointment that a significant amount of local objections had been disregarded. The Council requested the results from the call for sites which had recently closed. The Projects Director, Exeter and East Devon Growth Point, further commented that the Local Plan would be adopted by East Devon District Council on 28 January 2016 and that the additional gypsy and traveller sites would be identified in relation to circa 8,000 homes until 2031 as part of the ongoing Masterplan exercise and the Development Plan including the issues and options consideration.

16/12 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT

The Projects Director, Exeter and East Devon Growth Point, reported the following:

- East Devon District Council had served an urgent works notice on the burnt-down Tillhouse Farmhouse before Christmas and subsequently appointed contractors who commenced work in early January to secure the site and weather-prove the remains of the building. The District Council would now issue a Section 55 notice to the Consortium in order to reclaim the cost of the works. The future of the building remained unclear.

- It had been agreed that the supermarket chain Lidl would acquire Sainsbury's land holding at Clyst Honiton which already had planning permission for a large distribution warehouse. Furthermore, the Tithebarn link road neared its completion.

The New Community Projects Officer commended the work of the Amenities Committee in publishing and keeping up-to-date the Amenities Report and highlighted that the currently achieved level of progress would not be achieved without the Town Council's involvement.

16/13 SANDBAGS SCHEME

The Council considered the report and queried whether East Devon District Council now supplied sandbags which could be filled with garden soil and which would not be classed as contaminated waste when wet. Members noted that the scheme was likely to be deployed for small-scale flooding only. Following discussions, **it was resolved**

a) to inform Devon County Council of the Town Council's contact details to update their records relating to who to contact in the event of flooding.

b) to ensure East Devon District Council continued to include the Town Council in future distribution requests for sand bags.

c) to devise a declaration which each end user signs at the point of collecting sandbags, stating that it is their responsibility to source suitable sand to fill the bags, to manually handle the bags safely when filled and potentially wet, to lay any sand bags in a way which does not cause more damage than it would otherwise have done, and to dispose of any wet sand bags in the appropriate manner, i.e. as contaminated waste.

d) to develop a storage solution for empty sand bags and an approach to determine the number of sandbags distributed to end users.

e) to keep a log of all sandbags distributions to end users.

16/14 DEFIBRILLATOR

Following discussions, **it was resolved**

a) to proceed with the acquisition of a community defibrillator on the basis of a four year lease from South Western Ambulance Service NHS Foundation Trust.

b) to finalise negotiations with East Devon District Council about using the Younghayes Centre as the preferred location for the defibrillator.

c) to finance the lease out of the Town Council's contingency budget.

16/15 DOG FOULING

The Council considered a letter from Keep Britain Tidy and commented that dog fouling was an increasing problem in the town. In order to proceed with the proposed campaign, the Council would have to obtain the Consortium's permission to place campaign material onto the bins and ascertain whether East Devon District Council's dog wardens would be able to patrol their land in order to approach offending dog owners.

Furthermore, the Council would ascertain whether the campaign material was customisable in order to place logos, local contact details and information on reporting channels on the posters, and it would enquire how the stated 46% reduction in dog fouling was achieved elsewhere. The Council noted that a peer group had been set up in Ottery St Mary which was self-enforcing responsible dog ownership and agreed to explore a similar approach locally.

It was resolved to commence an education campaign on responsible dog ownership by using customised "We are Watching You" posters and purchasing relevant material to support this campaign, subject to obtaining the Consortium's permission to place campaign material onto the bins and ascertaining whether East Devon District Council's dog wardens would be able to patrol the Consortium's land in order to approach offending dog owners.

16/16 RISK MANAGEMENT STRATEGY

The Council considered the proposed risk management strategy and noted that further work was required, e.g. categorising the risk register in types of risk, including organisational, operational, environmental, financial, physical etc.

The Council further formulated its risk appetite and stated that it strived to be entrepreneurial and therefore content to take measured risks, and that it would consider each case on its merits.

It was resolved to adopt the proposed risk management strategy and to review it annually.

16/17 LONE WORKING POLICY

The Council considered the proposed lone working policy and suggested to research the acquisition of a portable personal alarm system which would connect to (a) designated phone number(s) in case of an emergency.

It was resolved to adopt the lone working policy with the above addition.

16/18 ABSENCE MANAGEMENT POLICY

The considered the proposed absence management policy and it was resolved

a) to adopt the absence management policy.

b) to grant paid emergency time off for dependents for a reasonable period of time at the discretion of the line manager and depending on circumstances.

16/19 BUDGET MONITORING REPORT QUARTER 3

The Council accepted the budget monitoring report covering the third quarter of the 2015/16 financial year.

16/20 ROOM BOOKINGS BUDGET

In light of the need to cover payments for room bookings, which had recently arisen, **it was resolved**

a) to add a budget line for room bookings and other hire charges at budget code EX17 for this and the coming financial year(s).

b) to vire funds of £788.00 to this new account.

16/21 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the schedule of payments.

It was further resolved to query the invoice from Devon County Council, invoice reference 53612906, covering room hire, on the basis of Section 134 of the Local Government Act 1972 which states that if there is no suitable public room vested in the parish council which can be used free of charge, a suitable room in premises of a school maintained by the local education authority can be used.

16/22 PLANNING SCHEDULE

The Council adopted the Planning Committee's responses as set out on the agenda.

16/23 COMMITTEE TERMS OF REFERENCE

The Council appointed Cllr Phil Norgate as Vice-Chairman of the Planning Committee.

The Chairman of the Finance & Personnel Committee proposed to delete the second and third sentences in point 27 of his Committee's terms of reference ("If the committee Chairperson is unable to attend, the Town Council Chairperson shall preside. If he or she is not in attendance, the Town Council Vice Chairperson will preside.") on the basis that the Committee's Vice Chairman would preside.

He also proposed adding another point 30 stating that the line management of the Town Clerk is overseen by the Chairman and Vice Chairman of the Council and the Chairman of the Finance & Personnel Committee, with the latter being the nominated contact for initial enquiries. The Chairman of the Council was the nominated pastoral contact.

It was resolved to adopt the attached terms of reference with the alterations set out above.

16/24 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting.

16/25 YOUNGHAYES CENTRE TERMS OF LEASE

The Council considered East Devon District Council's terms of lease and queried whether

1) two months' rent to be held as covenant performance bond was applicable to the Town Council.
2) the Town Council was liable for the payment of business rates.
3) the "fair proportion of the cost of repair and maintenance of any communal area" could be quantified.

It was resolved to agree to East Devon District Council's terms of lease subject to the satisfactory resolution of the above queries.

16/26 YOUNGHAYES CENTRE ACQUISITION

The Council agreed the attached report as containing their response to East Devon District Council's report on the Younghayes Centre ahead of a possible transfer of the asset to the Town Council taking place. The report would now be shared with the District Council as a basis for further discussions. These would be led by the asset delivery working group which would report back to Council in due course.

It was resolved to agree to the transfer of the Younghayes Centre in principle, subject to the successful resolution of the points identified in the Town Council's response to East Devon District Council's report of 21 December 2015 and subject to any findings of the structural survey.

16/27 STRUCTURAL SURVEY QUOTES

[Cllr Kevin Blakey withdrew and Cllr Shaun West assumed chairmanship.]

The Council considered the quotes from engineering firms which had been received and **it was resolved** to award the contract to provide a structural survey of the Younghayes Centre to Croft Surveyors on the basis that their quote contained a wealth of detail and an assurance that they would offer a comprehensive service.

16/28 WEBSITE WORKING GROUP – PHOTOGRAPHERS' QUOTES

[Cllr Kevin Blakey assumed chairmanship.]

The Council considered the quotes from photographers which had been received and **it was resolved** to award the contract to provide photographs for the Town Council's website to Tim Pestridge Commercial Photography, subject to confirming a final and fixed price.

It was further suggested to approach the Cranbrook Photography Club for additional photographs if/when a future need arises.

[NOTE: Cllr Nick Partridge abstained from the aforementioned motion.]

The meeting ended at 9:15pm.

Signed: Chairman ……..

Date: ……..

MINUTES

Meeting: Town Council
Date: Monday, 15 February 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present
Cllr Alistair Banks
Cllr Kevin Blakey (Chairman)
Cllr Kim Bloxham
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Rob Valkass (following vote under agenda item 5)
Cllr Shaun West

Also Present
Darren Summerfield, New Community Projects Officer, East Devon District Council
Paul Strange, Cranbrook Herald
Abbie Bray, Express & Echo
Janine Gardner, Town Clerk, Cranbrook Town Council
Cathy Hill, Administrative Assistant, Cranbrook Town Council
Gareth White, candidate for co-option
Helen West, member of the public

16/29 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Phil Tucker.

16/30 DECLARATIONS OF INTEREST

Cllr Shaun West declared a personal interest in relation to agenda item 20 (Schedule of Payments) by virtue of being married to a beneficiary of a Council payment. Cllr West would not authorise this transaction as part of his role as a designated bank signatory on behalf of the Council.

16/31 MINUTES

The minutes of the meeting on 18 January 2016 were accepted as a correct record.

16/32 VOTING PROCEDURE

Cllr Shaun West proposed, seconded by Cllr Sarah Gunn, and **it was resolved** that the voting procedure for agenda item 5 should be by signed ballot under the provisions of Standing Order 8.

16/33 CO-OPTION OF COUNCILLORS TO FILL TWO VACANCIES ON THE TOWN COUNCIL

The Council considered verbal representations in support of applications by two candidates to be co-opted onto the Council. Following the subsequent ballot Rob Valkass was co-opted to the Council having gained more than 50% of the votes.

16/34 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

16/35 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

No representations were made.

16/36 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT

The New Community Projects Officer reported the following:

- Town Centre planning workshops were currently being prepared and possible dates would follow.

- The Masterplan was being finalised and used as evidence for various planning documents, including the issues and options document which would be consulted upon once it was agreed by East Devon District Council's Development Management Committee.

- Following expressions of concerns relating to services for young people in Cranbrook, a proposition was made to write to the Head of Youth Service at Devon County Council about the future youth service in the town, and to suggest that the Cranbrook Community Partnership should host future discussions. The final version of the letter should be agreed with Cllr Karen Jennings, Chair of the Cranbrook Community Partnership.

- Following a meeting of the Asset Delivery Working Group on 12 February 2016, the New Community Projects Officer was going to meet with East Devon District Council's estates and property team on 19 February 2016.

- The transfer of the land for the Spiritual Garden to the Diocese would be considered by East Devon District Council's Cabinet soon and there was a legal requirement on the Diocese to involve the community on all future developments. If the land was not used according to its intended purpose it would be returned to East Devon District Council.

16/37 LOCAL PLAN

The Local Plan was adopted by East Devon District Council on 28 January 2016, and found "sound" by the Planning Inspector. Regarding the allocation of up to 30 gypsy and traveller sites in the town, East Devon District Council's Development Management Committee would agree criteria for site selection in March or April 2016 and would subsequently consult on those.

Members requested a schedule of land owned by East Devon District Council. The Town Council was also going to set up a meeting with one of East Devon District Council's Senior Planning Officers to address outstanding questions relating to the allocation of gypsy and traveller sites in the town, including the possibility of setting up a panel to consider and recommend options for the way forward.

16/38 BUS SHELTER UPGRADE

The New Community Projects Officer reported that the Section 106 agreement did not provide detailed specification of bus shelters but that an agreement by Devon County Council, the highway authority, did under Section 38 of the Highway Act 1980. The County Council had also proposed two additional bus stops in the town. A response from the Consortium was outstanding.

There was a possibility that the Town Council might assume responsibility for bus shelters, including advertising on those, in the future. The current street furniture design guide for Phase 1 made no provision for information on bus shelters except route information but it might be possible to adapt the guide.

The New Community Projects Officer also confirmed that no bus shelters had been ordered to date and committed to enquire whether stainless steel shelters could be provided, instead of painted shelters.

16/39 EMERGENCY PLAN

The Council considered the draft Emergency Plan and members agreed to forward any additional information to the Clerk relating to local resources, contacts, location(s) of vulnerable people and known hazards as information became available. It was also suggested to send out a call for volunteers and equipment on the Council's website and Facebook page. It was further suggested to invest in an emergency box including high-visibility jackets, torches etc. and include first aid training in the training programme.

It was resolved to adopt the Emergency Plan and to review it annually.

16/40 HEALTH & SAFETY POLICY

Following discussions **it was resolved** to adopt the Health & Safety Policy and offer employee assistance following appropriate assessments by line managers on a case-by-case basis.

16/41 SOCIAL MEDIA POLICY

Following discussions, **it was resolved** to adopt the Social Media Policy and delegate any emergency enforcement action to the Clerk relating to removing inappropriate content, denying access permission(s) or withdrawing the use of applications, pending a full Council agreement to any enforcement action within a maximum of two weeks.

If individual members operated on social media channels other than the channels operated by the Town Council, and if they identified themselves as members of Cranbrook Town Council they would have to disclaim that any views expressed are their own and did not necessarily represent the Council's views.

16/42 INTERNAL AUDITOR ENGAGEMENT LETTER

It was resolved to agree to the internal auditor engagement letter and to appoint the Internal Auditor Andrew Furbear ACMA in order to enable him to commence his work as soon as possible.

16/43 APPOINTMENT OF GRANT THORNTON AS EXTERNAL AUDITOR

It was resolved to agree to the appointment of Grant Thornton as the Council's external auditor.

16/44 SUBSCRIPTION TO SOUTH WEST COUNCILS

It was resolved to cancel the subscription to South West Councils with effect from 31 March 2016.

16/45 ANNUAL MEETING OF THE TOWN

The Annual Meeting of the Town would be held on Monday, 11 April 2016 and **it was resolved** to invite organisations which had benefitted from grants in the past to report on their activities at that meeting, as well as provide as much information as possible on the planned Town Hall and other Town Centre developments.

It was further resolved to host another separate gypsy and traveller engagement event once the criteria for site selection had been released for consultation.

16/46 QUEEN'S 90TH BIRTHDAY CELEBRATIONS

Following discussions **it was resolved** to host a picnic / garden party on Saturday, 11 June 2016, possibly on Hayes Square, pending the landowners' permission.

16/47 MEMBER APPOINTMENT TO CITIZENS ADVICE EAST DEVON BOARD

It was resolved to appoint Cllr Sarah Gunn to Citizens Advice East Devon Board.

16/48 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the schedule of payments.

16/49 PLANNING SCHEDULE

The Council adopted the Planning Committee's responses as set out on the agenda.

16/50 AMENITIES COMMITTEE

The Council adopted the minutes of the meeting of the Amenities Committee on Monday, 8 February 2016 and members undertook to provide Cllr Kim Bloxham with any additional information relating to the provision of information technology in Phase 1 by Wednesday, 24 February when she was meeting with service commissioners and providers to discuss concerns.

16/51 WORKING GROUPS' TERMS OF REFERENCE

The Council adopted the terms of reference of the asset delivery working group and the Cranbrook Community Partnership.

16/52 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting.

16/53 YOUNGHAYES CENTRE OFFICE TERMS OF LEASE

The Chairman signed East Devon District Council's Head of Terms on behalf of the Council at the meeting.

16/54 STRUCUTRAL SURVEY REVISED BRIEF

It was resolved to adopt the revised brief for the structural survey of the Younghayes Centre whereby East Devon District Council were going to fund the review of the specification and paperwork provided in the Health & Safety or Operation & Maintenance files at a cost of £400.00 + VAT in addition to the survey which the Town Council was funding at £950.00 + VAT. East Devon District Council would have express permission to use the report, but would not be named as a commissioner.

16/55 ACCOUNTING SOFTWARE

It was resolved to purchase SAGE accounting software for the Council's use.

16/56 PERSONAL ALARM

It was resolved to purchase an auto-dial panic alarm manufactured by Lifemax Ltd.

The meeting ended at 9:10pm.

Signed: Chairman ……..

Date: 29 February 2016

MINUTES

Meeting: Town Council
Date: Monday, 29 February 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present
Cllr Kevin Blakey (Chairman)
Cllr Kim Bloxham
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Phil Norgate
Cllr Rob Valkass
Cllr Shaun West

Also Present
Cllr Peter Bowden, Devon County Council
Andy Wood, Exeter & East Devon Growth Point
Paul Strange, Cranbrook Herald
Abbie Bray, Express & Echo
Janine Gardner, Town Clerk, Cranbrook Town Council

16/57 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Nigel Grimshire, Nick Partridge and Phil Tucker.

16/58 DECLARATIONS OF INTEREST

No declarations were made.

16/59 MINUTES

The minutes of the meeting on 15 February 2016 were accepted as a correct record.

16/60 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

16/61 URGENT ITEM

The Chairman introduced a letter from Wainhomes (South West) Holdings Ltd, offering the Town Council the open space and locally equipped area of play (LEAP) on the land covered by planning approval 11/11898/MOUT at Londinium Way, Rockbeare and **it was resolved** to refer the offer to the Asset Delivery Working Group in order to gain an understanding of the commitments any transfer would create.

16/62 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Peter Bowden, representing Devon County Council, reported that the County Council had decided to accept the Government offer to increase council tax by 2% to cover the increased cost for the care of the elderly, in addition to a 1.99% increase, totalling an increase of 3.99% this year.

He further reported that the implementation of the recommendations of Devon County Council's scrutiny review of the development of Cranbrook was being reviewed at the meeting of the Place Scrutiny Committee on 7 March 2016.

16/63 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT

The Projects Director of the Exeter and East Devon Growth Point reported the following:

- The Issues and Options report, a product of the Masterplan process for Cranbrook, was nearing completion before it would be publically consulted on. The Projects Director suggested meeting with town councillors in order to present the draft document.

- East Devon District Council's Cabinet would consider the transfer of the Place of Worship Land on 9 March 2016. The Cabinet would further consider a report, probably in April 2016, on how the four Enterprise Zone sites (Science Park, Sky Park, Extension to the Airport Business Park and Cranbrook) would be implemented, including business rate relief and marketing.

- The official opening of the Cranbrook train station had taken place on 22 February 2016.

- The Met Office and Exeter Science Park had marked a significant phase in the construction of the new home for the new supercomputer during a "topping out" ceremony on 12 February 2016.

- Lidl UK were looking to proceed as soon as possible with the construction of their new distribution site. The Exeter and East Devon Growth Point team had been liaising with Sedgemoor District Council in relation to the Morrisons distribution centre and in order to share expertise with regard to local employment opportunities, building skills building and work with Jobcentre Plus.

16/64 TILLHOUSE FARM

The Projects Director of the Exeter and East Devon Growth Point reported that East Devon District Council had been following the statutory process in dealing with the burnt-down listed Tillhouse Farmhouse. The District Council had issued an Urgent Works Notice before Christmas and had subsequently appointed contractors to undertake the urgent works. The next step would involve issuing a Building Repairs Notice on the owners and considering all the options for the building's future. Once this was clear, the Town Council could consider any potential involvement.

16/65 NEIGHBOURHOOD PLAN

The Council considered the Neighbourhood Plans Roadmap Guide published by Locality, a national network of community-led organisations which helped neighbourhoods thrive. **It was resolved** to set up a meeting with East Devon District Council's Neighbourhood Planning Officer in order to seek responses to outstanding questions and to understand the benefits for the Town and Town Council before make a decision.

16/66 TOWN COUNCIL VISION

Following discussion, **it was resolved** to agree the Town Council's Vision document and publically consult on its contents.

16/67 MEDIA PROTOCOL

The Council considered the media protocol and **it was resolved** to refer the document to a member group for consideration of a number of queries relating to strength of wording, how to communicate diverse views and how to deal with ad-hoc media enquiries at events, before formally adopting it.

16/68 MEETINGS SCHEDULE

Following discussion, **it was resolved** to revert to monthly Council meetings and ad-hoc meetings of the Planning Committee, rather than scheduling meetings every three weeks. These changes would take effect from 1 April 2016. **It was further resolved** to publically consult on minor planning applications via the Council's Facebook page and website in the absence of physical meetings of the Planning Committee and for the Chairman of the Planning Committee to call for meetings at his discretion depending on the applications received.

It was also suggested to review the Council's Standing Orders at the next meeting on 14 March 2016, and in particular part 3 item (u) which stipulated that a "meeting shall not exceed a period of two hours unless a vote is taken to extend the meeting by up to a further hour".

16/69 APPOINTMENT TO COMMITTEES

It was resolved to appoint Cllr Rob Valkass to the Amenities Committee.

16/70 MEMBER PARTICIPATION IN AMENITIES REPORT

The Chair of the Amenities Committee proposed to allocate specific areas of the town and to allocate those to individual councillors in order to inform the Amenities Report and information gathering. The overall coordination of this process would be undertaken by the Chair of the Amenities Committee who would not be allocated an area for this reason. The suggested allocation of areas and councillors was as follows (map attached):

Area 1: Taylor Wimpey – Cllr Nick Partridge*
Area 2: Charles Church – Cllr Rob Valkass
Area 3: St Martin's and Bovis – Cllr Karen Jennings
Area 4: Hayes Square and Bovis – Cllrs Sarah Gunn and Shaun West
Area 5: Westbury and Persimmon – Cllrs Nigel Grimshire and Phil Norgate
Area 6: Country Park and train station – Cllr Alistair Banks* and Kevin Blakey
Area 7: Currently occupied Phase 2 – Cllrs Sarah Gunn and Shaun West

* Suggestion in the absence of the councillor

16/71 ROOM BOOKINGS BUDGET FOR 2016-17

It was resolved to vire £1,800.00 from the contingencies to the room bookings accounts to cover room bookings during 2016-17.

16/72 STAFF RECRUITMENT ACCOUNT

It was resolved to settle the staff recruitment account from the contingencies fund.

16/73 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the schedule of payments.

16/74 YOUNGHAYES CENTRE TRANSFER

It was resolved to obtain quotes from solicitors in order to appoint legal representation for the Council in relation to the transfer of the Younghayes Centre and potentially seek a long-term relationship with the future appointee.

16/75 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting.

16/76 UPDATES ON WORK STREAMS

It was resolved to circulate available meeting notes from all the different work streams to all councillors together with Council agendas and place a standing item on agendas which would cover feedback and questions only.

16/77 NAME BADGES

It was resolved to purchase the imagin name badges in size 75 x 40 mm with the names written in black.

The meeting ended at 8:45pm.

Signed: Chairman ……..

Date: 14 March 2016

MINUTES

Meeting: Town Council
Date: Monday, 14 March 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present
Cllr Kevin Blakey (Chairman)
Cllr Kim Bloxham
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Rob Valkass

Also Present
Cllr Maria Hale, East Devon District Council
Darren Summerfield, New Community Projects Officer, Exeter & East Devon Growth Point
Andrew Furbear, Internal Auditor, Cranbrook Town Council
Janine Gardner, Town Clerk, Cranbrook Town Council

16/78 URGENT ITEM: REPORT OF THE INTERNAL AUDITOR

The Chairman introduced the report of the Internal Auditor as an urgent item, following the audit which had taken place on 10 March 2016.

The Internal Auditor introduced his report and explained that he had concentrated on three main areas, namely creditors, payroll and the accounting system at this early stage in the organisation's development. He had identified the following recommendations:

- Confirming whether income tax and national insurance contributions were calculated after pension deductions had been deducted from the gross salary;
- Introducing an invoice processing system whereby the payments details are verified by a second person before payments are authorised;
- Request quarterly bank reconciliations.

The Internal Auditor also queried whether the Council may wish to consider its choice of bank.

The Council noted the Internal Auditor's report.

16/79 BANK RECONCILIATION

The Chairman introduced the bank reconciliation as a second urgent item.

In accordance with paragraph 2.2 of the Financial Regulations, the Council appointed Cllr Kim Bloxham to verify bank reconciliations for all accounts produced by the Responsible Finance Officer at least once in each quarter, and at each financial year end. Cllr Kim Bloxham had singed the bank reconciliation dated 6 March 2016 as well as all the original bank statements to date.

16/80 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Alistair Banks, Phil Norgate, Phil Tucker and Shaun West.

16/81 DECLARATIONS OF INTEREST

No declarations were made.

16/82 MINUTES

The minutes of the meeting on 29 February 2016 were accepted as a correct record.

16/83 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

16/84 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Maria Hale, representing East Devon District Council, reported that:

- the facilities at the Cranbrook Education Campus were now available for community use and the Sports Development Officer had been in post since 11 January 2016.

- Public Health England's "One You" campaign had commenced and a link to the campaign was accessible on East Devon District Council's website at http://eastdevon.gov.uk/one-you/.

- East Devon District Council had decided to increase council tax for the first time in five years by £5 a year for 2016/17 which amounts to less than 10p per week for the average property. Members queried the percentage increase.

- East Devon District Council's new refuse and recycling contract would be phased in during the summer 2016 and might improve cardboard recycling locally. The East Devon District Council representative was hoping that Cranbrook would become a pilot site.

- the Heart of the South West Local Enterprise Partnership had submitted their "Prospectus for Productivity" in a bid to win more powers to boost jobs and growth.

- a new company, Dashboard Ltd, was relocating to the Science Park.

- supermarket chain Lidl had presented to Broadclyst and Clyst Honiton parish councils ahead of submitting their planning application. The East Devon District Council agreed to facilitate contact between the Town Council and the supermarket chain.

16/85 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT

The New Community Projects Officer of the Exeter and East Devon Growth Point reported the following:

- A briefing note on the Healthy New Towns initiative would be attached to the minutes (attached) and Cllrs Nigel Grimshire and Rob Valkass were appointed to serve on an East Devon District Council governance panel.

- East Devon District Council's Cabinet had considered a report on the transfer of the Place of Worship Land on 9 March 2016 and the Council was working towards a transfer in the early summer 2016.

- East Devon District Council officers were awaiting a further representation from the Town Council regarding the transfer of the Younghayes Centre. The New Community Projects Officer was looking to prepare a report to East Devon District Council's Cabinet soon.

- The Issues and Options report, a product of the Masterplan process for Cranbrook, would be considered by a special meeting of East Devon District Council's Development Management

Committee on 19 April 2016. Town Council members were invited to attend a meeting with the Projects Director of the Exeter and East Devon Growth Point on **Monday, 21 March 2016 at 6:00pm**.

- Whimple Parish Council was consulting on its Neighbourhood Plan boundaries and the New Community Projects Officer would enquire when the Town Council would be consulted. The Town Clerk agreed to enquire about a possible future community governance review commencing.

16/86 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The Community Development Worker presented a verbal report and highlighted that the Consortium had agreed to place a youth shelter on their land in principle but no location had been agreed to date. The Community Development Worker would start consulting with young people after Easter.

An agreement had also been obtained to use the Country Park for a Carving Communities project for young people where they design and build something for themselves in the Country Park.

The Community Development Worker was also developing many more ideas for young people, including activities during the summer holidays, setting up a youth group, establishing a sober / mocktail bar, organising a cycle-cross competition in the Country Park and establishing a carnival committee. He also mentioned an initiative sponsoring artists in residence and agreed to provide more details.

The Community Development Worker also referenced his recent activities in relation to establishing a Community Association, and possible town Council involvement was discussed. Cranbrook residents were invited to a meeting on 31 March 2016 where the formation of the Association would be discussed. Members were concerned about the wording in materials promoting the Association and whether this could be perceived as divisive.

16/87 STANDING ORDERS

In light of the changes made to the Council's meetings calendar on 29 February 2015, the Council reviewed its Standing Orders, and in particular part 3 item (u) which stipulates that a "meeting shall not exceed a period of two hours unless a vote is taken to extend the meeting by up to a further hour".

It was resolved to revise part 3 item (u) to stipulate that "meetings may be adjourned at the discretion of the meeting Chairman if the business on the agenda would warrant an unreasonably long meeting".

16/88 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the revised schedule of payments which was circulated on 11 March 2016.

16/89 FINANCE & PERSONNEL COMMITTEE

The minutes of the meeting of the Finance & Personnel Committee on 7 March 2016 were adopted.

16/90 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting.

16/91 MAINTENANCE INSPECTION REPORT ON YOUNGHAYES CENTRE

The Council had already agreed to the transfer of the Younghayes Centre in principle on 18 January 2016 and this position remained unchanged in light of the surveyor's report.

It was resolved to write to East Devon District Council and ask them to respond to all the points previously raised through the asset delivery working group as well as all the points listed in the surveyor's report, most notably the schedule of information expected to be received and available on practical completion (appendix 3).

16/92 YOUNGHAYES CENTRE TRANSFER LEGAL REPRESENTATION

It was resolved to appoint Ashfords as the Council's legal representative and agree a fixed price rather than hourly rate for upcoming projects.

The meeting ended at 8:47pm.

Signed: Chairman ……..

Date: 25 April 2016

MINUTES

Meeting: Town Council
Date: Monday, 25 April 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present
Cllr Kim Bloxham
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Phil Norgate
Cllr Phil Tucker
Cllr Rob Valkass
Cllr Shaun West (in the Chair)

Also Present
Andy Wood, Projects Director, Exeter & East Devon Growth Point
Cathy Hill, Administrative Assistant, Cranbrook Town Council (minuting)

16/93 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Alistair Banks, Cllr Kevin Blakey (Chairman), Cllr Nick Partridge [and Cllr Peter Bowden].

16/94 DECLARATIONS OF INTEREST

Cllr Grimshire and Cllr West declared an interest in respect of Item 18 on the agenda (Berry Brook CIC) as Cllr Grimshire is a Director of the company, as is Cllr West's spouse. It was agreed Cllr Gunn would chair that item.

16/95 MINUTES

The minutes of the meeting on 14 March 2016 were accepted as a correct record.

16/96 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

16/97 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Neither Cllr Peter Bowden, representing Devon County Council, nor Cllr Maria Hale, representing East Devon District Council were in attendance.

Signed: Chairman …… Date: 9 May 2016

16/98 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

The Projects Director of the Exeter and East Devon Growth Point reported the following:

The Cranbrook DPD (Development Plan Document), which expands on and provides additional detail to that in the Local Plan, is nearing completion. This document provides information on what Cranbrook might look like as it grows to just under 20,000 residents in the next 15 years. It is part of a statutory process and once approved there would be a formal 6-week consultation period beginning on May 31st. Preferred options would then be incorporated and a second 6-week consultation period would be triggered, followed by an independent examiner's enquiry, prior to acceptance and adoption.

As the document is extensive, there would also be a user-friendly summary version which would be distributed through residents' doors and a number of consultation events (various venues and flexible times) to provide residents with an opportunity to respond to what is the first full-scale consultation exercise since residents moved in.

Work continued regarding the development of the Town Centre and planning applications were expected in the not too distant future. The aim would be to create a vibrant heart which would help define the character of the town. Although there were specific trigger points in terms of Section 106 funding, past experience had shown some elements could be delivered early (e.g. the school).

Andy would be attending a meeting with the Consortium the following day regarding the future of Tillhouse Farm and would re-engage with the Town Council regarding progress after that.

Councillors raised a concern about the Gypsy & Travellers' Consultation as they still awaited confirmation findings could be published to residents. **Andy Wood undertook to follow this up** with Claire Rodway and to report back.

16/99 SERVING SUMMONS BY ELECTRONIC MEANS

It was resolved to formally authorise the service of the summons to Councillors by electronic means. (The summons would continue to appear in hard copy on the town noticeboard.)

16/100 FINANCE & PERSONNEL COMMITTEE

There was a minor query regarding the wording of the stipulation to Lego Club but in all other respects the minutes of the meeting of the Finance & Personnel Committee on 18 April 2016 were agreed and, having re-examined the wording in question, Councillors were satisfied it was correct with no amendment necessary. The minutes were therefore **adopted**.

16/101 2015-16 QUARTER 4 BUDGET MONITORING REPORT – YEAR-END

The Council considered the year-end budget monitoring report for the financial year ending 31 March 2016 and noted the overspend of the staffing costs budget by £7,709.74. Overall, the budget had remained underspent with a balance to carry forward at year-end of £16,517.42. This was mainly due to projects not progressing during the year, e.g. the Council not yet occupying their own office in the Younghayes Centre and delayed associated office equipment expenditure.

The report was **noted**.

16/102 YEAR-END BANK RECONCILIATION

The Council considered the year-end bank reconciliation and noted the discrepancy between the Council's financial documents and the bank balance of £62.98 which was due to the discrepancies documented in the Cash Book attached at agenda item 5a and listed on the bank reconciliation.

The year-end bank reconciliation for the financial year ending 31 March 2016 was **noted**.

Signed: Chairman …… Date: 9 May 2016

16/103 PETTY CASH

It was resolved to discontinue operating petty cash on 25 April 2016 and to review the associated Financial Regulations at the Annual Meeting of the Council on 9 May 2016.

16/104 BUDGETS CARRY FORWARD PROPOSAL

The Council considered a report by the Responsible Finance Officer proposing to carry forward a number of underspent budgets into the 2016-17 financial year, instead of those funds being transferred into the Council's reserves, as would be normal practice. This was to cover any outstanding amounts from 2015-16 and to build contingencies within individual budgets. The report detailed how the underspend of £16,517.42 would be allocated.

It was resolved to agree to the proposals contained within the report and to carry forward the allocated amounts.

16/105 ANNUAL RETURN SECTION 1 – ANNUAL GOVERNANCE STATEMENT

The Council considered Section 1 of the Annual Return (Annual Governance Statement) and agreed to all the statements positively, except statement 4 stating that it had given 'all persons interested the opportunity to inspect and ask questions about the authority's accounts'. This was answered in the negative because the Council did not exist prior to May 2015 hence there was no proper opportunity.

It was resolved to agree to and sign the Annual Governance Statement set out in Section 1 of the Annual Return.

16/106 ANNUAL RETURN SECTION 2 – ACCOUNTING STATEMENTS

The Council considered Section 2 of the Annual Return (Accounting Statements) which the Finance & Personnel Committee had considered in detail at their meeting on 18 April 2016. The Council verified the figures stated on the form against the 2015-16 Quarter 4 Budget Monitoring Report – Year-End (attached at agenda item 9) as well as the Year-End Bank Reconciliation (attached at agenda item 10).

It was resolved to agree to and sign the Accounting Statements set out in Section 2 of the Annual Return.

16/107 ANNUAL RETURN – PUBLIC INSPECTION PERIOD

The Council, by law, had to agree to the public inspection period during which the electors could formally inspect the Council's accounts. This had to be a single period of 30 days and must include the first ten working days in July.

It was resolved to agree to the public inspection period from Friday, 3 June 2016 until Thursday, 14 July 2016.

16/108 STATEMENT OF INTERNAL CONTROL

The Council considered its Statement of Internal Control and noted the issues highlighted on page 3 of the report:

The correct calculation of income tax and national insurance contributions after pension deductions had been deducted from the gross salary had now commenced (ref. salary calculations attached at agenda item 24).

Electronic copies of invoices would be circulated to the bank signatories from now on at the point of authorisation of payments, enabling members to verify the details of new beneficiaries on the online bank account and to verify payment amounts.

Quarterly bank reconciliations would be produced from March 2016 onwards.

It was resolved to agree the Statement of Internal Control which would be reviewed in 12 months' time.

Signed: Chairman …… Date: 9 May 2016

16/109 PUBLICATION SCHEME

The Council considered its Publication Scheme, which set out the Council's obligations under the Freedom of Information Act and ensured compliance with the Information Commissioner.

Councillors provided feedback about the document and requested two minor amendments. It was explained that the document would grow and develop as new policies and documents were created.

It was resolved to adopt the Publication Scheme which would be reviewed at least annually.

16/110 CRANBROOK FUN RUN

The Community Development Worker had, for reasons beyond his control, been unable to attend so Councillors discussed the emailed proposal. Councillors felt he would need to obtain permission from the landowners and that more time was likely to be needed if road closures were required. They wondered if sufficient volunteers had been recruited.

In principle, however, Councillors were happy to support the initiative but they wished to gain a better understanding of what was being asked of them in terms of the time commitment and specific tasks. **It was decided** to table an email to those not present to determine if one (or more) would like to be the 'link' Councillor (running or non-running) for this event.

16/111 VIRTUAL TOWN COUNCIL CONSULTATION GROUP

The Council considered a proposal by Cllr Bloxham to set up a virtual consultation group in response to residents who had previously indicated they are interested in, or would like to be involved in, the future of the town but who are unable to attend meetings or give a commitment of time as a councillor.

It was felt this idea could increase levels of engagement and that it would provide a focussed, purposeful medium (more 'contained' than Facebook) and Councillors were encouraged that the Community Development Worker was in support of the idea. Although a virtual strategy, its aim should still be to cultivate face to face contact. Cllr Bloxham recognised the proposals needed more work so, having obtained the support of the meeting, **it was agreed** she would prepare a more detailed version which she would bring back to Council. She would also liaise with Keith Johnson regarding this.

16/112 AMENITIES COMMITTEE

The minutes of the meeting of the Amenities Committee on 21 March 2016 were **adopted**.

16/113 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the schedule of payments which had been prepared and were awaiting authorisation as part of the verification of payments procedure.

16/114 GRANT APPLICATION – BERRY BROOK CIC

Cllrs Grimshire and West left the room for the duration of this item which was chaired by Cllr Gunn.

Helen West, representing Berry Brook answered the Councillors' questions regarding what would happen after the network events (sustainability), how many people would be reached by the events, how the grant would be spent, whether there was a business plan and whether any match funding had been sourced.

Whist there was a wish to support enterprise in the town, it was felt the amount being requested was high, especially as it was heavily focussed on hospitality costs.

It was resolved to ask Berry Brook to re-scope the application to focus on an initial (single) event. If this could be shown to be successful, it would then be possible for a further application to be made for subsequent initiatives.

Signed: Chairman …… Date: 9 May 2016

16/115 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting.

16/116 ASSET DELIVERY WORKING GROUP

The Council considered the notes of the meeting of its asset delivery working group on 4 April 2016 as well as a letter from its legal representative dated 5 April 2016.

It was resolved to continue to investigate the possibility of the transfer of the Younghayes Centre but to proceed as had been recommended by Ashfords.

16/117 YOUNGHAYES CENTRE OFFICE LEASE

The Council considered the Schedule of Conditions and the Lease Agreement and **it was resolved** to agree to and sign the latter.

16/118 SALARIES 2016-17 AND WORKING HOURS

The Council considered a report by the Responsible Finance Officer detailing a breakdown of salaries and associated staffing costs during 2016-17. The Council also considered a request to increase the working hours of the Administrative Assistant due to the pressures the small staff team had been experiencing in terms of time and workload over the previous months.

It was resolved to increase the Administrative Assistant's working hours and to finance the projected overspend either by a possible year-end underspend after 31 March 2017 and/or by deploying funds from the Council's reserves to settle the overspent account after 31 March 2017.

16/119 BANKING

Due to the difficulties and delays experienced, alternative providers had been considered but they too appeared to have some disadvantages.

The Council **noted** that the charge for the current account would be £6 per month from June 2016 onwards and it was **agreed** to keep possible alternative providers under review.

16/120 DOG FOULING EDUCATION CAMPAIGN

The Council considered three quotes from companies able to produce campaign materials. An alternative to water based adhesive stickers had emerged and the semi-rigid Correx signs which are fixed with cable ties were now the preferred option.

It was resolved to (i) order the Correx signs (Option 2, Creation Graphics) and (ii) to consider appointing them as the Council's preferred provider (as their products and advice had been of a consistently high standard and they were able to offer useful advice when required).

16/121 WORK STREAMS

The Council received various notes and updates from internal and external work streams.

The meeting ended at 8.54pm.

Signed: Chairman …… Date: 9 May 2016

MINUTES

Meeting: Town Council
Date: Monday, 9 May 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Nick Partridge
Cllr Phil Tucker
Cllr Rob Valkass
Cllr Shaun West

Also Present

Janine Gardner, Town Clerk
Helen West, Grant Application Applicant
Paul Strange, Cranbrook Herald

16/122 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2016-17

The Council unanimously elected Cllr Kevin Blakey as its Chairman for 2016-17 and Cllr Blakey accepted this office.

16/123 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2016-17

The Council unanimously elected Cllr Shaun West as its Vice-Chairman for 2016-17 and Cllr West accepted this office.

16/124 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Phil Norgate.

16/125 DECLARATIONS OF INTEREST

Cllrs Blakey, Grimshire and West declared personal interests in respect of item 11 on the agenda (Grant Application – Berry Brook CIC) by virtue of Cllr Grimshire being a Director of the company, and Cllrs Blakey's and West's spouses being involved in the company. The three councillors agreed to abstain from voting on the item.

16/126 MINUTES

The minutes of the meeting on 25 April 2016 were accepted as a correct record.

Signed: Chairman …… Date: 23 May 2016

16/127 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

16/128 APPOINTMENT OF COUNCIL COMMITTEES AND MEMBERS TO TOWN COUNCIL COMMITTEES

Following discussions, **it was resolved** to agree the following committee and working group membership for 2016-17:

Amenities Committee:

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Nigel Grimshire
Cllr Nick Partridge
Cllr Phil Tucker
Cllr Rob Valkass

Planning Committee:

Cllr Kevin Blakey
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Phil Norgate
Cllr Rob Valkass
Cllr Shaun West

Finance & Personnel Committee:

Cllr Kevin Blakey
Cllr Karen Jennings
Cllr Sarah Gunn
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Shaun West

Asset Delivery Working Group:

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Nick Partridge

Cranbrook Community Partnership:

Cllr Kevin Blakey
Cllr Karen Jennings
Cllr Phil Norgate

Website Working Group:

Cllr Sarah Gunn
Cllr Nigel Grimshire
Cllr Phil Norgate

The above membership as well as the number of councillors on each committee and working group might be subject to review once the current two vacancies on the Council had been filled.

Signed: Chairman …… Date: 23 May 2016

16/129 ELECTION OF CHAIRMEN AND VICE-CHAIRMEN OF TOWN COUNCIL COMMITTEES

The Council elected:

- Cllr Kim Bloxham as Chairman of the **Amenities Committee** and Cllr Nigel Grimshire as Vice-Chairman of the Amenities Committee.

- Cllr Shaun West as Chairman of the **Planning Committee** and Cllr Phil Norgate as Vice-Chairman of the Planning Committee.

- Cllr Nick Partridge as Chairman of the **Finance & Personnel Committee** and Cllr Sarah Gunn as Vice-Chairman of the Finance & Personnel Committee.

16/130 APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

The Council appointed:

- Cllr Sarah Gunn as its representative on the Citizens Advice Bureau East Devon Board.

- Cllr Nick Partridge and Cllr Karen Jennings as its representatives on the Exeter International Airport Consultative Committee.

- Cllr Nigel Grimshire and Rob Valkass as its representatives on East Devon District Council's Healthy New Towns governance panel.

16/131 REVIEW OF FINANCIAL REGULATIONS

The Council reviewed its Financial Regulations which had first been adopted on 28 September 2015. At the last meeting of the Council on 25 April 2016, the Council had agreed to discontinue petty cash and **it was resolved** to delete the references to petty cash in the Financial Regulations.

16/132 GRANT APPLICATION - BERRY BROOK CIC

The Council reconsidered a grant application from Berry Brook CIC which had previously been referred by the Finance & Personnel Committee on 18 April 2016 and the Town Council on 25 April 2016.

Berry Brook CIC had been set up to encourage the establishment of local businesses and their growth. The grant application covered the cost of catering at networking meetings for local businesses. Members noted that the company's business plan had been completed and was awaiting review and feedback by the Business Information Point (BIP).

It was resolved to support Berry Brook CIC's application and award the full amount of £160.00.

[N.B. Cllrs Blakey, Grimshire and West abstained from the vote.]

16/133 POLICE REPORT

The Council noted the report by Devon & Cornwall Police detailing recorded crimes during the period from 20 March 2016 until 23 April 2016 and noted that more crimes had been recorded than in previous reports.

16/134 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the schedule of payments. **It was further resolved** to approve a new direct debit covering the purchase of SAGE 50 Accounts Essentials at £15.00 + VAT per month from May 2016 onwards (Council minute 16/55 of the Council meeting on 15 February 2016 refers).

16/135 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to

Signed: Chairman …… Date: 23 May 2016

the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

16/136 TRANSFER OF THE YOUNGHAYES CENTRE

Following discussions, **it was resolved** to agree to the proposed pricing structure by the Council's legal representatives and to agree to the additional specialist advice which the legal representatives had proposed at additional cost.

The meeting ended at 7:44pm.

Signed: Chairman …… Date: 23 May 2016

MINUTES

Meeting: Town Council
Date: Monday, 23 May 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Phil Norgate
Cllr Phil Tucker
Cllr Rob Valkass
Cllr Shaun West

Also Present

Andy Wood, Projects Director, Exeter & East Devon Growth Point
Keith Johnson, Community Development Worker, East Devon Volunteer Support Agency
Lucie, member of the public
Paul Strange, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

16/137 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Nick Partridge.

16/138 DECLARATIONS OF INTEREST

Cllr Kim Bloxham declared a pecuniary interest in relation to item 12 on the agenda by virtue of being the joint property owner of one of the properties to which a planning application relates. This interest had been previously declared and formed part of East Devon District Council's central register of members' interests.

16/139 MINUTES

The minutes of the meeting on 9 May 2016 were accepted as a correct record.

16/140 PUBLIC PARTICIPATION

A resident of Cranbrook addressed the meeting enquiring whether there were plans to provide additional noticeboards across the town. Members advised that the Council was not at the stage of providing those at present but was planning to purchase one or more interactive noticeboards and that members would welcome further conversations on the matter.

Signed: Chairman …… Date: 20 June 2016

16/141 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

No reports were made from district or county councillors.

16/142 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

The Projects Director of the Exeter & East Devon Growth Point reported the following:

- The issues and options report, which represented the first formal stage of consultation as part of the Masterplan process, had been published as part of the agenda for the special meeting of East Devon District Council's Development Management Committee on 31 May 2016. The District Council was also planning to deliver leaflets to every household in Cranbrook and to produce a short, non-technical summary document. Members agreed that the Town Council would respond to the issues and options report formally as part of the consultation process.

- East Devon District Council's Cabinet was likely to receive a report on town centre facilities in Cranbrook and possible funding options at their meeting on 8 June 2016.

16/143 NEIGHBOURHOOD PLAN

The Town Clerk reported that a delegation of members had met with East Devon District Council's Neighbourhood Planning Officer on 12 May 2016 to explore how the production of a Neighbourhood Plan might coincide with the development of a strategic development site. Following a discussion, **it was resolved** to defer the development of a Neighbourhood Plan until the Cranbrook Development Plan Document had been produced and the planning applications relating to the expansion areas had been formally granted.

16/144 COMMUNITY GOVERNANCE REVIEW

The Town Clerk reported that she had met with the Chief Executive of East Devon District Council on 20 May 2016 regarding a potential future community governance review of the parish boundary of Cranbrook.

The proposed regulatory changes in the current Housing and Planning Bill would remove the ability of the District Council to designate a Neighbourhood Plan area other than the area proposed by a parish council. This would mean that, once the Housing and Planning Bill comes into force and assuming these provisions remain in the Bill, neighbouring Parish Councils would automatically be able to amend their Neighbourhood Plan boundary to cover the whole of their parishes. This would also be the case for any existing designated Neighbourhood Plan areas. Parts of neighbouring parishes were currently subject to planning applications relating to the extension areas. The Housing and Planning Act had received Royal Assent on 12 May 2016 but the final Act had not been published by the time of the meeting.

The Council was committed to ensuring that all (future) parts of Cranbrook would be administered by one and not several local councils and members noted that the understanding was that Neighbourhood Plan areas would take account of future formal grants of planning permission and any future community governance review(s).

The Projects Director of the Exeter & East Devon Growth Point advised that a national review of the community infrastructure levy (CIL) at strategic development sites was currently being undertaken and that current assumptions relating to the CIL regime might be changing.

Following a discussion, **it was resolved** to defer requesting a community governance review until the Cranbrook Development Plan Document had been produced and the planning applications relating to the expansion areas had been formally granted.

16/145 PARISHES TOGETHER FUNDING BIDS

The Town Clerk reported that two recent Parishes Together applications had been successful relating to the purchase of

1. projection equipment (led by Dunkeswell Parish Council)
2. a shared all-weather public address (PA) system and maintenance work on the rivers Clyst and Cranny (led by Broadclyst Parish Council)

Signed: Chairman …… Date: 20 June 2016

The Council suggested that the following items should be scoped for viability for future Parishes Together funding applications: Purchase of

- interactive notice board(s)
- SmartWater kits
- a stage or cinema equipment or meeting the cost for local events, e.g. outdoor theatre or cinema
- marquee for hire, including indoor marquees for use inside a community/sports hall
- funding of opening a path between Cranbrook and Broadclyst

16/146 BUSINESS LINKS

The Council considered ideas for involvement from local businesses and noted that Ashford LLP was already scoping ideas for involvement in the town and a recent bid for volunteering hours had been made to South West Water. The Council had also already formed a positive working relationship with Otter Nurseries as well as the businesses located in Younghayes Road.

Possible future projects for business involvement might be the Cranbrook Fun Run in September 2016 and the Cycle Speedway. Once the adoption of highways and public spaces had been completed, roundabouts, communal areas, bus shelters etc. could also be sponsored.

It was resolved that once suitable projects were identified, additional businesses should be matched to those and approached, e.g. Exeter International Airport, the Town and Country store in Broadclyst and businesses located at the SkyPark and the Science Park.

16/147 NATIONAL CITIZEN SCHEME

Exeter City Football in the Community was running the National Citizen Scheme locally, inviting 15 to 17 year-olds to partake in a programme which will include 120 young people being based at the Cranbrook Education Campus from 8-12 August 2016 to deliver one or more social action projects which will make a mark of the local community.

The organisers had asked the Council for ideas for the social action project(s) and the following suggestions were made:

- Bike maintenance project teaching children and young people to fix and maintain their bikes
- Creating a level playing area in the Country Park
- An event at the end of the week commencing 8 August organised by young people for young people, e.g. music, drama
- Sports competition in the Country Park, e.g. Football or Rounders

16/148 SCHEDULE OF RESPONSES TO PLANNING APPLICATIONS

The Council considered the Planning Committee's previous responses to planning applications 16/0263/MOUT, 16/0358/FUL, 14/2945/MOUT, 15/1872/MRES, 16/0847/FUL and 16/0655/FUL and **it was resolved** to adopt those responses.

[N.B. Cllr Kim Bloxham withdrew from the meeting room during the above discussion.]

An additional planning application number 16/0372/ADV had been received on 23 May 2016 proposing the retrospective approval for the retention of two fascia signs at 141 Younghayes Road, Cranbrook, EX5 7DR and **it was resolved** to support this planning application as the signs seemed appropriate in size, style and type.

Members noted that the Council's approach to considering planning applications was still evolving and was committed to ensuring that committee meetings would be quorate in the future.

It was further suggested that the Planning Committee might wish to seek closer liaison with the Cranbrook planning team at East Devon District Council and gain a wider view on planning issues locally, e.g. the developers' five-year covenant and developing solutions for the shortage of car parking spaces.

Signed: Chairman …… Date: 20 June 2016

16/149 MINUTES OF THE AMENITIES COMMITTEE

The minutes of the meeting of the Amenities Committee on 16 May 2016 were **adopted**.

16/150 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the schedule of payments.

The Town Clerk further reported that an invoice had been received from East Devon District Council for room hire (£39.00) and **it was resolved** to authorise that payment as well.

Furthermore, the Council's web developers had changed their terms and conditions and now required payments by direct debit which would be set up in accordance with the Council's Financial Regulations.

Members noted that the projection equipment following a recent Parishes Together application (see minute 16/145 above) had been purchased and that the acquisition of the Council's office equipment was imminent. In relation to the latter and in accordance with the Council's Financial Regulations, the Clerk was authorised to spend up to £2,500.00 on items in consultation with the Chairman of the Finance & Personnel Committee and it was suggested that a small group consisting of Cllrs Kevin Blakey, Kim Bloxham, Sarah Gunn and Nick Partridge would review the proposed items before they were being purchased in order to ensure best value for money.

16/151 GRIEVANCE AND DISCIPLINARY POLICY

It was resolved to adopt the Council's Grievance and Disciplinary Procedure.

16/152 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

16/153 TOWN HALL ARCHITECTS

The Council reviewed the latest information from architects in relation to the proposed Town Hall and **it was resolved** that the Chairman advises the Consortium of the Council's feedback and observations.

16/154 TOWN HALL BUSINESS PLAN

The Council considered proposals for business plans for the proposed Town Hall and **it was resolved** to invite the preferred bidders to a meeting where the Council's vision for the Town Hall could be discussed.

16/155 UPDATES FROM WORK STREAMS

Various members of the Council reported on work streams which they had been involved with, including the Cranbrook business meetings, the Teignbridge Gypsy & Traveller Forum, a meeting with the Arts Council, the Airport Consultancy Committee, the Citizens Advice East Devon Board, the Cranbrook Community Partnership as well as matters relating to asset delivery.

The meeting ended at 9:50pm.

Signed: Chairman …… Date: 20 June 2016

MINUTES

Meeting: Town Council
Date: Monday, 20 June 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Rob Valkass
Cllr Shaun West

Also Present

Charlie Street, Co-Option Candidate
Gareth White, Co-Option Candidate
Andy Wood, Projects Director, Exeter & East Devon Growth Point
Darren Summerfield, New Community Projects Officer, Exeter & East Devon Growth Point
Moira Marder, Executive Headteacher, Cranbrook Education Campus
Sam McCarthy, Headteacher of the Primary School, Cranbrook Education Campus
Keith Johnson, Community Development Worker, East Devon Volunteer Support Agency
Paul Strange, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

16/156 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Phil Tucker.

16/157 DECLARATIONS OF INTEREST

No interests were declared.

16/158 MINUTES

The minutes of the meeting on 23 May 2016 were accepted as a correct record.

16/159 VOTING PROCEDURE

It was resolved that the voting procedure for agenda item 5 should be by signed ballot under the provisions of Standing Order 8.

Signed: Chairman …… Date: 18 July 2016

16/160 CO-OPTION OF COUNCILLOR TO FILL ONE VACANCY ON THE TOWN COUNCIL

The Council considered verbal representations in support of applications by two of the tree candidates who had applied to fill a vacancy by co-option onto the Council. Following the subsequent ballot, Vicky Keating was co-opted to the Council having gained more than 50% of the votes.

16/161 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

16/162 CRANBROOK EDUCATION CAMPUS

The Executive Headteacher and the Headteacher of the Primary School, who had been in post since April 2016, introduced themselves and thanked the community for their support during the Campus' first academic year. The Cranbrook Education Campus was one of the Ted Wragg Multi-Academy Trust schools, among ISCA, St James School, Whipton Barton Infant and Nursery School and Whipton Barton Junior School.

The Education Campus was growing rapidly and it was planned to recruit further staff in the future, including a Head of the Secondary School from September 2016 onwards and various support staff as well as a family liaison service. The school's sports facilities were now open for community use and it was planned that this would be extended to evenings and weekends.

The Headteacher of the Primary School highlighted that excellent facilities were available in the primary school, including a garden, domestic science kitchen, science labs, sports facilities and maths specialists who helped the children to develop their maths skills.

Both teachers stressed that a through-school like the Education Campus accompanied children from potentially 0-16 years of age which eliminated the need for transitions and provided opportunities for more holistic support. To that effect, the Campus was also working closely with e.g. midwives, children's centres and was encouraging male teachers.

The Council was invited to visit the Education Campus and the formal opening of the school in the autumn.

16/163 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

No reports were made from district or county councillors.

16/164 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

The Projects Director reported the following:

- The Issues and Options consultation had commenced; leaflets had been delivered to each household in the parish and beyond and three engagement events had taken place so far.

- On 8 June 2016 East Devon District Council's Cabinet agreed to financial contributions towards a loan which the Consortium were seeking from the Homes and Communities Agency (HCA) for the delivery of town centre facilities.

- At the same meeting the Cranbrook planning team's and the Growth Point team's resources were discussed in light of imminent staff changes, including the departure of the New Community Projects Officer and the Enforcement Officer. A new team leader would be recruited for the planning team and East Devon District Council's Senior Management Team would soon be considering the future of the New Community Projects Officer's role.

The Chairman of Cranbrook Town Council had addressed Devon District Council's Cabinet on 8 June 2016 and had highlighted the need for officers involved in the planning and delivery of Cranbrook to be located in the town and this proposal was also being considered.

Signed: Chairman …… Date: 18 July 2016

The New Community Projects Officer reported the following:

- Letters had been sent to households adjacent to 7 Long Orchard regarding the potential conversion of that property into office accommodation for a period of three years in order to help develop and support existing and new small businesses in Cranbrook. A planning application would follow shortly.

- The New Community Projects Officer would depart on 22 July 2016 and was currently preparing his handover.

16/165 ISSUES AND OPTIONS CONSULTATION

The Council considered the Issues and Options report and its involvement in the current consultation. Members noted that the Council's public engagement event would be held on Tuesday, 12 July 2016 at 7:00pm and approved the leaflet which had been produced.

It was resolved to invite residents' questions on the Issues and Options report ahead of the public engagement event on 12 July, to finalise the format of that meeting in consultation with the Growth Point team and for town councillors to hand-deliver the leaflet in the currently agreed Amenities areas.

16/166 REPORT BY THE COMMUNITY DEVELOPMENT OFFICER

The Community Development Worker reported the following:

- A Community Association had been formed
- An offer of help had been received from Exmouth Carnival Committee to host a local carnival
- The search was continuing for a suitable location for a youth shelter
- Carving Community would utilise the Country Park in August; the construction of a shelter on stilts and a willow labyrinth were planned as well as a potential Forest School site
- Work was ongoing with the Consortium to organise a cycle competition
- Details on the Cranbrook Fun Run were still being awaited, including insurance cover
- The timetable for school holiday activities was close to being finalised
- Young people would be engaged in the near future as part of the Issues and Options consultation
- A mocktail bar would possibly commence on Tuesday evenings in the Younghayes Centre following a successful call for volunteers and a donation by the Badminton Club
- Plans for a "Dream Scheme" were maturing which would enable children and young people to accrue points which can be exchanged for items in e.g. shops

16/167 TESCO BAGS OF HELP GRANT FUNDING

The Council considered two possible sites for a potential grant application: the Public Open Space in St Michael's Way (in front of plots 49-51) and the Public Open Space in Mead Cross adjacent to the junction with Younghayes Road.

Cllr Kim Bloxham informed the Council that the Public Open Space in St Michael's Way was currently subject to enforcement action by East Devon District Council and in light of this **it was resolved** to apply for grant funding for the Public Open Space in Mead Cross and to generate ideas for the improvement of the area.

16/168 ANIMATION FESTIVAL

Cllr Nigel Grimshire reported that he had been liaising with the Arts Council and a contact at Exeter College who organised Animation Exeter. The latter was currently seeking funding and as the plan for next year's animation festival matured, there was a possibility that elements of the festival could be delivered in Cranbrook.

16/169 MEDIA PROTOCOLS

Following the consideration of the media protocol at the Council meeting on 29 February 2016 and the following revision of the document **it was resolved** to adopt the media protocols.

16/170 2016-18 NATIONAL SALARY AWARD

The Council noted that the National Joint Council for Local Government Service (NJC) had reached agreement on the new pay scales and **it was resolved** to approve these with effect from 1 April 2016.

Signed: Chairman …… Date: 18 July 2016

16/171 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the schedule of payments.

The Town Clerk reported that two additional invoices had been received from East Devon District Council for room hire of £42.00 and the office lease of £2,500.00 and **it was resolved** to approve those two items of expenditure as well.

It was further resolved to transfer £5,000.00 onto the Alto card in order to cover ad-hoc expenditure for the remainder of the financial year.

16/172 PLANNING MATTERS

The Council considered planning application 16/1289/FUL proposing the retrospective application for resurfacing of a front garden with hard standing and removal of front boundary wall at 50 Oakbeer Orchard, Cranbrook EX5 7BL. Following discussions, **it was resolved** to support the application on the basis that the proposal seemed to be in keeping with the character of the area, was not overly intrusive and reversible.

The Council further noted the current enforcement activity by East Devon District Council in relation to the unauthorised creation of a parking space at 1 St Michaels Way Cranbrook EX5 7DB.

The Council further considered the proposed conversion of a property at 7 Long Orchard into office accommodation for a temporary period of three years in order to help develop and support existing and new small businesses in Cranbrook. **It was resolved** to support the proposal pending a planning application on the basis that business and employment space was needed in Cranbrook but to also register concerns relating to potential car parking problems in the area and the proposed seven-day operation. The Council would be in favour of identifying set operating hours and stipulating that the premises could not be utilised for any other activities but office use. The address of the premises was also questioned and might be 15 Broom Park.

16/173 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

16/174 TOWN HALL BUSINESS PLAN

Members of the Council had met with the preferred bidders for the production of the Town Hall business plan on 13 June 2016 (ref. Minute 16/154). **It was resolved** to appoint The Fruit Tree to produce the business plan.

16/175 TRANSFER OF THE YOUNGHAYES CENTRE

The Council had received advice from their legal representatives and questions remained in relation to the re-assignment of warranties, the outstanding rectification of defects and a final survey following remedial works. **It was resolved** that the asset delivery working group would meet with East Devon District Council in order to finalise arrangements for the transfer of the Younghayes Centre.

16/176 IT SUPPORT

It was resolved to appoint IT support for the Council on a monthly contractual basis.

16/177 PAYROLL SERVICE

It was resolved to appoint a payroll service provider to manage the Council's payroll.

The meeting ended at 9:32.

Signed: Chairman …… Date: 18 July 2016

MINUTES

Meeting: Town Council
Date: Monday, 18 July 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Vicky Keating
Cllr Phil Norgate
Cllr Shaun West
Cllr Gareth White

Also Present

Andy Wood, Projects Director, Exeter & East Devon Growth Point
Darren Summerfield, New Community Projects Officer, Exeter & East Devon Growth Point
Paul Strange, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

16/178 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Nigel Grimshire, Nick Partridge and Phil Tucker.

16/179 DECLARATIONS OF INTEREST

No interests were declared.

16/180 MINUTES

The minutes of the meeting on 20 June 2016 were accepted as a correct record.

16/181 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

16/182 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

No reports were made from district or county councillors.

Signed: Chairman …… Date: 15 August 2016

16/183 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

The Projects Director of the Exeter and East Devon Growth Point Team reported that:

- The New Community Projects Officer would leave his post on 22 July 2016 and a report was being prepared for East Devon District Council's Senior Management Team proposing how the role would be covered in the future. In the meantime any queries which would have been directed to the New Community Projects Officer could be directed to the Projects Director.

- The Issues and Options consultation would close on 25 July 2016 and circa 30 responses had been received so far. The Projects Director would provide a detailed programme covering next six months or so explaining the further process in the production of the Cranbrook Development Plan Document.

- Work continued in the planning and design of the future town centre and a number of meetings with the Chartered Association of Building Engineers (CABE) were being held at the moment in order to help ensure quality proposals and designs.

Members requested again an (indicative) timeline of when the delivery of future infrastructure and facilities can be expected.

16/184 ISSUES AND OPTIONS CONSULTATION

The Council considered its draft response to the Issues and Options consultation following a public engagement event which the Town Council had hosted on 12 July 2016. The Town Clerk would circulate the final draft and any final comments should be submitted by Thursday, 21 July 2016.

Members suggested that the Planning Committee could include comments on the diversity of house types in responses to future major planning applications.

16/185 STREET TRADING CONSULTATION

East Devon District Council were currently consulting on street trading in the area and were proposing to designate the whole of the district as a "consent street". This would mean that if anyone wanted to street trade in East Devon they would have to apply to the District Council for consent and also have to get permission from landowners if the location was not on public land.

On the whole, the Council agreed that regulating street trading consistently across the district would remove inequality in charging regimes between settled and mobile traders. In the case of Cranbrook, members commented that the policy might incentivise businesses to stay in the town in the longer term.

It was resolved to support East Devon District Council's proposal to designate the whole of the district as a consent street.

16/186 STREET NAME AND NUMBERING POLICY

East Devon District Council currently had planning applications awaiting a decision for further development at Cranbrook (15/0045/MOUT, 15/0046/MOUT and 15/0047/MOUT). Looking to the allocation of official postal addresses the District Council would require numerous suggested street names from Cranbrook Town Council. It was suggested to seek feedback from East Devon District Council regarding successful and unsuccessful street name suggestions in the past.

It was resolved to establish an informal working group which would identify suggestions for street names and ensure the suggestions were consistent and meet all the requirements in the street naming policy. The working group would

a) be able to nominate suggestions for street names directly with the District Council and without prior agreement by the Town Council,
b) be able to involve external partners in their deliberations at its discretion,
c) report street name suggestions to the Town Council for information.

Signed: Chairman …… Date: 15 August 2016

The following members volunteered to serve on the street naming working group:

Cllr Karen Jennings
Cllr Vicky Keating
Cllr Shaun West
Cllr Gareth White

16/187 COMMITTEE MEMBERSHIPS

Following the recent co-option of Cllr Vicky Keating, the election of Cllr Gareth White and the resignation of Rob Valkass, the Council appointed

- Cllr Vicky Keating to the Amenities Committee
- Cllr Gareth White to the Planning Committee and the Cranbrook Community Partnership

Cllr Gareth White also offered to work on a community Wi-Fi solution, a project which had previously been progressed by Rob Valkass. The Chairman of the Amenities Committee, under whose remit this fell, advised that this item formed part of the agenda for the next meeting of the Amenities Committee on 8 August 2016 and any arrangements could be finalised then.

The Council had previously allocated specific areas of the town and to individual councillors in order to inform the Amenities Report and information gathering. The overall coordination of this process was undertaken by the Chairman of the Amenities Committee who was not allocated an area for this reason. The suggested allocation of areas and councillors was as follows (map attached):

Area 1: Taylor Wimpey – Cllr Nick Partridge
Area 2: Charles Church – Cllr Vicky Keating and Gareth White
Area 3: St Martin's and Bovis – Cllr Karen Jennings
Area 4: Hayes Square and Bovis – Cllr Vicky Keating and Gareth White
Area 5: Westbury and Persimmon – Cllrs Nigel Grimshire and Phil Norgate
Area 6: Country Park and train station – Cllr Kevin Blakey
Area 7: Currently occupied Phase 2 and Southbrook Meadow – Cllrs Sarah Gunn and Shaun West

The Council also appointed Cllr Karen Jennings as its second representative on East Devon District Council's Healthy New Towns governance panel, together with Cllr Nigel Grimshire.

16/188 EQUALITY AND DIVERSITY POLICY

The Council considered the draft Equality and Diversity Policy and agreed that the provisions relating to making Council buildings accessible for disabled people should form part of the specification(s) for future Council buildings and public open spaces where applicable, i.e. the installation of loop systems, visual alerting/intercom systems alongside audio, low reception desks, buttons to open doors/access lifts at a height suitable for wheelchair users etc. where practicable.

It was resolved to adopt the Equality and Diversity Policy.

16/189 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the schedule of payments. **It was further resolved** to approve two further payments of £464.40 for the design, production and delivery of dog fouling education signs as well as £39.15 for travel expenses for Cllr Karen Jennings.

The Town Clerk also reported that the Council's banking institution would withdraw the currently used prepaid payment card and the potential switch to another bank was currently being explored.

16/190 COMMITTEE MINUTES

The Council adopted the minutes of

- Amenities Committee on 27 June 2016
- Planning Committee on 11 July 2016
- Finance & Personnel Committee meeting on 11 July 2016

Signed: Chairman …… Date: 15 August 2016

16/191 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

16/192 WORK STREAMS

The Council received updates on recent work streams.

16/193 YOUNGHAYES CENTRE MANAGEMENT

East Devon District Council had previously written to the Town Council and offered the possibility of the latter taking on some of the day-to-day management responsibilities of the Younghayes Centre. **It was resolved** that the Town Clerk explores the feasibility of any arrangement with the District Council and report back.

16/194 TRANSFER OF THE YOUNGHAYES CENTRE

The Council reviewed various documents in relation to the transfer of the Younghayes Centre and **it was resolved** to

a) instruct East Devon District Council to rectify the defects marked as red in Croft Surveyors' list of defects.

b) instruct Croft Surveyors to carry out a repeating survey once those items were completed.

c) seek a recommendation from the Town Council's legal representatives on the covenant.

d) confirm East Devon District Council's suggestion that a capital sum might transfer with the building (subject to a resolution by the District Council's Cabinet).

16/195 WAYS OF WORKING

The Chairman summarised the Council's preferred ways of working for the benefit of newly co-opted and elected councillors.

The meeting ended at 9:04pm.

Signed: Chairman …… Date: 15 August 2016

MINUTES

Meeting: Town Council
Date: Monday, 15 August 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Nick Partridge
Cllr Shaun West
Cllr Gareth White

Also Present

Cllr Peter Bowden, Devon County Council
Paul Strange, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

16/196 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Nigel Grimshire, Vicky Keating, Phil Norgate and Phil Tucker.

16/197 DECLARATIONS OF INTEREST

Cllr West declared a financial interest in relation to item 14 on the agenda (planning application16/1665/FUL) by virtue of Cllr West being the property owner at 104 Younghayes Road.

Cllrs Blakey and West declared personal interests in relation to item 14 on the agenda (planning application 16/1701/FUL) by virtue of Cllr Blakey's partner being a Director of the Berry Brook Community Interest Company and Cllr West's spouse being the company's chair.

16/198 MINUTES

The minutes of the meeting on 18 July 2016 were accepted as a correct record.

16/199 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

Signed: Chairman …… Date: 19 September 2016

16/200 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Peter Bowden, representing Devon County Council appraised the rail infrastructure in Exeter and surrounding areas and advised that the South West Trains Whimple Rail User Group would like to recruit a representative from Cranbrook. The Group met 3-4 times year in the evenings. It was suggested to publish the request via the Council's usual channels.

16/201 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

No reports were made. The Projects Director of the Exeter and East Devon Growth Point Team had advised prior to the meeting that 123 completed questionnaire and a further 32 written responses had been received as part of the Issues and Options consultation which had ended on 25 July 2016. A report would be considered by East Devon District Council's Strategic Planning Committee in September 2016 summarising the results and issues raised.

16/202 FAB CONSULTATION

Following a presentation by the Development Manager at Transmission Investment prior to the Town Council meeting on 23 May 2016, the Council was now invited to respond formally to the proposals to build a 220 kilometre underground and subsea electricity interconnector and converter station in East Devon, known as the FAB project, as part of a public consultation.

In principle, the Council would support the proposal but questioned whether the United Kingdom leaving the European Union would have an impact on the project and suggested to request (a) community benefit project(s) as part of the proposed works in and near the Country Park, e.g. a raised board walk in the Country Park connected to a currently disused bridge in the Country Park adjacent to London Road. **It was resolved** to scope the possible scale of any project(s) and involve the community in the final decision. It was further suggested to suggest the restoration of the disused bridge as part of the future Section 106 or community infrastructure levy (CIL) negotiations if it could not be delivered as part of the FAB project.

16/203 YOUTH SERVICE PROVISION

The Council considered information relating to the future provision of services for young people in Cranbrook. The current Section 106 agreement contained the provision of "Youth Facilities" meaning a building or parts of a building totalling 480 square metres to be used for youth services and outdoor recreation space. Devon County Council would not be providing a youth service in the town in the future.

It was resolved to agree in principle to assume responsibility for the future provision of services for young people in Cranbrook as well as the physical space which would be delivered as part of the Section 106 agreement. It was further suggested to involve Devon County Council's Head of the Youth Service and the service providers for other town councils in future deliberations.

16/204 BIN EMPTYING AND LITTER PICKING

The Council considered a proposal to commission a bin emptying and litter picking service itself from 1 April 2017 onwards. It was hoped that a more cost-effective service of higher quality could be delivered than is currently being delivered on the basis of the estate rent charge.

It was resolved to agree in principle to commissioning a bin emptying and litter picking service and to follow the tender process described in the Council's Financial Regulations.

16/205 HEALTH & WELLBEING PROVISION CONSULTATION

The Council considered information by a consultancy firm commissioned by the NHS Northern, Eastern and Western Devon Clinical Commissioning Group (NHS NEW Devon CCG) identifying potential service requirements for the future Health and Wellbeing hub in the town centre through engagement with users, developing a schedule of accommodation and functional brief, and working with architects to provide a high-level design option. Whilst the Town Council could not make any informed recommendations regarding future service provision it highlighted that any future services needed the capacity to respond to a town of the final size of Cranbrook.

Signed: Chairman …… Date: 19 September 2016

It was resolved to request that the Town Council would remain involved in and/or notified of all future decisions and to request a copy of the final report due at the end of August 2016.

16/206 CRANBROOK COMMUNITY QUESTIONNAIRE

East Devon District Council's Community Engagement and Funding Officer had previously suggested to suspend this year's Cranbrook Community Questionnaire in light of the amount of consultations taking place locally this year, i.e. the recent Issues and Options consultation and the further consultation on the preferred option(s) which was anticipated towards the end of this year.

The Council recommended that, on balance, the Cranbrook Community Questionnaire should take place this year on the basis that it provided a useful database as well as measurable information and evidence relating to the community. The Council further recommended including the events and achievements since the last questionnaire and any information highlighting the benefits of an annual exercise, including measurability and the purpose of the survey. The Council also recommended canvassing the questionnaire and displaying copies in the retail units, the community market and the Cranbrook Medical Centre in order to encourage a higher response rate.

16/207 EAST DEVON VILLAGES PLAN

The Council considered the consultation documents relating to East Devon District Council's draft Villages Plan and **it was resolved** to agree in principle with the provisions made in it but to canvass neighbouring parish councils' views and represent those if appropriate.

16/208 CRANBROOK FUN RUN

The Council considered information relating to the first Cranbrook Fun Run which would take place on Saturday, 17 September from 1:00pm-4:30pm and it was noted that Cllrs Sarah Gunn, Phil Norgate and Shaun West would coordinate the Town Council's presence on the day. **It was further resolved** to authorise the expenditure of £220 to fund the runners' numbers and two qualified first aiders.

16/209 RESPONSES TO PLANNING APPLICATIONS

The Council adopted the Planning Committee's responses to planning applications.

16/210 CODE OF CONDUCT

The Council adopted the revised Code of Conduct.

16/211 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the schedule of payments.

16/212 COMMITTEE MINUTES

The Council adopted the minutes of the Amenities Committee on 8 August 2016.

16/213 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

16/214 WORK STREAMS

The Council received updates on recent work streams.

Signed: Chairman …… Date: 19 September 2016

16/215 TOWN HALL

The Chairman reported that he had met with Consortium representatives to discuss the latest proposals in relation to the Town Hall development.

16/216 YOUNGHAYES CENTRE TRANSFER – HEADS OF TERMS

The Council agreed to the Heads of Terms relating to the transfer of the Younghayes Centre which were previously circulated with Town Council agenda on 18 July 2016. **It was resolved** to add a condition to the Heads of Terms relating to the satisfactory resolution of category A and B defects highlighted in Croft Surveyors' Maintenance Inspection Report on the Younghayes Centre dated 23 February 2016 and category C items as agreed on 8 August 2016. It was further resolved that the Chairman sign the agreed Heads of Terms and that the Council's legal representatives be instructed to proceed with the transfer.

The meeting ended at 9:27pm.

Signed: Chairman …… Date: 19 September 2016

MINUTES

Meeting: Town Council
Date: Monday, 19 September 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Shaun West

Also Present

Andy Wood, Projects Director, Exeter and East Devon Growth Point
Keith Johnson, Cranbrook Community Development Worker
Cathy Hill, Executive Assistant to the Town Clerk, Cranbrook Town Council

16/217 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Karen Jennings, Vicky Keating & Phil Tucker

16/218 DECLARATIONS OF INTEREST

No interests were declared.

16/219 MINUTES

The minutes of the meeting on 15 August 2016 were accepted as a correct record.

16/220 VOTING PROCEDURE

It was resolved that the voting procedure for agenda item 5 should be by signed ballot under the provisions of Standing Order 8.

16/221 CO-OPTION OF COUNCILLOR TO FILL ONE VACANCY ON THE TOWN COUNCIL

The Council considered a verbal representation in support of one application by a candidate who had applied to fill a vacancy by co-option onto the Council. Following the subsequent ballot, Louisa Joslin was unanimously co-opted onto the Council (having gained more than 50% of the votes) and was welcomed by the Members.

Signed: Chairman …… Date: 24 October 2016

16/222 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

16/223 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

No representations were made from district or county councillors.

16/224 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

Andy Wood, Projects Director at the Exeter and East Devon Growth Point, reported the following:

Cranbrook Masterplan, Issues & Options: Just under 160 responses had been received and studied. A report containing statistical analysis has been produced and can be found at http://eastdevon.gov.uk/media/1841810/130916-combined-strategic-planning-agenda-additional-meeting.pdf The next step will be the drafting of a Preferred Option and the Projects Director requested that the Executive Assistant to the Town Clerk set up a meeting between himself and Councillors to discuss this next stage.

Tillhouse Farm: Temporary work had been carried out to stabilise the building after the fire but more work was now needed to keep it stable over the winter. The Project Director was pleased to report monthly meetings are now taking place (he will send minutes of the last meeting) to consider options for its long term, sustainable future. A bid to the Heritage Lottery Fund is likely to be required which could take 18 months to 2 years.

Landscaping Issues: The Project Director is now holding monthly meetings with Nick Duckworth, Simon Perks and the new Managing Director of Taylor Wimpey and feels this opportunity to review matters regularly with partners at a senior level will be helpful in resolving landscaping issues.

Healthy New Towns: Work on this was progressing with a recent meeting and a forthcoming one (which Cllr Grimshire will also attend) to be held at the Met Office in October. The Projects Director was pleased that a number of community representatives had also been invited to this.

Planning: There are currently a number of applications on the books including those relating to the next Persimmon phase, town centre and ecology park. His team were keen to try to obtain agreement and consensus before applications go in, to avoid delays and frustration. In answer to questions about staffing, the Projects Director agreed the team is stretched with several vacancies. A new Enforcement Officer had, however, been appointed and would shortly be in place (working 1 day a week on Cranbrook issues). Councillors wondered if this would be sufficient as it was agreed there was a backlog of enforcement issues.

16/225 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The Community Development Worker was congratulated on the success of the first **Cranbrook Fun Run** and was pleased to report that, despite very low pre-registration numbers, 85 runners had taken part, around 100 supporters had attended and Macmillan had raised a good total (via entry and cake sales). He hoped it would become an annual event and grow as the town grows. A full report would be circulated to CTC as it had provided funding assistance which had been appreciated.

The first **Mocktail Bar** had been a success, despite electrical problems, with 20 teenagers, several families and some supportive adults attending. There had been a pleasant atmosphere and attendees (including a minority who could be troublesome) had been extremely respectful of the premises. The Community Development Worker was grateful to the Badminton Club for its provision of the games table and whites for the staff to wear.

Summer Activities had also gone well with 223 attendances in total and something having been on offer every day throughout August. He would be sending a full report after a debriefing meeting. He had received very positive feedback from attendees who were particularly pleased to see the activities being run by local residents, which they observed was a distinctive and positive feature of Cranbrook. There would be a smaller scale offering at half term.

Signed: Chairman …… Date: 24 October 2016

Whilst the **Wren Music** Grants for the Arts had not come together in time for the summer programme, they are still keen to work in the town and have submitted a large bid to the Esmee Fairburn Foundation for a future project.

Carving Communities had now been agreed and signed off by East Devon District Council's senior management team with only confirmation of the commissioning route awaited. It was now likely to take place in the Spring and to consist of a shelter and an associated labyrinth.

Other initiatives mentioned: **Rotary** representatives would shortly be meeting with interested residents at the café and 9 people had indicated an interest in attending. The **Community Association** was generating positive ideas (e.g. suggestions regarding **Tillhouse Farm**). **EDVSA** were likely to help with the Heritage Lottery fundraising application for that as well as working to support Berry Brook, so were making a long term commitment to Cranbrook. It was possible Exeter City Football Club had been successful with their **Premier Kicks** bid but confirmation was awaited. The Community Development Worker also recently met with a representative of the **Clinical Commissioning Group** and had been initially hopeful of some input to support good mental health in the town but nothing substantial materialised other than signposting to websites. **Active Travel** meetings are going well and Becky Russell from Active Devon is, as suggested, involving community representatives.

Members commented that it was pleasing to see good collaboration and initiatives bearing fruit after a long gestation period.

The Council **noted** the update.

16/226 EXTERNAL AUDITOR REPORT

The Council considered the report of the external auditor Grant Thornton who had audited the Council's annual return covering the financial year 2015-16 which had been the Council's first year in operation. The external auditor had highlighted a number of observations which did not affect their opinion of the Council's annual governance statement and the statement of accounts.

It was resolved to share the findings with the internal auditor to whom most of the observations related and would ensure that a refined internal audit procedure was followed during the current financial year.

16/227 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Council considered the review and assessment of its risk management arrangements and **resolved to accept** the document with the recommendations highlighted at the end of the document, i.e. the/a

- Review of insurance provider to achieve best value for money
- Development of a business continuity plan
- Development of a data protection policy
- Development of a bad debt management policy
- Development of a complaints policy
- Frequent electronic file backup.

16/228 COMMITTEE MEMBERSHIP

There was some discussion about the vacancy on the Planning Committee. Cllr Partridge then explained that, as he will now be involved in the youth work, he needed to resign from the Amenities Committee, creating a vacancy there. The Chair requested this be put on the agenda for the next meeting which would give newly appointed Cllr Joslin adequate time to decide whether to join Amenities.

16/229 COMMITTEE MINUTES

The Council adopted the minutes of the Planning Committee on 5 September and the Finance & Personnel Committee on 12 September 2016. The latter included the recommendation to Council to approach East Devon District Council and Devon County Council with a view to potentially jointly fund the Community Development Worker's role in the interim period between the current contract expiring and the future Section 106 agreement commencing. **It was therefore resolved** to support this suggestion.

Signed: Chairman …… Date: 24 October 2016

16/230 GREAT PLACE SCHEME

Cllr Nigel Grimshire reported on this new scheme involving the Arts Council and the Heritage Lottery Fund in twelve pilot projects designed to inject lasting elements of culture into their localities. Cllr Grimshire had met both with Martin Thomas, the Director of Culture for Exeter, and with Alex Murden of GINKO (Cultural Consultants for Cranbrook) to try to determine whether Cranbrook should apply in its own right or as part of an Exeter & Greater Exeter approach. The latter is likely to be the better option as Cranbrook would add strength to their application but would also gain from being part of their bid (and some elements could be ring-fenced for Cranbrook). It is early days but this could be a beneficial collaboration and Members felt it would make sense to work with Exeter. There is likely to be a degree of funding required but this could possibly be 'in kind' rather than purely financial. Alex Murden is preparing some potential costings as expressions of interest are required by October 1st. Cllr Grimshire has also attended the Exeter Culture Conference and has made a number of useful contacts with arts and sports organisations.

16/231 PLANNING CONSULTANCY

The Chairman of the Planning Committee, Cllr Shaun West, reported that at their last meeting on 5 September 2016 a considerable number of applications were considered and it was felt more resource was required, so the Committee had informally suggested commissioning a consultant planner to train and advise the Committee (particularly when considering major applications). A discussion followed about the potential cost of buying in this resource, factored against the potential 'cost' of missing a detail or mishandling an application. It was suggested the Council could investigate whether its Devon Association of Local Councils membership included any planning training which would enable Members to develop in-house expertise. If this was not forthcoming and a consultant was employed to advise, they could perhaps also undertake to 'upskill' members of the Planning Committee so it was requested Darren Summerfield be approached to establish his availability and hourly rate. Another possible solution might be working with neighbouring councils to share skills (though there could possibly be a conflict of interests on occasions) and Cllr Blakey undertook to explore this possibility with Angie Hurren, Broadclyst's Town Clerk.

16/232 SCHEDULE OF PAYMENTS

It was resolved to approve the payments set out in the schedule of payments. Two invoices had arrived after the agenda papers had been circulated, so these were noted verbally.

16/233 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The meeting ended at 8.59pm.

Signed: Chairman …… Date: 24 October 2016

MINUTES

Meeting: Town Council
Date: Monday, 24 October 2016
Time: 7:00pm
Venue: St Martin's C of E Primary School

Present

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Nigel Grimshire
Cllr Sarah Gunn
Cllr Karen Jennings
Cllr Vicky Keating
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Shaun West

Also Present

Cllr Maria Hale, East Devon District Council
Paul Strange, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

16/238 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Louisa Joslin.

16/239 DECLARATIONS OF INTEREST

Cllrs Blakey, Grimshire and West declared personal interests in relation to item 18 on the agenda (Tillhouse Farm) by virtue of Cllr Blakey's partner being a Director of Berry Brook Community Interest Company which was involved in discussions relating to the future of Tillhouse Farm, Cllr Grimshire being a Director of the Company and Cllr West's spouse being the Company's chair.

16/240 MINUTES

The minutes of the meeting on 19 September 2016 were accepted as a correct record.

16/241 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

16/242 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Maria Hale, representing East Devon District Council, reported that negotiations relating to devolution were still ongoing and that Cllr Jill Elson, East Devon District Council's portfolio holder for Sustainable homes

Signed: Chairman …… Date: 21 November 2016

and Communities, was involved in discussions with the Community Development Worker regarding the provision of services for young people locally, and in particular the identification and funding of a temporary structure which could function as a youth shelter. East Devon District Council's Leader Cllr Paul Diviani and Deputy Leader Cllr Andrew Moulding were in support of the proposal but no decisions had been made. The Town Clerk agreed to forward to Cllr Hale the correspondence relating to the interim funding request to secure the Community Development Worker role post August 2017 and a summary of discussions which the Town Council had been involved in regarding the future provision of services for young people in Cranbrook.

16/243 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

No reports were made from the Exeter and East Devon Growth Point and East Devon District Council.

16/244 ELECTORAL REVIEW OF EAST DEVON: WARDING ARRANGEMENTS

The Council considered the electoral review of East Devon District Council by the Local Government Boundary Commission for England which explored the future warding arrangements across East Devon in the period 2017-2022 with the changes becoming effective in 2019.

It was the Town Council's view to request a representation of four East Devon District Councillors to represent Cranbrook.

The rationale behind this request was that the approximate number of electors per district councillor across East Devon should be about 2,000 +or- 5%. The number of residential dwellings in Cranbrook was projected to rise by circa 400 units per year. Based on the assumption that 1.6 electors occupy one dwelling on average, this would equal approximately 650 new electors per year. Between now and 2022, this would add approximately 4,000 electors to the current ca. 2,000 electors, thus a total of 6,000. This would justify three district councillors.

However, even if the Boundary Commission commenced another review in 2022 which might become effective in 2025, by that time yet another 2,000 electors would be in residence. The Council felt it therefore reasonable to argue, within the five-year rule, that by 2022 Cranbrook would require four councillors to deal with the known and predictable growth and that not having four councillors would leave just three to cope with around 2,000 electors each in 2022, but an identifiable growth rate of 10% a year going forward meant that by 2025 each councillor would represent 2,600 each, 30% more than the average which the Boundary Commission recommended.

It was also the Town Council's view that the exceptional rate of growth locally should be met with a solution which is also an exception to the norm. A growing new town has many more issues affecting residents, and the district councillors will be called upon more frequently than in established and stable wards. Therefore, even if each councillor only represents 1,500-1,600 electors in the short term, this was still a realistic number for the circumstances.

It was resolved to represent the Town Council's views as set out above to the Boundary Commission and to gauge the neighbouring parishes' view with regard to the following questions in order to consider a way forward and to avoid any potential conflict:

a) Should Cranbrook be split off from the rural parts of the existing Broadclyst ward to create a new Cranbrook Town ward (or wards) leaving Broadclyst ward to manage the rural areas?

b) Should Cranbrook town have more than one ward, e.g. Cranbrook West and Cranbrook East?

c) Cranbrook represented about 50% of the future development management work within East Devon during the life of the current Local Plan and that, for a District Councillor, planning would probably be the major part of the role?

d) Did the review recognise that Broadclyst parish includes substantial new housing and commercial development and was likely to require two district councillors even if Cranbrook Town was separate?

16/245 2017-18 LOCAL GOVERNANCE FINANCE SETTLEMENT

The Council considered a consultation from the Department for Communities and Local Government regarding the 2017/18 Local Government Finance Settlement. Two principles were being consulted upon in

the Technical Consultation Document: A proposal to cap principal authorities and higher-spending town and parish councils at 2% or up to £5 (whichever is higher) and to extend this proposal to all parish and town councils.

It was the Council's view that the proposal to cap parish and town councils should not be supported. Since the introduction of council tax referenda in 2012-13, no referendum principles had extended to parish and town councils. The Council recognised that the Government was concerned about the increases in parish precepts, which had risen by 6.1% this year – £36 million more than in 2015-16.

It was the Council's view that these figures illustrated how town and parish councils were continuing to invest in local communities, with increases in many cases attributable to making up for a shortfall in council tax support funding, a general expansion of their role and use of powers, and in particular delivering new services, often taken on from principal councils and which would otherwise be lost.

The ability of town and parish councils to set a level of precept which was appropriate for their local areas provided a valuable safeguard against public sector spending cuts. It was the Council's view that if town and parish councils were capped, the Government should also consider capping the extent by which it reduces public sector funding in general.

Town and parish councils remained accountable to the local electorate which ensured that any precept was calculated appropriately to local areas.

It was resolved to represent the Town Council's views as set out above to the Department for Communities and Local Government.

16/246 EAST DEVON GYPSY AND TRAVELLER SITE DESIGN AND LAYOUT SUPPLEMENTARY PLANNING GUIDANCE (SPD)

The Council considered the East Devon Gypsy and Traveller Site Design and Layout Supplementary Planning Guidance (SPD) and commented on the repetitive content of the document compared to information which was already in the public domain. The Council remained unclear on the timescales and location(s) of the delivery of future gypsy and traveller sites locally.

16/247 COMMUNITY WI-FI

Cllr Nigel Grimshire updated the Council that he had met with a possible provider of a community Wi-Fi solution along Younghayes Place and the retail units and that a full appraisal was outstanding (Amenities Committee minute A/16/30 referred).

16/248 COUNCILLOR QUESTIONNAIRE

Cllr Shaun West proposed conducting a short questionnaire for councillors covering their expectations and whether these had been delivered and what could be done differently in order to retain and attract new members. It was also suggested to conduct exit questionnaires following any resignations. **It was resolved** that Cllr Shaun West devised the questionnaire, invited members and shared a copy of the questions with the Town Clerk.

16/249 TOWN ARCHIVE

The Town Clerk reported that the Exeter and East Devon Growth Point team had been collating informally records which documented the development of Cranbrook and that the development of a proper archive might benefit the town in years to come. The Head of Secondary at the Cranbrook Education Campus had recently been working together with the Town Council to create Cranbrook's first town archive which to date had been stored by the Growth Point team. The intention was to develop the archive as an after-school club for interested secondary students, with both digital and hard copies of records. The school would also be developing and maintaining a website for public access to records and offered physical space for the storage of paper records. The archive could generate income for the Council by selling any copyrighted material. **It was resolved** to proceed with the creation of the town archive.

16/250 WEBSITE UPDATE

Cllr Nigel Grimshire updated the Council on the development of the Council's permanent website which should go live within the next six weeks.

Signed: Chairman …… Date: 21 November 2016

16/251 COMMITTEE MINUTES

The Council adopted the minutes of the Planning Committee on 10 October 2016 and the Finance & Personnel Committee on 17 October 2016.

16/252 SCHEDULE OF PAYMENTS

The Council authorised the schedule of payments and authorised an additional invoice to See the Light of £69.42.

16/253 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

16/254 ESTATE RENT CHARGE

The Council considered an update on the current discussions relating to the administration of the estate rent charge and the possibility of the Town Council assuming ownership of elements or the entirety of the current estate rent charge. **It was resolved** in principle to pursue any solution which represented best value for money.

16/255 TILLHOUSE FARM

The Council received an update on the recent discussions between East Devon District Council, the Town Council, the Community Development Worker, Berry Brook Community Interest Company and the Community Association on a number of potential future uses and potential owners for a reconstructed listed farmhouse.

16/256 COUNCIL NOTICEBOARDS

The Council had considered a proposal relating to the purchase of council noticeboards at its meeting on 19 September 2016 and **it was resolved** to purchase council noticeboards from the Parish Noticeboard Company in partnership with the Community Association. **It was further resolved** to purchase noticeboards with a straight-edged top in order to make it look more contemporary, with anti-graffiti paint but no lighting.

16/257 OFFICE MOBILE

The Chairman explained that the Council currently operated a Tesco Mobile pay-as-you-go mobile phone which did not represent best value for money. Tesco Mobile offered a package of 250 minutes, 5,000 text messages and 500MB data allowance for £7.50 per month which represented best value for money. Tesco Mobile did not offer, however, a business solution but would be able to issue a VAT invoice addressed to the Council. **It was resolved** that the Chairman purchased a mobile phone contract attached to his personal Tesco account in order to achieve best value for money for the Council and to help decrease the Council's monthly landline charges.

16/258 WORK STREAMS

The Council received an update on its current work streams.

The meeting ended at 9:19pm.

Signed: Chairman …… Date: 21 November 2016

MINUTES

Meeting: Town Council
Date: Monday, 16 January 2017
Time: 7:00pm
Venue: Younghayes Centre

Present
Cllr Derek Atkinson
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Nigel Grimshire
Cllr Vicky Keating
Cllr Louisa Joslin
Cllr Phil Norgate
Cllr Shaun West

Also Present
Andy Wood, Projects Director, Exeter and East Devon Growth Point Team
Keith Johnson, Community Development Worker, Action East Devon
Paul Strange, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

17/1 APOLOGIES FOR ABSENCE

No apologies were received.

17/2 DECLARATIONS OF INTEREST

No declarations were made.

17/3 MINUTES

The minutes of the meeting on 12 December 2016 were accepted as a correct record.

17/4 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

The reporter of the Cranbrook Herald informed the Council that another reporter, Callum Lawton, who had helped to establish the *Cranbrook Herald* as a publication, had left his position and he thanked him for his work. He further informed the Council that one nomination had been received for the Cranbrook Young Citizen of the Year award and asked that the Council would publicise the award again.

Signed: …… Date:

17/5 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

No reports were made.

17/6 REPORTS FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

The Projects Director of the Exeter and East Devon Growth Point reported the following:

- The new role of Cranbrook Team Leader and the replacement for the New Community Officer post had not been recruited in December 2016. It was anticipated that the posts, possibly revised, would be advertised again soon.

- A meeting was requested in early February 2017 when the outcome of the Homes and Communities (HCA) loan became known.

- A meeting was scheduled on 23 January 2017 to discuss the development of the Preferred Options document and which would also thematise the Section 106 agreement heads of terms relating to the expansion areas.

- The planning application relating to the Ecology Park, which formed part of the original landscape and drainage policy, was the first application to be submitted to appeal for non-determination. An agreement on the drainage basins in the Country Park also remained outstanding.

- The Consortium had agreed to provide serviced land for flexible employment use in the town centre in return for delaying the delivery of 500 square meters of retail space at 2,000 occupancies included in the current Section 106 agreement.

17/7 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The Community Development Worker reported the following:

- East Devon District Council had agreed to a grant payment to Action East Devon to progress Carving Communities, a project which would enable young people to build a wooden community shelter in Country Park. It was anticipated that the project, which was subject to planning permission, would commence in May or June and finish in September.

- The Council recently grant-funded the new Film Club (minute F&P/16/69 refers) and the Club's first screening was scheduled on Friday, 27 January 2017 with a target age range from 12-17-year-olds at the library at the Cranbrook Education Campus.

- In an attempt to keep the provision of the Mocktail Bar free of charge, the Community Development Worker was looking to recruit corporate sponsors to fund the Bar's running costs of £100.00 per month. The Chairman of the Amenities Committee offered to share contacts of the town's service providers if the Community Development Worker supplied further informant and details.

- The Healthy New Towns engagement event on 14 January 2017 had generated new ideas for the programme delivery, e.g. walking bus, pot luck meals and a community garden.

- The organisation of the second Cranbrook Fun Run would commence in due course and Cllr Nigel Grimshire offered to attend a planning event on 1 March from 6:00pm-7.30pm. The Council agreed in principle to support the event again.

- An active travel Community Fun Day would be held on 11 March 2017 and the Town Council had not been represented at a recent planning meeting on 12 January 2017. The next planning meeting was scheduled on Thursday, 9 February at 7:00pm and Cllr Shaun West would attend.

- A renovation of the library at the Younghayes Centre was planned to include a children's corner, mural and new shelving as it was currently underutilised.

- A programme of summer activities was likely to be delivered again this year. Last year, the Council supported the programme financially (minute F&P/16/20 refers) and the then East Devon Volunteer Support Agency covered the events with an extended public liability insurance which was only possible once. The Council would scope the possibility of utilising its own insurance cover to insure the programme of summer activities this year.

17/8 POSTS FOR CULTURAL DEVELOPMENT

Cllr Nigel Grimshire explored with the Council suggestions to aid the delivery of the currently draft Cultural Development Strategy, including the possible future appointment of a Cultural Development Worker. In order to fund the appointment, Arts Council or Healthy New Towns funding might be obtainable or the provisions for the delivery of public arts contained in the current Section 106 agreement renegotiated.

The Council and Community Development Worker discussed how both roles could potentially complement each other but also how there might be potential overlap. As the Community Development Worker's role expired April 2018, there might be an opportunity to review and re-commission a future role.

The Council agreed that more detailed conversations about the delivery of the Cultural Development Strategy when it was finalised with East Devon District Council as well as an examination of the current Section 106 agreement.

17/9 BUDGET AND PRECEPT 2017-18

At its meeting on 16 January 2017, the Finance & Personnel Committee had finalised its budget recommendations to the Council and **it was resolved** to approve the proposed budget and precept for 2017-18 which would not result in an increase in the average precept for Cranbrook Town Council per household.

17/10 INFRASTRUCTURE DELIVERY PLAN REVIEW

The Council considered the Infrastructure Delivery Plan Review on which East Devon District Council was currently consulting. Councillors recognised that the document had to be read in conjunction with the Planning Obligations Supplementary Planning Document, the consultation on which had recently closed, and reiterated that Cranbrook was different in its delivery model to most other developments in East Devon in that it remained governed by a Section 106 regime, rather than the Community Infrastructure Levy (CIL).

The Council agreed in principle with the proposed infrastructure elements listed in the documents accompanying the Infrastructure Delivery Plan but stressed the importance of flexibility in their delivery, e.g. in relation to possible future co-locations.

The Infrastructure Delivery Plan needed to make it clearer how individual elements were to be funded and how any funding gaps might be addressed. If the delivery required forward funding there might be a resource implication for East Devon District Council and the developers in the form of debt, for example.

The Council would also value an opportunity to discuss priorities with East Devon District Council and possible funding mechanisms.

It was resolved that the Town Clerk would draft the Council's consultation response and circulate for approval before the consultation ended on 20 January 2017.

17/11 PUBLIC SPACE PROTECTION ORDERS

The Council considered its draft response to East Devon District Council's current consultation on Public Space Protection Orders and **it was resolved** to approve the current draft including the suggestion to support dog exclusion areas on beaches to be enforced all year round.

17/12 PARISHES TOGETHER APPLICATION FORMS

The Council considered two applications to the Parishes Together fund covering:

a) "Chelsea's Choice" child sexual exploitation theatre play and Council Noticeboards

b) Community Helipad

It was resolved to apply to commit £450.00 to the delivery and installation of two Council noticeboards, £653.70 to the "Chelsea's Choice" child sexual exploitation theatre play and £653.70 to the community helipad.

17/13 COMMUNITIES FUND APPLICATION

The Council retrospectively approved its application to the Communities Fund which was submitted to the Department for Communities and Local Government on 15 January 2017.

17/14 PROVISION OF SERVICES FOR YOUNG PEOPLE

Following a recommendation by the Council's Finance & Personnel Committee (minute F&P/16/73 refers), the Council appointed a youth service provider, Youth Genesis, to provide youth sessions in the Younghayes Centre on Tuesdays from 7:00pm-9:00pm during term time from 17 January 2017 onwards.

17/15 SCHEDULE OF PAYMENTS

It was resolved to authorise the payments listed in the Schedule of Payments as well as three additional payment to East Devon District Council of £4,620.00 for the installation of the reception hatch, £60.00 from Devon County Council for room hire and £1.92 to Concorde for printing costs.

17/16 COMMITTEE MEMBERSHIPS

The Council appointed the following committee memberships:

Amenities Committee: Cllr Vicky Keating resigned and Cllrs Derek Atkinson, Colin Buchan and Louisa Joslin were appointed.

Finance & Personnel Committee: Cllrs Kim Bloxham and Ray Bloxham were appointed. Cllr Vicky Keating was elected Chairman and Cllr Ray Bloxham Vice-Chairman. Cllr Nigel Grimshire was appointed to sign the Council's quarterly bank reconciliations and bank statements.

Planning Committee: Cllr Ray Bloxham was appointed.

Cranbrook Community Partnership: Cllr Derek Atkinson was appointed Chairman and Cllrs Phil Norgate and Kevin Blakey resigned.

Younghayes Centre Business Plan Working Group: Cllrs Derek Atkinson, Ray Bloxham, Colin Buchan and Vicky Keating were appointed.

17/17 COMMITTEE MINUTES

The Council adopted the minutes of the Amenities Committee on 28 November 2016.

17/18 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

17/19 ESTATE RENT CHARGE

The Council had been considering for some time how it can positively inform the delivery and management of the estate rent charge, including monitoring the quality of the maintenance of community areas. **It was**

resolved to not apply the estate rent charge to the Council's precept and, instead, explore how the Council could possibly manage the charge under a license, except the collection of charges and the recovery of debt.

EMAIL PROVIDER

Following the recent problems encountered with the Council's email provision, the Town Clerk reported that two alternative solutions were currently being scoped and a full report with recommendations would be made to the Council in due course.

17/20 TOWN HALL DESIGN

The Council considered the latest architect's drawings dated 13 January 2017 of the town hall building in the future town centre and it was agreed to inform the architect of the councillors' feedback.

17/21 WORK STREAMS

The Council received an update on its informal work streams.

The meeting ended at 9:16pm.

Signed: …… Date:

MINUTES

Meeting: Town Council
Date: Monday, 23 January 2017
Time: 7:00pm
Venue: Younghayes Centre

Present
Cllr Derek Atkinson
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Nigel Grimshire
Cllr Louisa Joslin
Cllr Phil Norgate

Also Present
Janine Gardner, Town Clerk, Cranbrook Town Council

17/22 APOLOGIES FOR ABSENCE

No apologies were received.

17/23 DECLARATIONS OF INTEREST

Cllr Kim Bloxham declared a personal interest in relation to item 5 on the agenda by virtue of being married to Cllr Ray Bloxham.

Cllr Ray Bloxham declared a personal interest in relation to item 5 on the agenda by virtue of being married to Cllr Kim Bloxham.

17/24 MINUTES

The minutes of the meeting on 16 January 2017 were accepted as a correct record.

17/25 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/26 URGENT ITEM: VOTING PROCEDURE

The Chairman introduced as an urgent item the voting procedure to co-opt a candidate to fill a casual vacancy on the Council. **It was resolved** that the voting procedure for agenda item 5 should be by signed ballot under the provisions of Standing Order 8.

Signed: …… Date: 20 February 2017

17/27 CO-OPTION OF COUNCILLOR TO FILL VACANCY ON THE TOWN COUNCIL

The Council considered an application to fill a casual vacancy by co-option onto the Council. Following the subsequent ballot, Sarah Gunn was co-opted onto the Council having gained 100% of the votes.

17/28 COMMITTEE APPOINTMENTS

The Council appointed the following committee memberships:

Cllr Kim Bloxham was elected Vice-Chairman of the Council. [N.B. Cllr Ray Bloxham abstained from the vote.]

Finance & Personnel Committee: Cllr Ray Bloxham was elected Chairman of the Finance & Personnel Committee [N.B. Cllr Kim Bloxham abstained from the vote.] and Cllr Kevin Blakey was elected Vice-Chairman. Cllrs Colin Buchan and Nigel Grimshire were appointed to the Finance & Personnel Committee.

Planning Committee: Cllr Ray Bloxham was elected Chairman of the Planning Committee. [N.B. Cllr Kim Bloxham abstained from the vote.] Cllrs Kim Bloxham and Louisa Joslin were appointed to the Planning Committee. [N.B. Cllr Ray Bloxham abstained from the vote.] The street naming working party was dissolved and its work subsumed within the Planning Committee.

Cllr Nigel Grimshire was appointed to the asset delivery working group.

Membership on outside bodies: Cllr Ray Bloxham was appointed to the Exeter Airport Consultative Committee and Cllr Derek Atkinson was appointed to the Citizens Advice East Devon Board.

17/29 REAPPOINTMENT OF COUNCIL'S BANK SIGNATORIES

Following the recent resignations of Vicky Keating and Shaun West, who had also been signatories on the Council's bank accounts, **it was resolved** to

a) approve the removal of Vicky Keating and Shaun West as signatories and the amendments to the mandate for the operation of the bank account(s), payment instructions and banking services and to provide this to the Bank by persons authorised to do so in accordance with the Bank's procedures and the mandate.

b) appoint Cllrs Ray Bloxham and Louisa Joslin as new bank signatories with the same levels of access.

c) entitle Unity Trust Bank to rely upon the amended mandate until it receives a later mandate amending it.

d) authorise the individuals named in Unity Trust Bank's "Changing your signatories" form on all accounts.

e) give instructions and changes in line with the mandate.

f) recognise that Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory.

g) notify Unity Trust Bank of any changes to the organisation in writing as per the terms and conditions of the account.

17/30 PLANNING APPLICATION 16/3056/FUL

The Council considered planning application 16/3056/FUL proposing the construction of an electrical substation at the Cranbrook 9B Substation, London Road.

It was resolved to support planning application 16/3056/FUL on the basis that the electrical substation was essential to the delivery to the further development of Cranbrook and the proposed site and design were

agreeable. The Council also recommended to establish ongoing maintenance and landscaping arrangements in light of the situation of the land adjacent to an existing electrical substation in Phase 1.

The meeting ended at 7:28pm.

Signed: …… Date: 20 February 2017

MINUTES

Meeting: Town Council
Date: Monday, 20 February 2017
Time: 7:00pm
Venue: St Martin's Primary School, Younghayes Road EX5 2LZ

Present
Cllr Derek Atkinson
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Nigel Grimshire
Cllr Louisa Joslin
Cllr Phil Norgate
Cllr Nick Partridge (co-opted under agenda item 5)

Also Present
Nick Partridge, co-option candidate
Andy Wood, Projects Director, Exeter & East Devon Growth Point
Simon Bates, Green Infrastructure Project Manager, East Devon District Council
Paul Strange, Reporter, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

17/31 APOLOGIES FOR ABSENCE

No apologies were received.

17/32 DECLARATIONS OF INTEREST

Cllrs Kim and Ray Bloxham declared personal interests in relation to item 5 on the agenda (co-option of councillor to fill vacancy on the Town Council) by virtue of being personally acquainted with the applicant. Cllrs Kim and Ray Bloxham would abstain from the vote.

17/33 MINUTES

The minutes of the meeting on 23 January 2017 were accepted as a correct record.

17/34 VOTING PROCEDURE

It was resolved that the voting procedure for agenda item 5 should be by signed ballot under the provision of Standing Order 8.

Signed: …… Date: 13 March 2017

17/35 CO-OPTION OF COUNCILLOR TO FILL VACANCY ON THE TOWN COUNCIL

The Council considered an application to fill a casual vacancy by co-option onto the Council. Following the subsequent ballot, Nick Partridge was co-opted onto the Council having gained more than 50% of the votes.

17/36 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/37 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

No reports from district and county councillors were received.

17/38 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

The Projects Director reported that he had met with the Chief Executive of East Devon District Council and representatives of Hallam Land Management and Taylor Wimpey that day and had discussed the:

- planning application relating to the Ecology Park having been submitted to appeal;
- validation and design of the next phase of the Taylor Wimpey sites adjacent to the Ecology Park;
- delivery of the town centre which needs to form part of a future report back to East Devon District Council's Cabinet for final approval including the heads of terms for the Section 106 relating to the future expansion areas;
- landscape contractor returning to site imminently and the risk of missing the planting season;
- street signage and that the Chief Executive of East Devon District Council would write to the Managing Director of Persimmon;
- safeguarding of Tillhouse Farm;
- officer resourcing in Cranbrook.

The Projects Director was meeting with the Consortium's Cranbrook Infrastructure Manager on 24 February to discuss the Cranny Bridge and outstanding drainage issues.

17/39 GREAT TREES IN CLYST VALLEY

The Green Infrastructure Project Manager reported that he was planning to deliver a Clyst Valley Regional Park covering nine parishes from Clyst St George to Broadclyst, linking existing public spaces including Ashclyst Forest and the Killerton estate. In a two-year timeframe, he was hoping to secure a part-time project officer role and develop a 25-year vision with a five-year action plan, including the creation of themed field walks, tree surveys and activities to explore the state of the river. The project also included work with landowners to plant trees and the possible creation of a tree trail app, encouraging children and their families to explore the countryside more.

The total project costs were estimated at £75,000.00 with £25,000.00 needing to be match-funded as part of a Heritage Lottery Fund (HLF) bid. If the HLF funding was not forthcoming, the scale and potentially future of the project was uncertain. The Green Infrastructure Project Manager was hoping that adjacent parishes would commit a total of £2,000.00 Parishes Together funding towards the project. Financial commitment had already been secured from E.ON (£1,000.00) and Devon County Council (£5,000.00) which would hopefully be match-funded by East Devon District Council.

In response to councillors' questions the Green Infrastructure Project Manager explained that a trust might be created to secure the long-term maintenance of the Clyst Valley Regional Park.

The Council noted the request for Parishes Together funding and would consider this request at the next round of Parishes Together applications.

17/40 ELECTORAL REVIEW OF EAST DEVON: DRAFT RECOMMENDATIONS

The Local Government Boundary Commission for England had published its draft recommendations on the future electoral arrangements for East Devon District Council. The draft recommendations included a proposed Cranbrook ward comprising of three district councillors.

The Council commented that three district councillors would provide a sufficient level of representation until the next electoral review of East Devon and reiterated that the development of Cranbrook needed to remain sensitive to and meeting the needs of the surrounding villages and that it needed to remain integral to the wider locale in the West End of East Devon, and not a stand-alone entity operating in isolation which could create a "them and us" situation.

The Council also commented on the current lack of district or county councillor involvement, representation at Town Council and other meetings and a lack of championing local matters.

It was resolved to support the Boundary Commission's draft recommendations on the future electoral arrangements for East Devon District Council and to promote the consultation utilising the Town Council's communication channels.

17/41 COUNCIL TAX BASE

The Council noted a report by the Chairman of the Council's Finance & Personnel Committee who had met with East Devon District Council's Strategic Lead – Finance and the Revenues & Benefits Service Lead clarifying how the council tax base for Cranbrook had been calculated.

17/42 CULTURAL DEVELOPMENT STRATEGY

Cllr Nigel Grimshire reported that he had been investigating how the Cultural Development Strategy could be implemented by e.g. securing seed funding to create a cultural development post. Cllr Grimshire had suggested to East Devon District Council and the Consortium to reallocate some of the allocation of £60,000 Section 106 funding for public arts to create a funding for a post. He would envisage the post itself being heavily weighted towards fund-raising. East Devon District Council was in principle in favour of that proposal and conformation from the Consortium was outstanding.

Cllr Nigel Grimshire had also drafted a job specification drawn from similar posts across the South West and the Cultural Development Strategy itself. Plymouth City Council had appointed a Cultural Director post three years ago and in that time have been able to secure a 293% rise in arts-based funding coming into the city.

It was resolved to agree in principle with the proposals and to welcome a report back following Cllr Grimshire's further investigations.

17/43 TOWN COUNCIL CHARITY OF THE YEAR

Following discussions, **it was resolved** to annually appoint a Chairman's charity of the year. The Council appointed the Citizens Advice Bureau East Devon as the first Chairman's charity of the year 2017. It was further agreed to approach the schools informing them of the charity of the year and inviting them to explore the charity in more detail e.g. in project-based work.

17/44 EAST DEVON DISTRICT COUNCIL'S CIVIC DINNER ON 17 MARCH 2017

The Council noted the invitation to East Devon District Council's civic dinner on 17 March 2017 which would be attended by the Council's Vice-Chairman and the Chairman of the Finance & Personnel and Planning Committees. **It was resolved** to grant £50.00 to East Devon District Council's Chairman's chosen charity, Sidmouth Town Band, from the Town Council's grants budget.

17/45 COUNCILLOR QUESTIONNAIRES

The Council noted the outcomes of the recent councillor questionnaires.

Signed: …… Date: 13 March 2017

17/46 COMMITTEE MINUTES

The Council adopted the minutes of the Finance & Personnel Committee on 16 January 2017 and the Amenities and Planning Committees on 6 February 2017.

17/47 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments and also authorised the following payments:

- £11.25 travel expenses claimed by Cllr Ray Bloxham,
- £30.00 for the domain transfer by Illicit Web Design,
- £128.36 telephony and broadband charges by See the Light,
- £31.32 for name badges by imagin products.

17/48 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

17/49 COUNTRY PARK MANAGEMENT

The Chairman of the Council had recently written to East Devon District Council to propose that the post-adoption maintenance of the Cranbrook County Park should be funded by the same mechanism as East Devon District Council's remaining public countryside sites in the interest of equality and fairness, i.e. through the council tax which the District Council raised across the district. East Devon District Council proposed to fund the post-adoption maintenance of the County Park by part of the estate rent charge. The Town Council remained opposed to this proposal on the basis that the Country Park was a district-wide asset similar to other public countryside sites which East Devon District Council maintained by the council tax.

17/50 EMAIL PROVIDER

The Council considered two cost estimates for the provision of alternative email providers and noted that two estimates were still outstanding.

The meeting ended at 8:37pm.

Signed: …… Date: 13 March 2017

MINUTES

Meeting: Town Council
Date: Monday, 13 March 2017
Time: 7:00pm
Venue: St Martin's Primary School, Younghayes Road EX5 2LZ

Present
Cllr Derek Atkinson
Cllr Kim Bloxham (in the Chair)
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Nigel Grimshire
Cllr Louisa Joslin
Cllr Phil Norgate

Also Present
Andy Wood, Projects Director, Exeter & East Devon Growth Point
Hannah Reynolds, Operations Manager, Action East Devon
Janine Gardner, Town Clerk, Cranbrook Town Council

17/51 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Kevin Blakey and Nick Partridge.

17/52 DECLARATIONS OF INTEREST

Cllr Phil Norgate declared a personal interest in relation to item 14 on the agenda (email provider) by virtue of his employment in IT computer sales, websites and IT training.

17/53 MINUTES

The minutes of the meeting on 20 February 2017 were accepted as a correct record.

17/54 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/55 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

No reports from district and county councillors were received.

17/56 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

The Projects Director reported that

- The minutes of the most recent Cranbrook Business (CABE) meeting 28 February 2017 had been circulated during which the delivery of the town centre, including finance, had been discussed.

- A new round of interviews were imminent for the recruitment of the Cranbrook Team Leader and the New Community Officer posts.

- A report on the Exeter and East Devon Enterprise Zone had been considered by East Devon District Council's Cabinet on 8 March 2017 (item 14). The Enterprise Zone would go live on 1 April 2017.

17/57 GREATER EXETER STRATEGIC PLAN CONSULTATION: ISSUES

The Chairman of the Planning Committee had drafted the Council's response to the Greater Exeter Strategic Plan Consultation: Issues document which had also been considered by the Planning Committee on 6 March 2017. **It was resolved** to agree to the response.

17/58 DEVON AND EXETER RAIL PROJECT WORKING PARTY

Cllr Ray Bloxham, the Council's representative on the Devon and Exeter Rail Project Working Party, had attended its meeting on 17 February 2017 and a recommendation had been made for Cranbrook Town Council to write to East Devon District Council to ensure that, at its Annual Meeting in May 2017, the District Council would appoint a representative to represent the interests of the Waterloo line at future meetings of the Working Party. **It was resolved** to agree to this representation.

17/59 TOWARDS A CRANBROOK COMMUNITY DEVELOPMENT STRATEGY

The Operations Manager, Action East Devon explained the importance and development of the Cranbrook community development strategy and highlighted that

- the current demography in the town was weighed towards young families but that there did not appear to be any distinct local identity yet;
- there appeared to be a lack of advanced levels of community involvement, including community-led decision-making, acting together, e.g. through joint working groups or project work, as well as community-run projects and services.

The community development strategy would help address this situation by mapping the community's vulnerabilities and issues, e.g. lack of skills or confidence, and by surveying community skills and assets.

Funding in the region of £30,000 was required to develop the strategy and it was envisaged that Devon County Council, East Devon District Council and the Town Council would contribute financially. Potential alternative funding sources had not been explored and Cllr Nigel Grimshire suggested to utilise the sum to establish a fundraising post.

The Projects Director explained that community development work had been in operation in Cranbrook for approximately four years and that East Devon District Council might contribute up to £20,000.

Following discussions, **it was resolved** to defer any decision until the Council received more information about the financial commitments.

17/60 HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY REVIEW

The Council considered East Devon District Council's current review of its Hackney Carriage and Private Hire Licensing Policy and delegated the production of a draft response to Cllr Colin Buchan who undertook to circulate it for comment ahead of the consultation closing on 24 April 2017.

17/61 COMMITTEE MINUTES

The Council adopted the minutes of the Planning Committees on 6 March 2017.

Signed: …… Date: 24 April 2017

17/62 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments and noted one alteration relating to the Council's insurance premium which was £1,726.79 and not £1,711.79 as listed on the schedule of payments. The Council also authorised the following payments:

- £12.00 to East Devon District Council for room hire
- £3.23 to Concorde covering printing costs

17/63 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

17/64 EMAIL PROVIDER

The Council considered four cost estimates from email providers and **it was resolved** to award the contract for the provision of the Council's email accounts to Vision ICT, pending two outstanding queries and confirmation of the cost of ongoing support.

The meeting ended at 8:01pm.

Signed: …… Date: 24 April 2017

MINUTES

Meeting: Town Council
Date: Monday, 24 April 2017
Time: 7:00pm
Venue: St Martin's Primary School, Younghayes Road EX5 2LZ

Present
Cllr Derek Atkinson
Cllrs Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Nigel Grimshire
Cllr Louisa Joslin
Cllr Phil Norgate
Cllr Nick Partridge

Also Present
Andy Wood, Projects Director, Exeter & East Devon Growth Point
Andrew Furbear, Internal Auditor, Cranbrook Town Council
Keith Johnson, Community Development Worker, Action East Devon
Lythan Nevard, Minister for Cranbrook
Janine Gardner, Town Clerk, Cranbrook Town Council
Two members of the public

17/65 APOLOGIES FOR ABSENCE

No apologies were received.

17/66 DECLARATIONS OF INTEREST

No declarations were made.

17/67 MINUTES

The minutes of the meeting on 13 March 2017 were accepted as a correct record.

17/68 PUBLIC PARTICIPATION

The Chairman indicated that he would invite representations from members of the public regarding the recent unauthorised encampment of travellers at and around the station car park. One member of the public thanked the Town Council for its efforts on helping to resolve a difficult situation and during the conversation it was agreed to confirm the extent of the outstanding clear-up works.

Signed: …… Date: 8 May 2017

The Chairman explained that the Town Council was now lobbying for preventative measures to be implemented and understood that an agreement between Devon County Council and the Consortium was imminent.

Members also commented that the recent unauthorised encampment might contribute to a possible stereotyping of gypsies and travellers among residents and that the delivery of a reasonable and proportionate number of pitches within Cranbrook might meet more resistance again. Members stressed that the recent unlawful and unauthorised occupations were not representative of the way which most gypsy and traveller families lived.

It was further raised that Devon County Council's policy on dealing with unauthorised encampments had resulted in a delay in evicting the occupation – which ended after the Consortium had taken action. Private and public sector landowners were covered by the same legislation and other local authorities acted and evicted within much shorter timescales. It was proposed to champion further conversations with the County Council to encourage them to make their policy proportionate and reasonable in relation to the place where an unauthorised encampment occurs and depending on the impact it causes on the community.

It was highlighted that a successful Gypsy and Traveller Forum existed in Teignbridge with representatives from gypsies and travellers who also help liaise in cases of unauthorised encampments. It was suggested to explore setting up a similar structure covering East Devon.

It was further suggested to revisit the transfer of station car park to Town Council.

17/69 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

No reports from district and county councillors were received.

17/70 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

The Projects Director reported that

- the development of the town centre had been discussed at a Cranbrook Business (CABE) Meeting on 20 March. A design review of the proposed town hall and health and wellbeing campus would now commence; the funding arrangements for those buildings needed to be confirmed and plans for future primary school provision needed to be finalised.

- he would provide a timetable for the production of the Cranbrook Development Plan Document.

- the new role of Cranbrook Team Leader and the replacement for the New Community Officer post had been recruited against and the final start dates needed to be confirmed due to notice periods.

17/71 REPORT OF THE INTERNAL AUDITOR

The Council considered the report of the Internal Auditor appraising the Council's systems of internal control which had been carried out on 31 March 2017.

The Internal Auditor introduced his report and explained that he had concentrated on three main areas, namely creditors, payroll and the accounting system. He recommended establishing a two-stage process for setting up new beneficiaries on the online bank account.

This recommendation had already been made during the previous internal audit but it had since been established that the Council's bank do not support a formal two-stage process for setting up new beneficiaries. The Clerk provides proof of payment details when setting up new beneficiaries to the Council's authorised bank signatories. The Internal Auditor also queried whether the Council may wish to consider its choice of bank.

The Council noted the Internal Auditor's report.

17/72 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The Community Development Worker tabled a detailed report covering his activities and highlighted the following:

- funding was awaited from East Devon District Council for the Carving Community project which was anticipated to be located near the dog-walking area and commence in the summer 2017. The site would require planning consent, the process for which would also provide an opportunity to consult with the residents who lived near to the proposed site.

- this year's Cranbrook Fun Run would take place on 16 September 2017.

- the Community Association, in cooperation with Pop-Up Events, was planning an open-air cinema evening in the Country Park on 26 July 2017.

- the programme for summer holiday activities was progressing well and relevant risk assessments had recently been submitted to the Council for a public liability insurance quote.

- Wren Music had obtained funding to operate for one year in Cranbrook

- his post was extended from August 2017 until April 2018.

17/73 FINANCE & PERSONNEL COMMITTEE MINUTES

The Council adopted the minutes of the Finance & Personnel Committee meeting on 10 April 2017.

17/74 2016-17 QUARTER 4 BUDGET MONITORING REPORT – YEAR-END

The Council approved the 2016-17 year-end budget monitoring report.

17/75 2016-17 YEAR-END BANK RECONCILIATION

The Council approved the 2016-17 year-end bank reconciliation.

17/76 BUDGETS CARRY FORWARD PROPOSAL

The Council considered a report proposing to carry forward a number of underspent budgets into the 2017-18 financial year, instead of those funds being transferred into the Council's reserves, as would be normal practice. This was to cover any outstanding amounts from 2016-17 and to build contingencies within individual budgets.

It was resolved to agree to the proposals contained within the report and to carry forward the allocated amounts in addition to a further £250.00 to budget EX5 (Audit) following the late arrival of the external auditor's invoice for the 2015-16 audit fee.

17/77 ANNUAL RETURN SECTION 1 – ANNUAL GOVERNANCE STATEMENT

The Council considered Section 1 of the Annual Return (Annual Governance Statement) and agreed to all the statements positively. **It was resolved** to agree to and sign the Annual Governance Statement set out in Section 1 of the Annual Return.

17/78 ANNUAL RETURN SECTION 2 – ACCOUNTING STATEMENTS

The Council considered Section 2 of the Annual Return (Accounting Statements) which the Finance & Personnel Committee had considered in detail at their meeting on 10 April 2016. The Council verified the figures stated on the form against the 2016-17 Quarter 4 Budget Monitoring Report – Year-End (attached at agenda item 9) as well as the Year-End Bank Reconciliation (attached at agenda item 10).

It was resolved to agree to and sign the Accounting Statements set out in Section 2 of the Annual Return.

Signed: …… Date: 8 May 2017

17/79 ANNUAL RETURN – PUBLIC INSPECTION PERIOD

The Council agreed to the public inspection period from Monday, 5 June 2017 until Thursday, 14 July 2017.

17/80 STATEMENT OF INTERNAL CONTROL

The Council considered the Statement of Internal Control which reviewed the effectiveness of its systems of internal control and noted the recommendation highlighted on page 3 of the report to establish a two-stage process for setting up new beneficiaries on the online bank account.

This recommendation had been made during two consecutive internal audits but it had been established that the Council's bank do not support a formal two-stage process for setting up new beneficiaries. The Clerk provides proof of payment details when setting up new beneficiaries to the Council's authorised bank signatories.

It was resolved to agree the Statement of Internal Control which would be reviewed in April 2018.

17/81 CRANBROOK TOWN COUNCIL'S ANNUAL REPORT 2016-17

The Council approved its annual report 2016-17.

17/82 ASSET REGISTER

The Council noted its asset register dated 31 March 2017.

17/83 MATERNITY POLICY

The Council adopted the Maternity Leave and Maternity Pay Policy.

17/84 COMMITTEE MINUTES

The Council adopted the minutes of the Amenities Committee on 20 March 2017 and the Planning Committee on 10 April 2017.

17/85 RESPONSES TO PLANNING APPLICATIONS 17/0532/MOUT AND 17/0622/V106

To retrospectively approve the Council's responses to planning applications 17/0532/MOUT and 17/0622/V106, both relating to adjoining parishes. The responses were published on the Council's noticeboard and Facebook page.

17/86 EAST DEVON PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT (SPD)

East Devon District Council was inviting representations on its amended Planning Obligations SPD and an accompanying consultation statement until 15 May 2017.

It was resolved to accept the revised draft of the Planning Obligations SPD and to thank East Devon District Council for responding to the points raised at the first round of consultation. However the Town Council noted that the specific infrastructure requirements of Cranbrook remain unclear until the preferred options and Cranbrook Development Plan Document (DPD) were published. That being the case, it was difficult for the Town Council to give a definite comment on the Planning Obligations SPD at this stage and therefore reserved the right to comment further on both documents (insofar as they relate to Cranbrook) when the Cranbrook DPD would become available.

17/87 RESPONSE TO EAST DEVON DISTRICT COUNCIL'S STREET TRADING CONSULTATION

Cranbrook Town Council had considered East Devon District Council's street trading proposals at its meeting on 18 July 2016 (minute 16/185 refers). This round of consultation presented the results of that previous consultation in the summer 2016 and **it was resolved** to remain in favour of the changes proposed by East Devon District Council.

Signed: …… Date: 8 May 2017

17/88 PARISHES TOGETHER FUNDING APPLICATIONS

The Town Council had been leading on two recent Parishes Together funding applications and had been able to secure external funding for the installation of council noticeboards (£450.00) and performances of a child sexual exploitation theatre play across East Devon (total value £4,790.00).

In relation to the latter, Parishes Together terms and conditions stipulated that funding for projects of over £4,000 would only be paid upon receipt of valid invoices and/or receipts. **It was resolved** to cover the expenditure of £4,790.00 until reimbursement could be obtained from East Devon District Council.

17/89 CHANGE OF BANK SIGNATORY

It was resolved to

a) approve the removal of Sarah Gunn as an authorised bank signatory and the amendments to the mandate for the operation of the bank account(s), payment instructions and banking services and to provide this to the Bank by persons authorised to do so in accordance with the Bank's procedures and the mandate.

b) Appoint and authorise Cllr Phil Norgate as a new bank signatory with the same levels of access.

c) entitle Unity Trust Bank to rely upon the amended mandate until it receives a later mandate amending it.

d) authorise the individuals named in Unity Trust Bank's "Changing your signatories" form on all accounts.

e) give instructions and changes in line with the mandate.

f) recognise that Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory.

g) notify Unity Trust Bank of any changes to the organisation in writing as per the terms and conditions of the account.

17/90 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments and also authorised the following payments:

- £60.67 to See the Light for monthly telephony and broadband charges.
- £425.37 to East Devon District Council covering service recharges at the Younghayes Centre during the period January until March 2017.

The Clerk also reported an imminent direct debit payment for the quarterly hire of the scanner/printer/ photocopier of £170.36 to De Lage Landen Leasing Ltd.

17/91 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

17/92 TOWN HALL BUSINESS PLAN

The Council noted the first draft of the business plan relating to the town hall building in the future town centre and recognised that the document would continue to evolve.

Signed: …… Date: 8 May 2017

17/93 URGENT ITEM: COMMUNITY DEVELOPMENT

The Chairman introduced community development in Cranbrook as an urgent item. Following a recent visit of the Chairman and Vice-Chairman to the Newton Abbot Community Interest Company it was proposed to not support the production of a Community Development Strategy as envisaged by Devon County Council, East Devon District Council and Action East Devon and instead to propose setting up a steering group to work with the Town Council to be the vehicle for community engagement. The group could be led by the Town Council but not dominated by it.

It was felt that implementing a practical solution in the short term would enable community development work to continue following the Community Development Worker role expiring in April 2018 and for community involvement to grow organically.

This proposal would now be explored with Devon County Council, East Devon District Council and Action East Devon.

The meeting ended at 8:28pm.

Signed: …… Date: 8 May 2017

MINUTES

Meeting: Town Council
Date: Monday, 22 May 2017
Time: 7:00pm
Venue: St Martin's Primary School, Younghayes Road EX5 2LZ

Present
Cllr Derek Atkinson
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Nigel Grimshire
Cllr Louisa Joslin
Cllr Phil Norgate
Cllr Nick Partridge

Also Present
Cllr Eleanor Rylance, East Devon District Council
Paul Strange, Reporter, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council
One member of the public

17/117 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Colin Buchan.

17/118 DECLARATIONS OF INTEREST

No declarations were made.

17/119 MINUTES

The minutes of the annual meeting on 8 May 2017 were accepted as a correct record.

17/120 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/121 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Eleanor Rylance, representing East Devon District Council, reported that East Devon District Council had held their annual meeting at which Cllr Andrew Moulding was elected Chairman of the Council and Cllr Paul Diviani was confirmed as Leader. Peter Bowden, who had previously served as a district and county councillor, was now an Honorary Alderman. At their annual meeting, East Devon District Council had raised concerns regarding the crisis in funding for adult social care.

Cllr Ray Bloxham, representing Devon County Council, reported that the County Council annual meeting would be held on 25 May at which councillors' roles and responsibilities would be determined. The Broadclyst electoral division, which Cllr Bloxham represented, comprised of 17 parishes and he was planning to present parishes with a written report from July 2017 onwards.

17/122 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

No report from the Exeter and East Devon Growth Point and East Devon District Council was received.

17/123 LOVE YOUR CRANBROOK

The Council considered a report by the Chairman of the Cranbrook Community Partnership which proposed a "Love Your Cranbrook" campaign which sought to tackle instances of antisocial behaviour in the town, including littering, low-level mindless damage and speeding, and overcome any difficulties by residents taking ownership; peers, family members and neighbours challenging undesirable behaviours and engaging residents to be considerate neighbours.

The aim was to change people's perceptions of Cranbrook and further build the community and the difficulty of measuring success was raised.

The Council noted that budget code 10 would be utilised for printing any promotional materials and that the logo should incorporate the corporate colours and font.

It was resolved to note the report and support the programme and associated printing costs.

17/124 NAME FOR THE TOWN HALL

The Chairman explained that the future Town Hall was in need of a name and different names had been suggested informally by members of this Council previously. Councillors noted that the recommendations and outcomes from the recent CABE design review needed to be incorporated in any building design alterations before a suitable name could be identified for the Town Hall. A location plan and any latest drawings would need to be publicised for the benefit of members of the public.

It was resolved to ask the community for naming suggestions at Cranbrook Day and thereafter and subject those suggestions together with the councillors' suggestions to a voting exercise, e.g. a Facebook poll.

17/125 COMMITTEE MINUTES

The Council adopted the minutes of the Amenities Committee on 15 May 2017.

17/126 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

17/127 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

17/128 ESTATE RENT CHARGE

The Council had previously resolved to not apply the estate rent charge to the Council's precept and, instead, explore how the Council could possibly manage the charge under a license, except the collection of charges and the recovery of debt (Council minute 17/19 refers).

The Council had recently received an indication that the management of the estate rent charge could possibly be transferred in its entirety prior to completion of 3,500 homes and was meeting with Consortium and legal representatives imminently to explore this in more detail. The Council's position remained that it would not collect any charges or recovered any debt in-house.

The benefits of managing the estate rent charge included full local control of costs and contractual performance management and the reduction of management layers. Any associated risks would have to be carefully appraised as further details became known and the Council discussed the possibility of a public consultation on whether or not the Town Council should assume management responsibilities of the estate rent charge at a later stage when a detailed proposal was available.

It was resolved to continue to investigate how the Town Council can influence the future of the estate rent charge and report back to Council in due course.

17/129 UPDATED YOUTH PLANS

The Council considered the latest architect plans depicting the draft layout of the youth space which formed part of the wider leisure and health and wellbeing campus in the future town centre. The Council was satisfied that the architect had incorporated its comments made in February 2017 but was awaiting the recommendations and outcomes from the recent CABE design review and how these might impact on any building design.

17/130 COUNTRY PARK RESOURCE CENTRE

The Chairman introduced as an urgent item a confidential report by East Devon District Council appraising different possible locations for the Country Park Resource Centre. The Town Council was in favour of East Devon District Council's preferred option six on the basis that it was not located near existing residential dwellings and that it was well-located for access to and from the Cranbrook Education Campus and the future town centre.

The meeting ended at 8:04pm.

Signed: …… Date: 19 June 2017

APPENDIX – SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 10**
22 MAY 2017

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
09/05/2017	M.J. & G.M. Accountancy Services Ltd	Payroll May 2017	15.00
15/05/2017	Cathy Hill	Expenses: emergency box supplies, office equipment	16.23
15/05/2017	See the Light	Monthly broadband and telephony charges	66.33
16/05/2017	Tedd Wragg Trust	Room hire for highways seminar on 27 March 2017	44.00
17/05/2017	East Devon District Council	Annual rent for the Town Council office	2,500.00
Staffing Costs			
28/05/2016	n/a	Salaries for May 2017	3,930.71
28/05/2016	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,192.62
28/05/2016	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,183.30

Signed: …… Date: 19 June 2017

MINUTES

Meeting: Town Council
Date: Monday, 19 June 2017
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Derek Atkinson
Cllr Kim Bloxham (in the Chair)
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Phil Norgate
Cllr Leslie Bayliss – co-opted under agenda item 5

Also Present
Cllr Eleanor Rylance, East Devon District Council
Andy Wood, Projects Director, Exeter and East Devon Growth Point
Keith Johnson, Community Development Worker, Action East Devon
Paul Strange, Reporter, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

17/131 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Kevin Blakey, Nigel Grimshire, Louisa Joslin and Nick Partridge.

17/132 DECLARATIONS OF INTEREST

No declarations were made.

17/133 MINUTES

The minutes of the meeting on 22 May 2017 were accepted as a correct record.

17/134 VOTING PROCEDURE

It was resolved that the voting procedure for agenda item 5 should be by signed ballot under the provisions of Standing Order 8.

17/135 CO-OPTION OF COUNCILLOR TO FILL A VACANCY ON THE TOWN COUNCIL

The Council considered written and verbal representations in support of one application to fill a casual vacancy by co-option onto the Council. Following the subsequent ballot, Leslie Bayliss was co-opted onto the Council having gained more than 50% of the votes.

17/136 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/137 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Eleanor Rylance, representing East Devon District Council, reported that the changes to the recycling and bin collection schedule had commenced on 16 June 2017 and the crews were still settling into the new routines in areas of her ward. Any issues encountered should be reported to East Devon District Council. The Town Council had previously discussed the introduction of a garden waste collection in Cranbrook and Cllr Rylance advised that Stoke Cannon operated their own scheme. She undertook to provide information on East Devon District Council's long-term plans in relation to green waste.

Cllr Ray Bloxham, representing Devon County Council, reported that the induction programme at the County Council was still ongoing and that he now had received confirmation of his appointments as follows: Vice-Chairmanship of the Development Management Committee and memberships of the Corporate Infrastructure & Regulatory Services Scrutiny Committee, Standards Committee, East Devon Highway and Traffic Orders Committees (HATOC), East Devon Locality Committee, Devon & Exeter Rail Project Working Group, Minerals & Waste Framework Plans Working Group, Corporate Parenting Board and the Personnel Panel. He was also represented on the following outside bodies: East & Mid Devon Community Safety Partnership, Hill Barton Business Park Liaison Group, Royal Devon & Exeter NHS Foundation Trust Council of Governors.

17/138 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

The Projects Director reported the following:

- Following the Design Council/CABE design review of the two currently proposed town centre facilities, the town hall and the health and wellbeing/leisure complex, work was being undertaken to understand the financial implications and viability of both schemes.

- The Projects Director would provide an update on the progress of the Ecology Park and currently live Taylor Wimpey planning applications following a meeting today.

- The Cranbrook Development Plan Document (DPD) preferred option(s) report would not be published until September 2017 which would allow East Devon District Council to undertake further work on viability. The Council commented that the community would need to be informed of the significant delay and that the impact on future residential development and economic viability would need to be assessed in more detail. The DPD primarily affected the expansion areas but also had an impact on the financial viability of Section 106 obligations which were currently based on 3,500 dwellings, including the town centre development. More details were anticipated in a report to East Devon District Council's Cabinet in the autumn.

- The future provision of temporary and modular business units in the town centre (Cranbox) was gaining momentum and a project delivery team was being established to undertake initial planning and viability works but it was currently not possible to confirm timescales of the provision being available.

- The new Cranbrook Team Leader and the New Community Officer replacement would start in post on 3 July. It was anticipated that this would result in a better throughput of planning applications and it was planned to agree with the developers a "parcel plan" for Phase 4 which would include submission and decision dates for remaining plots of land in the currently outline-consented area and the early allocation of planning officers to individual applications.

17/139 SUMMER HOLIDAY ACTIVITIES

The Community Development Worker introduced his report and explained that he had been working with various stakeholders to design a programme of activities Mondays to Thursdays over a period of four weeks in the summer holidays which the Town Council's public liability insurance would cover.

He had also received funding from Action East Devon which would reduce the overall cost of the programme to £1,000.00. The Council suggested introducing a nominal charge in order to help with the cost of the sessions and to make the programme financially sustainable in the long term. The Community Development Worker would explore how the charges could be collected and managed.

Cllr Ray Bloxham invited the Community Development Worker to apply for part-funding of £250.00 to his and Cllr Sara Randall Johnson's locality budgets. This would only be available once and the financial sustainability of the programme would need to be ensured.

It was resolved to make available funding of up to £750.00 subject to the success of applications for funding the County Councillors' locality budgets.

17/140 PROPOSED CYCLE HUB AT THE CRANBROOK EDUCATION CAMPUS

The item was deferred until further written information was available.

17/141 COMMITTEE MINUTES

The Council adopted the minutes of the Planning Committee on 5 June 2017.

17/142 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

17/143 APPOINTMENT OF SIGNATORY FOR BANK STATEMENTS AND BANK RECONCILIATIONS

The Council appointed Cllr Leslie Bayliss as its signatory for bank statements and quarterly bank reconciliations.

17/144 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

17/145 TRANSFER OF THE ESTATE RENT CHARGE

The Council had previously explored how it could potentially manage the estate rent charge and appraised that the benefits of managing the estate rent charge included full local control of costs and contractual performance management and the reduction of management layers (Council minutes 17/19 and 17/128 refer).

It was anticipated that Devon County Council and East Devon District Council would only assume their statutory responsibilities, i.e. highway maintenance and bin emptying and litter picking along the main local route (MLR) but probably not the Country Park and play parks and other public open spaces, facilities and amenities.

The Council considered different options for the potential transfer of the management of the estate rent charge to it. The Council's legal representatives had appraised the possible transfer of the rent charge from Cranbrook Ltd to the Council, the taking-over of Cranbrook Ltd or establishing a new company.

Based on the assumption that only known assets and liabilities would be transferred into the new company, it could be established as an entirely bespoke and fit-for-purpose enterprise. Non-Council members could also be appointed to the Company to widen participation.

It was resolved to continue the discussions relating to the transfer of the management of the estate rent charge with a view to establish a new company for this purpose. **It was further resolved** to seek an undertaking to cover the professional fees which would be incurred as a result of this process.

17/146 CABE DESIGN REVIEW REPORT AND RECOMMENDATIONS

The Council considered the Design Council/CABE design review report and recommendations and noted that concerns had been raised in relation to the viability of the two currently proposed town centre facilities, the town hall and the health and wellbeing/leisure complex. The Council's draft town hall business plan had already projected a loss during the first two years. The Council also noted the review panel's comments in relation to the "bland" exterior of the proposed town hall.

The Council noted the report.

The meeting ended at 8:27pm.

Signed: …… Date: 24 July 2017

APPENDIX – SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 11**
19 JUNE 2017

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
24/05/2017	East Devon District Council	Room hire	48.00
31/05/2017	Cllr Kim Bloxham	Expenses: Mileage	14.85
31/05/2017	East Devon District Council	Room hire	125.00
07/06/2017	Concorde	Printing costs	4.20
12/06/2017	Devon County Council	Room hire charges	£77.50
12/06/2017	Devon County Council	Room hire charges	£30.00
14/06/2017	Cllr Derek Atkinson	Expenses: Mileage	£17.55
15/06/2017	See the Light	telephony and broadband	£65.22
Already Paid			
24/05/2017	Signs of Cheshire Limited	Noticeboards: 50% deposit of invoice 6874 (£4,662.00) (minute 16/274 refers)	2,331.00
13/06/2017	Alter Ego Creative Solutions	"Chelsea's Choice" theatre play; five-day tour w/c 9 October 2017 £4,790.00 + £958.00 recoverable VAT (minute 17/88)	5,748.00
Staffing Costs			
28/06/2016	n/a	Salaries for June 2017	3,930.51
28/06/2016	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,192.82
28/06/2016	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,183.30

Signed: …… Date: 24 July 2017

MINUTES

Meeting: Town Council
Date: Monday, 24 July 2017
Time: 7:00pm
Venue: St Martin's Primary School, Younghayes Road, Cranbrook EX5 7DT

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Phil Norgate
Cllr Nick Partridge

Also Present
Todd Plant, Cranbrook Rotary Club
Paul Strange, Reporter, Cranbrook Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

17/147 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Derek Atkinson, Nigel Grimshire and Cllr Louisa Joslin.

17/148 DECLARATIONS OF INTEREST

No declarations were made.

17/149 MINUTES

The minutes of the meeting on 19 June 2017 were accepted as a correct record.

17/150 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/151 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Ray Bloxham, representing Devon County Council, had submitted a written report prior to the meeting and the Chairman highlighted the section within the report making reference to 80,000 passengers using Cranbrook train station annually.

Cllr Eleanor Rylance, representing East Devon District Council, reported that she had attended a modern slavery workshop recently, that Devon and Cornwall Police operated a dedicated specialist unit based in Exmouth and that she would be disseminating further information on social media.

Cllr Rylance further reported that the East Devon Citizens Advice Bureau had undergone a restructure due to a decrease in funding but that their workload was projected to rise due to changes to the universal credits system. Some local councils in the district had allocated funding to the Bureau over a number of financial years in order to assist.

The Council noted that the action following the last Council meeting on 19 June 2017 remained outstanding in relation to the provision of information on East Devon District Council's long-term plans in relation to green waste collections (ref. minute 17/137).

17/152 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

No report was received.

17/153 SKYPARK / HAYES FARM LIAISON GROUP

The Council considered whether it should be represented on the SkyPark / Hayes Farm Liaison Group and appointed Cllr Les Bayliss as the Town Council's representative.

17/154 GYPSY AND TRAVELLER LIAISON

The Council considered whether it should appoint a councillor to act as the Council's dedicated gypsy and traveller liaison representative and appointed Cllr Colin Buchan to fulfil this function.

17/155 PARISHES TOGETHER APPLICATION – GREAT TREES

The Council considered a draft Parishes Together application to support a two-year East Devon District Council project called 'Great Trees in the Clyst Valley' for which that Council had successfully secured Heritage Lottery Funding. The project would encourage the public to explore, record and restore the heritage of trees in fields, hedges, parks and orchards across thirteen full parishes. A programme of discovery walks would then explore the wider heritage of sunken lanes, flood meadows, and hill forts, for example, leading towards a series of workshops to define an ambitious 25-year vision for the fledgling Clyst Valley Regional Park.

Aylesbeare, Bishops Clyst, Broadclyst, Clyst Honiton, Clyst Hydon, Clyst St George, Clyst St Lawrence, Farringdon, Politmore, Rockbeare, Sowton and Whimple parish councils had been contacted and early indications suggested that at least some of those councils were in support of the project. Cranbrook Town Council's 2017-18 Parishes Together allowance of £2,382.60 remained unspent to date.

It was resolved to earmark up to £500.00 for the Parishes Together application in support of the Great Trees in the Clyst Valley project Pending the other parish councils' contributions

17/156 CRANBROOK FESTIVAL

The Council considered a request by the Cranbrook Rotary Club to support a Cranbrook Festival instead of Cranbrook Day from 2018 onwards.

The Council noted that the suggested project outline, including the proposed required facilities, scale of the event, car parking, locations, approvals, licenses, security arrangements, reinstatement etc. required clarification and further details would need to be confirmed.

It was resolved to support the principle of a Cranbrook Festival pending successful resolution of queries and anticipated issues and to appoint a councillor to the anticipated Cranbrook Rotary Club steering group in the autumn.

17/157 COUNTRY PARK: BUSINESS USE AND EVENTS

Following two recent requests by businesses to use the Country Park for their purposes, the Council considered its position in relation to the use of the Country Park for business as well as leisure and entertainment purposes.

It was felt that

- any use of the space would need to deliver a benefit to the community;
- business users of the Park should contribute to the routine maintenance of it and be liable for any material damage they may cause. For this purpose it might be necessary to designate particular areas of the Park for business use or request that businesses define the area which they intend to use and restrict dates and/or times;
- the use of the Country Park as a recreational space and (in part) nature reserve should not be compromised at any time and recreational users of the Park should not be impeded.

The Council agreed to establish a policy for the future use of the park, defining criteria for the use of the Country Park including what constitutes an event and a possible charging structure for commercial use.

It was resolved to support the two recent requests for business use of the Country Park subject to the above comments.

17/158 NORTHWOOD ACRES PLAY AREA

The Council considered the results of a recent voting exercise on the preferred play equipment for the new play area at Northwood Acres in Phase 2. The winning design had to be subjected to an approval process with the Town Council and the Consortium before the funding could be released by East Devon District Council's Strategic Management Team (SMT).

It was resolved to agree to the winning design.

Cllr Kim Bloxham also reported that a ban on dogs, ball games, cycling, and littering was in operation in the existing play parks in Cranbrook but that a proposed cycle path led across the new play park at Northwood Acres. Car parking across the front of the play park might also become a problem from a highway safety perspective. The Council noted that the final details relating to the cycle path and any fencing would need to be confirmed.

17/159 EMERGENCY PLAN

The Council considered a proposed Emergency Plan drafted by Cllr Les Bayliss. The Council appointed Cllr Bayliss as its emergency planning lead who undertook to finalise the plan and it appointed the Chairman of the Council as its coordinator in case of an emergency. The final Plan would need to be consulted on with the Environment Agency, East Devon District Council, Devon County Council, the Devon and Somerset Fire and Rescue Service and Devon and Cornwall Police.

[Cllr Nick Partridge left the meeting.]

17/160 CUSTOMER SERVICE POLICY

The Council considered and approved its Customer Service Policy including its complaints procedure. The Council stipulated that the Chairman of the Council would investigate and resolve complaints at Stage 2 and in case of a complaint against the Chairman of the Council, the Vice-Chairman of the Council would perform that role.

17/161 OUR BRAND

The Council approved its style guide for publications and correspondence.

17/162 COMMITTEE APPOINTMENTS

Following his recent co-option, the Council appointed Cllr Les Bayliss to the Finance & Personnel Committee and to the Younghayes Centre Business Plan working group instead of Cllr Ray Bloxham.

17/163 LOVE YOUR CRANBROOK – INCONSIDERATE PARKING

The Town Council launched its "Love Your Cranbrook" campaign in June 2017 which sought to tackle a number of issues which affect the quality of life including inconsiderate parking, speeding, littering, fly tipping, refuse bins being left on pavements, chewing gum, on pavements and isolated instances of anti-social behaviour. The campaign had started by highlighting the problems associated with inconsiderate parking in Cranbrook. The Council considered how to target offending vehicles as part of the campaign.

It was resolved to leaflet-drop households in the vicinity of inconsiderately parked vehicles in order to encourage conversations within neighbourhoods about car parking and that councillors would identify problem areas and inform staff for the purpose of leaflet production by Monday, 7 August 2017.

17/164 COMMITTEE MINUTES

The Council adopted the minutes of the

- Amenities Committee on 26 June 2017
- Planning Committee on 17 July 2017
- Finance & Personnel Committee on 17 July 2017

17/165 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

17/166 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

17/167 TRANSFER OF THE ESTATE RENT CHARGE

The Council had previously explored how it could potentially manage the estate rent charge and appraised that the benefits of managing the estate rent charge included full local control of costs and contractual performance management and the reduction of management layers (Council minutes 17/19, 17/128 and 17/145 refer). The Council's Asset Delivery Working Party updated the Council on the progress made to date including in relation to a draft transfer agreement which the Council noted.

17/168 CRANBOX

The Council considered a draft project plan on the delivery of modular business space in the West End and the Council registered its concerns in relation to the proposed delivery timescale by January 2019 which it considered too long. The Council would also favour if the delivery of the project was undertaken by members of the Cranbrook team.

The Council further commented on the vision of the proposed development which it envisaged as providing retail and social/entertainment space rather than office-based business units, and that the provision could become Cranbrook's permanent unique selling proposition instead of a temporary solution.

17/169 SPEED DATA COLLECTION

One of the issues affecting the resident's quality of life identified as part of the Council's "Love Your Cranbrook" was vehicle speeding. The Council had receiving a number of reports of speeding in various locations in Cranbrook and along the B3174 London Road. Devon and Cornwall Police and the highway authority Devon County Council had not been able to support speed recording exercises locally or offer a community speed watch exercise (https://www.communityspeedwatch.co.uk/) because the highways remained unadopted. The Police had carried out sporadic checks along the B3174 but without recording

speeds. The response to a query whether the Police or the County Council are able to carry out speed checks along the adopted B3174 remained outstanding.

The Council considered quotes for conducting speed recording exercises by traffic data collection companies so that evidence could be generated to establish whether or not speeding was a problem within the town.

The Council agreed to commission the collection of traffic data in principle subject to further information on the cost of analysis by the cheapest provider, confirmation of a free loan machine as well as an agreement on dates and location(s) for the exercise.

17/170 EMAIL PROVIDER

The Council considered quotes from email providers and **it was resolved** to award the contract for the provision of the Council's email accounts to Apollo I.T. Ltd.

The meeting ended at 8:50pm.

Signed: …… Date: 21 August 2017

APPENDIX – SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 19**
24 JULY 2017

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
28/06/2017	East Devon District Council	Room hire	187.00
28/06/2017	Imagin Products Ltd	Name badges for Cllr Les Bayliss and Sarah Jenkins	17.76
29/06/2017	Devon County Council	Maternity cover job advert on devonjobs.gov.uk for three weeks	264.00
30/06/2017	Youth Genesis	Karaoke equipment for Cranbrook youth space	154.98
30/06/2017	Cathy Hill	Expenses – Meal on training day	8.74
03/07/2017	DALC	Training – Chairmanship course – Cllr Derek Atkinson and Janine Gardner	60.00
03/07/2017	Cllr Colin Buchan	Expenses – travel to and from gypsy and traveller conference on 3 July 2017	13.75
04/07/2017	Community Development Worker/Action East Devon	Contribution to barbeque at the Great Get Together on 17 June 2017	60.00
04/07/2017	East Devon District Council	Room hire	48.00
06/07/2017	Concorde	Printing costs	26.38
07/07/2017	Ladds of Crediton	Quarterly IT support	139.68
10/07/2017	M.J. & G.M. Accountancy Services Ltd	Payroll for July 2017	15.00
12/07/2017	Devon County Council	Room hire	60.00
13/07/2017	HCI Data Ltd	Cranbrooktowncouncil.gov.uk domain renewal for two years	83.88
14/07/2017	Brenda Masters	Expenses – key cutting and folding chairs for events	16.00
17/07/2017	See the Light	Monthly telephony and broadband charges	64.31
19/07/2017	De Lage Landen	Quarterly printer/scanner/photocopier hire	170.36
Already Paid			
22/06/2017	Cranbrook Rotary Club	Fee for CTC stall on Cranbrook Day	15.00
Payments Received			
05/07/2017	HMRC	2016-17 VAT repayment	2,690.37
Staffing Costs			
28/07/2016	n/a	Salaries for July 2017	3,930.71
28/07/2016	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,192.62
28/07/2016	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,183.30

Signed: …… Date: 21 August 2017

MINUTES

Meeting: Town Council
Date: Monday, 21 August 2017
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Derek Atkinson
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Louisa Joslin (7:28pm onwards)
Cllr Phil Norgate
Cllr Matthew Osborn – co-opted under agenda item 5

Also Present

Paul Strange, Reporter, Cranbrook Herald
Charlotte Wilson, grant applicant
Two members of the public
Sarah Jenkins, prospective Town Clerk, Cranbrook Town Council
Janine Gardner, Town Clerk, Cranbrook Town Council

17/171 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Nick Partridge.

17/172 DECLARATIONS OF INTEREST

No declarations were made.

17/173 MINUTES

The minutes of the meeting on 24 July 2017 were accepted as a correct record.

17/174 VOTING PROCEDURE

It was resolved that the voting procedure for agenda item 5 should be by signed ballot under the provisions of Standing Order 8.

17/175 CO-OPTION OF COUNCILLORS TO FILL VACANCIES ON THE TOWN COUNCIL

The Council considered written and verbal representations in support of one application to fill a casual vacancy by co-option onto the Council. Following the subsequent ballot, Matthew Osborn was co-opted onto the Council having gained more than 50% of the votes cast. The Council decided not to consider the second applicant's application in her absence due to her premature departure before the meeting had commenced.

17/176 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/177 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

In response to a councillor's request, Cllr Ray Bloxham, representing Devon County Council, agreed to follow up with the highways team at Devon County Council the lack of ease of access to the rear of the neighbourhood shops in Younghayes Road for large vehicles and if the locations currently earmarked for the planting of trees along the main local route (MLR) could be realigned for the provision of additional car parking spaces.

A written report had been received from Cllr Eleanor Rylance, representing East Devon District Council, regarding East Devon District Council's plans for green waste collections.

17/178 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

No report was received.

17/179 COMMUNITY GOVERNANCE REVIEW

The Council had requested that East Devon District Council undertake a review of the parish boundary of Cranbrook on the basis that due to changes in legislation, the neighbouring parish councils would now be able to amend their neighbourhood plan areas to cover the whole of their parishes which would include land currently allocated for the Cranbrook expansion areas.

The Chairman expressed that the expansion areas needed to be included in the parish of Cranbrook as the Town Council had previously expressed concerns that this would otherwise mean that different parts of the same town might potentially be administered by up to five local councils – a situation which the Town Council was keen to avoid. Furthermore, by locating different parts of the same town in various neighbouring parishes, the future developer contributions via Section 106 agreements or the community infrastructure levy might not contribute to the development and provision of facilities and amenities which were needed for a town of circa 8,000 residential dwellings and hence might jeopardise the viability of Cranbrook in the long term.

The Chief Executive of East Devon District Council had advised that he would assess the Council's request and prepare a report for East Devon's Cabinet, probably in October 2017. The Council commented that his response seemed non-committal and unsupportive and reiterated that because of the change in legislation this matter needed to be dealt with urgently.

A copy of the letter had also been sent to the Broadclyst ward members, one of whom had responded that he was minded to support the Council's request in principle but would like to consult with the other ward member, ascertain the implications for the neighbouring parishes and explore how much the expansion areas would benefit from being administered by one local council instead of potentially up to five.

It was resolved to write to the Chief Executive of East Devon District Council again stressing the urgency and copying that letter and the letter dated 14 August 2017 to the members of East Devon District Council's Cabinet.

17/180 GRANT APPLICATION – CRANBROOK ACTIVE MUMS

The Council considered a grant application from the Cranbrook Active Mums for £500.00, with a total project cost of £1,001.35. The grant was requested to fund the purchase of two bicycles and associated equipment. The applicant attended the meeting in support of the application and advised that revenue income of £3.00 per session was originally retained by the Cranbrook Active Mums but now LED Leisure had offered to pay a set fee of £40.00 per session and they would retain the £3.00 per session to use for Active Mums' needs in the future.

It was resolved to support the application and award £501.35 based on the assumption that the remainder balance (£500.00) would be provided by the Devon County Councillor's locality budget.

17/181 CRANBROOK FUN RUN 2017

The Council considered a report by the Community Development Worker outlining the current planning for this year's Fun Run on 16 September.

The Council appointed Cllr Les Bayliss to help organise the event and it would also support the event by

- providing feedback on the plans and feedback after the event,
- promoting the event on its website, Facebook page and noticeboards,
- providing the Council's banners at the event to mark the start and finish lines.

Depending on councillor availability the Council also hoped to provide a volunteer on the day to help with registrations, set up and take down and marshalling and to provide a stall at the event.

17/182 CHARITY OF THE YEAR FUNDRAISING EVENT

The Council considered a report following the Council's fundraising event on 11 August 2017 in aid of Citizens Advice East Devon.

It was resolved to charge the following expenditure which the Council had incurred to the Council's Town Events budget (EX16):

- £11.25 for pens, pencils, self-seal bags and colouring pens etc (most of which we have retained and can re-use as office stationery items) and
- £7.80 for squash/drinks for children (settled by Cllr Kevin Blakey on his expenses claim)

It was further resolved to match the amount raised through the Council's grants budget (EX14), i.e. £82.00 – increasing the amount which will benefit Citizens Advice East Devon to £164.00.

The Council would also provide information about its Charity of the Year on the Town Council's website and would remind recipients of Town Council grants to contribute to fundraising events for the Council's Charity of the Year.

17/183 YOUTH GENESIS STREET BASE PROPOSAL

The Council considered a proposal by Youth Genesis, its youth service provider, to provide street-based youth workers, in addition to the provision in the Younghayes Centre on Tuesday evenings, who could target any areas associated with isolated instances of antisocial behaviour in the town.

The Council's current budget for youth provision currently contained £2,571.08 unspent funds. The Council had originally budgeted £7,830.00 for youth provision based on £4,988.92 for full-year indoor provision plus £2,667.60 cost for additional session leader for the entire financial year if needed, plus some contingency for miscellaneous expenditure. Youth Genesis had offered to match-fund the street-base provision.

It was resolved to support the proposal and commission street-based youth workers on Tuesday evenings at a cost of £2,392.00 for the remainder of the financial year 2017-18.

17/184 TOWN HALL NAMING COMPETITION

The Council had launched a recent competition to name its town hall building in the future town centre which had ended on 31 July 2017. The Council considered the competition entries and the councillors filled in a voting sheet on which they marked their top three priorities.

17/185 NORTHWOOD ACRES PLAY AREA

The Council considered a report by the Chairman of the Amenities Committee advising the Council that

- metal fencing would be provided along the whole extent of the eastern elevation with a double-access gate for pedestrians and maintenance opposite the junction of Northwood Acres,
- metal fencing would be provided along the southern extent of the play area between the roadside fence and the cycleway between the Bovis and Taylor Wimpey parcels, separating the play equipment from the rest of the square, with two access gates
- two picnic tables, one with wheelchair access, would be provided in the southern grassed area, and
- mature planting would prevent play access to the garage walls which abut the square on the north west and south west corners

at no cost to the Town Council.

17/186 CHRISTMAS TREE

The Council considered a report by the Chairman of the Amenities Committee who outlined that it was proposed that the Council took responsibility for the provision of this year's Christmas tree and that it was hoped that the community market would hold a Christmas market, the Cranbrook Rotary Club would organise Santa's arrival and the choir would sing carols, similar to the provision in previous years.

It was resolved to provide a Christmas tree for Younghayes Place in 2017 and to:

a) approach Otter Nurseries to donate a Christmas tree for Younghayes Place;
b) purchase a reusable banner with Christmas greetings from the Town Council;
c) approve a budget of up to £750.00 from the Amenities and Properties budget (EX15) for the erection, installation of tree lights and electrical connection, dismantling and disposal of the Christmas tree.

17/187 LOVE YOUR CRANBROOK – LITTER CAMPAIGN

The Council's Love Your Cranbrook campaign was underway which tackled issues which affected the community and encouraged residents to be "good neighbours" to each other and the wider community. The Council had commenced the campaign by drawing residents' attention to the effects of inconsiderate parking and the second stage of the campaign would focus on littering from September onwards.

The Council considered a proposal of a trail of litter bins in Cranbrook from Friday, 15 September until Monday, 25 September, whereby letters attached to a selection of bins would spell a word and a trail sheet would include clues to their locations. Participants who located all the selected bins and returned with the correct word would enter a prize draw of a total of £30.00. Attached to the trail sheet would be a location plan of all the bins in Cranbrook in order to inform residents of bin locations in general.

It was resolved to support the campaign and allocate a total prize fund of £30.00 from the Council's Town Event budget (EX16).

17/188 HEALTH AND SAFETY POLICY

Cllr Les Bayliss introduced a more comprehensive Health and Safety Policy which would make the document fit for purpose for future developments, e.g. when the Council assumed ownership of assets. He also recommended the creation of the safety working group which would be responsible for reviewing and remediating significant problems as well as the resolution of any particular health and safety issues.

It was resolved to adopt the revised Health and Safety Policy pending the addition of the appendix and risk assessments and to establish a safety working group with a membership of Cllr Les Bayliss (chairman), Cllr Kevin Blakey, Cllr Colin Buchan and the Clerk which would report to Council. The safety working group would also investigate any significant problems or where specific advice was needed.

17/189 DATA PROTECTION POLICY

The Council considered the proposed Data Protection Policy and noted that new legislation was anticipated in May 2018 which would increased data protection requirements. Cllr Matthew Osborn offered his expertise in the area. The Council adopted its Data Protection Policy.

17/190 PUBLICATION SCHEME

The Council adopted its Publication Scheme.

17/191 COMMITTEE MINUTES

The Council adopted the minutes of the Amenities Committee on 7 August 2017.

17/192 RESPONSES TO PLANNING APPLICATIONS

The Council adopted the Planning Committee's responses to planning applications

a) 17/0391/MRES proposing the appearance, landscaping, layout and scale, for the construction of 149 dwellings and associated infrastructure at a site of Cranbrook New Community, London Road, Broadclyst [sic].

b) 17/0532/MOUT proposing the provision of up to 110,000 square meters of use class B8 development with ancillary use class B1 and associated parking, servicing, yard areas, landscaping and engineering works including demolition of existing structures within the site at land at Hayes Farm (Phase 2), Clyst Honiton.

The Council also considered and commented on the following applications:

c) 17/1731/FUL proposing the Conversion of garage to additional accommodation at 20 Pitt Park, Cranbrook EX5 7BQ.

   The proposal related to a ground floor single garage of a coach house. The applicant had proposed to create a new internal access door from the entrance hall to the garage, create a new wall behind the garage door but leave the garage door in situ and use the resulting space for additional living accommodation. The proposal did not change the street scene. The application indicated that there would be no loss of parking and supported this with a photograph showing two vehicles parked in tandem against the garage door.

   The Council expressed concerns about the suitability of the proposed living space in the absence of proposals for openable windows and internal alterations including adequate heating, lighting, insulation and ventilation.

   The Council was also concerned about the potential loss of car parking in light of the well-documented problems associated with limited car parking across Cranbrook. The loss of a garage did represent a loss of a parking space and the proposed parking for two vehicles is not wholly within the control of the applicant.

   It was resolved to object to planning application 17/1731/FUL because the proposal did not result in suitable living accommodation due to a lack of openable windows and adequate heating, lighting, insulation and ventilation and because the loss of a car parking space as well as the fact that the proposed alternative parking for a second vehicle was not within the ownership of the applicant.

d) 17/1863/TRE proposing the crown lifting of an oak tree (lower branches western aspect) to two metres above ground level at 18 Sweet Coppin, Cranbrook EX5 7FB.

It was resolved to support planning application 17/1863/TRE on the basis that the tree in question was overgrowing into the applicant's garden and the applicant proposed to lift the crown to two metres.

e) 17/1898/TEL proposing the installation of a slimline telegraph pole mast and supporting antennas, together with ground-based equipment cabinets and ancillary development at land adjacent to Stillwoods Farm, London Road, Rockbeare.

The Council queried why it was not consulted as a matter of course as a neighbouring parish council.

This development, if approved, would have great benefits for the residents of both Rockbeare and Cranbrook. The projected coverage from the proposed location suggested that the installation would result in 4G coverage to all of Rockbeare and the majority of the current development at Cranbrook. This would bring enhanced social and economic benefits across both parishes as mobile data would be reliable and readily available and mobile phone calls would be able to be made. Because of the current lack of mobile phone signal and associated mobile connectivity locally, this development, if approved, was a critical improvement to the local area.

It was resolved to support planning application 17/1898/TEL on the basis that any improvement to the currently weak or absent mobile phone signal and associated mobile connectivity in the entire parish due to a lack of relevant infrastructure was to be welcomed.

17/193 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

17/194 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

17/195 TRANSFER OF THE ESTATE RENT CHARGE

The Council had previously explored how it could potentially manage the estate rent charge and appraised that the benefits of managing the estate rent charge included full local control of costs and contractual performance management and the reduction of management layers (Council minutes 17/19, 17/128, 17/145 and 17/167 refer).

The Council considered recent progress in relation to the possible transfer of the estate rent charge and considered the three options available to it:

1. Exit the negotiations. This would mean that the estate rent charge would remain in the responsibility of the Consortium with no local control over contracts, performance management and costs.

2. Establish a new company for the purpose of transferring the management of the estate rent charge (ref. Council minute 17/145). Based on the assumption that only known assets and liabilities would be transferred into the new company, it could be established as an entirely bespoke and fit-for-purpose enterprise. Non-Council members could also be appointed to the Company to widen participation.

   Disadvantages included that only parts of Cranbrook would remain liable to pay the charge, that significant administrative costs would remain to be incurred, e.g. for the separate money collection system, and that the Council would inherit any future non-payments by households.

3. Subsume the estate rent charge into the council tax. This would eliminate the cost for money collections as the council tax was collected by East Devon District Council and it would reduce the costs for liability insurance, legal and professional costs and for the company secretary. This solution

would also cover parcels of development and pre-existing households outside of the Consortium-owned development areas, making it a fair charge across the parish.

Disadvantages included the sharp rise in council tax but this would be offset against the loss of the estate rent charge. The estate rent charge would also move away from being a standard charge to being banded in accordance with council tax bands and councillors were concerned that a council tax band – or house value – did not provide a suitable indication of a household's ability to pay.

It was resolved to continue the discussions relating to the transfer of the management of the estate rent charge with the Consortium with a view to subsume the estate rent charge into the council tax.

17/196 CRANBOX

The notion of "Cranbox", the provision of modular commercial space in Cranbrook, has been discussed locally for a while. It could deliver much-needed business units within the town and develop and enhance the local economy. If located in the town centre, the provision would also qualify for business rate relief as part of the Enterprise Zone designation.

The Town Council had always been keen to help establish Cranbrook as a destination for residents, visitors and businesses from within Cranbrook as well as the surrounding villages, towns and the east of Exeter. It envisaged Cranbox to provide predominantly retail and social/entertainment space rather than office-based business units in order to stimulate the local economy instead of individual small businesses using the provision for office space which were unlikely to attract a high volume of passing trade.

The Council was also of the view that the provision could become Cranbrook's medium-term or permanent unique selling proposition instead of a temporary solution.

It was resolved to help stimulate commercial activity in the town centre as soon as possible.

17/197 EVENT EQUIPMENT

The Council considered different options for the purchase of event equipment and it was resolved to purchase a gazebo with printing on the front at a cost of £251.99, a set of eight semi-circular water-filled weights at approximately £20.00 and a folding table at £21.99.

The meeting ended at 9:04pm.

APPENDIX – SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 21**
21 AUGUST 2017

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
06/06/2017	M.J. & G.M. Accountancy Services Ltd	Payroll – June 2017	15.00
25/07/2017	East Devon District Council	Service recharge Younghayes Centre from 1 April - 30 June 2017	271.53
26/07/2017	East Devon District Council	Room hire	161.00
01/08/2017	Ashfords	Legal costs – transfer of the Younghayes Centre May 2016-July 2017	1,515.00
05/08/2017	Concorde	Printing costs	2.92
11/08/2017	M.J. & G.M. Accountancy Services Ltd	Payroll – August 2017	15.00
13/08/2017	Cllr Kevin Blakey	Expenses – mileage and refreshments at meeting and CAB treasure trail	55.40
14/08/2017	Cathy Hill	Expenses – items for CAB treasure trail	13.24
15/08/2017	See the Light	Monthly broadband and telephony charges	66.21
Staffing Costs			
28/08/2016	n/a	Salaries for August 2017	3,930.71
28/08/2016	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,192.62
28/08/2016	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,183.30

Signed: …… Date: 18 September 2017

MINUTES

Meeting: Town Council
Date: Monday, 18 September 2017
Time: 7:00pm
Venue: St Martin's Primary School, Younghayes Road, Cranbrook EX5 7DT

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Colin Buchan
Cllr Matthew Osborn

Also Present
Cllr Sara Randall-Johnson, Devon County Council
Cllr Chris Pepper, East Devon District Council
Andy Wood, Exeter and East Devon Growth Point
Paul Strange, Reporter, Cranbrook Herald
Sarah Jenkins, Town Clerk, Cranbrook Town Council

17/198 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Derek Atkinson, Kim Bloxham, Ray Bloxham, Phil Norgate and Nick Partridge. Apologies were also received from Cllr Eleanor Rylance, East Devon District Council.

17/199 DECLARATIONS OF INTEREST

No declarations were made.

17/200 MINUTES

The minutes of the meeting on 21 August 2017 were accepted as a correct record.

17/201 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/202 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Devon County Council

Cllr Randall-Johnson advised that additional works to a cycleway in the Cumberland Way / Pinhoe Road area had been approved.

Cllr Randall-Johnson reported that she is a member of the Exeter Health and Wellbeing Board which is very supportive of Cranbrook.

The Chairman thanked Cllr Randall-Johnson for attending the meeting.

Cllr Randall-Johnson left the meeting at 7.07pm

East Devon District Council

Cllr Pepper advised that he would be available to assist with the community governance review. Cllr Pepper declared a personal interest as the Chairman of Broadclyst Parish Council which has responded to the initial request for comments.

17/203 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

Mr Wood reported that the Cranbrook Development Plan Document would shortly be considered by EDDC Strategic Planning, followed by a six-week consultation.

Following the designation of the Enterprise Zone in April, the concept of modular space had been positively received and would be pursued for Cranbrook.

Mr Wood clarified the terms of the Enterprise Zone which is a 25 year statutory designation with business rate income ring-fenced over that period. Business rate relief for the Enterprise Zone started on 1 April 2017 and will end in March 2022. After 2022 the ring-fenced income could be utilised to make the sites in the Zone more attractive.

The Chairman thanked Mr Wood for attending the meeting.

Mr Wood left the meeting at 7.24pm

17/204 POLICE REPORT

The Council noted the Police report covering the period from 31 July until 31 August 2017 and noted the number of crimes – four thefts, two of which were from insecure and unattended vehicles; one public order offence.

17/205 EXTERNAL AUDIT REPORT

The report of the external Auditor was received and noted and would be published.

17/206 SPORTS HEALTH AND WELLBEING

A report by Cllr Osborn had been circulated in advance. Cllr Osborn is liaising with Sport England as the Exeter area, including Cranbrook, is a local delivery point with approximately £13m funding available. A need had been identified for early exposure to multiple sports.

It was agreed to appoint Cllr Osborn as lead councillor for sports health and wellbeing.

17/207 TOWN HALL NAMING COMPETITION

The winning entry naming the new Town Hall as The Tillhouse Centre had been announced on 8 September and a £50.00 voucher had been delivered to the competition winner.

17/208 RISK MANAGEMENT STRATEGY AND REVIEW OF RISK MANAGEMENT ARRANGEMENTS

Cllr Bayliss noted that it would be advisable for several councillors to assess the risks to consider whether there should be any variations from the suggested scoring. It was proposed that this work would fit within the remit of the Safety Working Group which was set up in August.

It was agreed to carry this item forward to the next meeting for further discussion regarding the role of the Safety Working Group.

17/209 PLANNING APPLICATIONS

A. 17/2117/MRES

The Town Council considered planning application 17/2117/MRES proposing access, appearance, landscaping, layout and scale for the construction of 73 dwellings and associated infrastructure and landscaping at a site to the east, west and north of Stillwoods Farm, Cranbrook.

The Town Council **resolved** to **object** to the application for the following reasons:

- The number of garages proposed is not sufficient
- The proposed garages and parking spaces are the same size as those in Phase 1 and considered to be too small
- There are no measures to prevent parking on pavements and verges
- Front to back parking allocations are unworkable
- Allocated parking should be visible from the appropriate properties
- The Town Council wishes to see a move away from the design of Phase 1

The Town Council further **objects** to the application on the grounds that the proposed distribution of affordable housing is not appropriate.

B. 17/1973/MRES

The Town Council considered planning application 17/1973/MRES seeking approval of access, appearance, landscaping, layout and scale for the construction of 129 dwellings and associated infrastructure at a site at Cranbrook New Community Land north of Tillhouse Cottages, east of former Crannaford Lane, Cranbrook.

The Town Council **resolved** to **object** to the application for the following reasons:

- The proposed number of parking spaces is not sufficient
- Front to back parking allocations are unworkable
- The proposed courtyard arrangement in the centre of the development is an undesirable arrangement

The Town Council wishes to highlight the good design in Phase 3 with particular regard to parking and garaging.

17/210 FUTURE BANKING ARRANGEMENTS

A report had been circulated in advance and was noted.

It was resolved to remain with Unity Trust Bank and cancel the Lloyds Bank account and to increase the number of "View and Submit" access holders (employees) to two and decrease the number of "View and Authorise" access holders (councillors) to three for the reasons outlined in the report.

17/211 APPOINTMENT OF BANK SIGNATORIES

The Council agreed to remove Louisa Joslin and Janine Gardner from its Unity Trust account and **it was resolved** to

a) approve the amendments to the mandate for the operation of the bank account(s), payment instructions and banking services and to provide this information to the Bank by persons authorised to do so in accordance with the Bank's procedures and the mandate;
b) to entitle Unity Trust Bank to rely upon the amended mandate until it receives a later mandate amending it;
c) to notify Unity Trust Bank in writing of any changes to the organisation as per the terms and conditions of the account.

The Council further agreed to add Sarah Jenkins and Cathy Hill as “View and Submit” level of access signatories to the its Unity Trust Bank accounts and **it was resolved** to

d) authorise the individuals named on Unity Trust Bank’s “Changing Your Signatories” as authorised signatories on all accounts;
e) to give instructions and changes in line with the mandate;
f) to note that Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory;
g) to notify Unity Trust Bank of any changes to the organisation in writing.

17/212 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

17/213 COUNCILLOR LEADS

It was resolved to appoint lead councillors for the following workstreams:

a. Proposed cycle hub at the Cranbrook Education Campus – Cllr Matt Osborn
b. Representative on the East Devon Culture Forum – Cllr Kim Bloxham
c. Street naming suggestions – Cllr Les Bayliss
d. Move More Group – Cllr Kim Bloxham

17/213 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

17/214 COMMERCIAL MODULAR SPACE

A report had been circulated in advance and was noted. Following discussion it was agreed in principle that the Town Council would manage any commercial modular space in the town centre.

The meeting closed at 8.21pm.

Signed: …… Date: 23 October 2017

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 15**
18 SEPTEMBER 2017

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
30/08/2017	Imagin Products Ltd	Name badge for Cllr Matt Osborn	10.98
06/09/2017	East Devon District Council	Room hire	48.00
07/09/2017	M J & G M Accountancy Services	Payroll September 2017	18.00
07/09/2017	Grant Thornton	2017 Annual Return / external audit fee	480.00
14/09/2017	Brenda Masters	Expenses	6.78
15/09/2017	SLCC	Renewal of SLCC subscription for Janine Gardner	139.00
15/09/2017	See the Light	Telephony and broadband	71.08
Staffing Costs			
28/09/2016	n/a	Salaries for September 2017	6,255.70
28/09/2016	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,616.43
28/09/2016	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,927.20

Signed: …… Date: 23 October 2017

MINUTES

Meeting: Town Council
Date: Monday, 23 October 2017
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Derek Atkinson
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Phil Norgate
Cllr Matthew Osborn

In attendance
James Bond, Carving Community
Paul Strange, Reporter, Cranbrook Herald
Sarah Jenkins, Town Clerk, Cranbrook Town Council

17/215 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Nick Partridge
Apologies were also received from Cllr Chris Pepper and Cllr Eleanor Rylance, East Devon District Council and Mr Andy Wood, Exeter and East Devon Growth Point

17/216 DECLARATIONS OF INTEREST

No declarations were made.

17/217 MINUTES

The minutes of the meeting held on 18 September 2017 were accepted as a correct record.

17/218 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/219 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

There were no reports from District and County Councillors.

Signed: …… Date: 20 November 2017

17/220 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

There was no report from the Exeter and East Devon Growth Point.

17/221 POLICE REPORT

The Council noted the Police report covering the period from 31 August until 30 September 2017 and noted the number of crimes – theft 5; criminal damage 3; assault 3; attempted burglary 1; drink drive 1.

The Town Council was very concerned to note that several crimes involved youth on youth assaults. It was reported that a multi-agency meeting was being arranged to raise these concerns.

It was also noted that the cost of cleaning graffiti is £450.00 per day.

17/222 PLANNING APPLICATIONS

A. 17/2372/RES

The Town Council considered planning application 17/2372/RES proposing layout, scale, appearance and access for allotments associated with phase 3 & 4 of Cranbrook New Community on land to the west of Southbrook Lane and land to the south of the Education Campus playing fields, Cranbrook.

It was noted that this is an application for two allotment sites in the town. One is correctly described as south of the Education Campus playing fields but the second is wrongly described as west of Southbrook Lane. On the plans submitted, the site is to the east of Southbrook Lane.

Both sites are welcome and much needed additions to the available facilities in Cranbrook. There is a waiting list of those who have expressed an interest in an allotment.

The Town Council **supports** this application.

B. 17/2354/FUL

The Town Council considered planning application 17/2354/FUL seeking approval for the construction of a detached dwelling and garage at Clooneen, Southbrook Lane, Cranbrook EX5 2PG thus splitting the site into two separate dwellings with shared access off Southbrook Lane.

The principle of Development

The site is within the hamlet of Southbrook and whilst this part of Cranbrook Parish will eventually be surrounded by the new town, the site is - strictly speaking within the terms of the Local Plan - in the countryside and subject therefore to Strategy 7 of the East Devon Local Plan which states:

Strategy 7 - Development in the Countryside
The countryside is defined as all those parts of the plan area that are outside the Built-up Area Boundaries and outside of site specific allocations shown on the Proposals Map. Development in the countryside will only be permitted where it is in accordance with a specific Local or Neighbourhood Plan policy that explicitly permits such development and where it would not harm the distinctive landscape, amenity and environmental qualities within which it is located, including:

1. Land form and patterns of settlement.
2. Important natural and manmade features which contribute to the local landscape character, including topography, traditional field boundaries, areas of importance for nature conservation and rural buildings.
3. The adverse disruption of a view from a public place which forms part of the distinctive character of the area or otherwise causes significant visual intrusions.

Sustainability of the site

Given its location within the developing new town it is considered that the location is sustainable in all respects with proximity to facilities, jobs and transport.

Planning Considerations and assessment

Notwithstanding that the site falls within the terms of strategy 7 of the Local Plan it is considered that development as proposed is acceptable and that there are insufficient grounds on which a refusal could be justified given the fact that the site will ultimately be wholly within the newly developed town of Cranbrook.

The proposed development is in keeping with its immediate surroundings, makes good use of the existing land available - it is a large site with currently a single dwelling in its most north-eastern corner - and the design, scale and massing as proposed is appropriate.

There are no discernible issues with overlooking or loss of amenity.

The site is sustainable with access to amenities, jobs and transport.

The Town Council **supports** this application.

17/223 COMMUNITY DEVELOPMENT WORKER

A report from the Community Development Worker had been circulated in advance and was considered by the Town Council. It was noted that the report referred to a meeting in August and resulting proposals for a "Vision Partnership Group". Those proposals had not been universally agreed and subsequently a second meeting had been held in October from which Mr Andy Wood had been tasked with forming a proposal for setting up a "Cranbrook Delivery Team".

It was further noted that there had been a very low level of support from members of the public for some activities.

As part of its budgeting process the Town Council would consider whether to take on responsibility for certain aspects of the Community Development Worker's role and the funding which would be required.

It was agreed that Cllr Norgate would attend the first meeting to discuss possible summer 2018 activities on 24 January at 1.30pm at the Cranbrook Education Campus.

Mr James Bond reported on the work and benefits of the Carving Community project in the Country Park. It was not possible for the project to continue in the current location due to the weather and wet ground but members could continue in the proposed location by the dog walking area if they could gain access. Access had now been made difficult due to the installation of bollards. It is intended to continue working on a fortnightly basis through the winter with the aim of finishing the project in January. It was noted that the issue of access to the Country Park is under consideration and a meeting had been arranged to discuss this further.

The Chairman thanked Mr Bond for attending.

Mr Bond left the meeting

17/224 COMMITTEE MEMBERSHIP APPOINTMENTS

The Town Council **resolved** to appoint Members to Committees as follows:

Amenities Committee – Cllr Les Bayliss, Cllr Matt Osborn

Finance & Personnel Committee – Cllr Colin Buchan

Planning Committee – Cllr Les Bayliss, Cllr Matt Osborn

17/225 PARISHES ONLINE MAPPING SYSTEM

A report on the system had been circulated in advance. The Town Council **resolved** to subscribe to the Parishes Online Mapping System at a cost of £124.80 (including VAT) for the first year. It was noted that the annual subscription would increase as it is linked to population size.

17/226 EMERGENCY PLAN

It was **resolved** that the Safety Working Group would take on the responsibility for the Emergency Plan. The draft plan is almost complete and once adopted would require an annual review.

It was **resolved** to appoint Cllr Kim Bloxham and Cllr Ray Bloxham, in addition to Cllr Blakey and Cllr Bayliss, as members of the Town Emergency Response Group (TERG).

17/227 RISK MANAGEMENT STRATEGY AND REVIEW OF RISK MANAGEMENT ARRANGEMENTS

It was resolved to appoint the Safety Working Group to consider the Town Council's risk management strategy and to undertake the associated review of the risk management arrangements.

17/228 SPORT, HEALTH AND WELL-BEING

Cllr Osborn reported that he had attended the second meeting with Sport England held at the Cranbrook Education Campus. It was agreed that obtaining Sport England funding would accelerate the delivery of facilities and that there was a need to encourage access to different types of sport. It was considered vital that Cranbrook does not become a subsidiary of Exeter in the bid process.

17/229 LIAISON WITH YOUTH GENESIS

A report had been circulated in advance. The Town Council noted the need for continuity of attendance at Youth Club sessions in order to build trust and provide good two-way feedback. The Town Council **resolved** to appoint Cllr Partridge to liaise with Youth Genesis and to attend sessions on a bi-monthly basis. It was **resolved** to appoint Cllr Osborn to attend when Cllr Partridge was unavailable.

17/230 OFFICE OF THE POLICE AND CRIME COMMISSIONER

Information from the Office of the Police and Crime Commissioner had been circulated in advance. It was agreed to defer any decision until the details of how the Councillor Advocate scheme would work had been finalised.

17/231 COMMITTEE MINUTES

It was resolved to adopt the minutes of the Finance and Personnel Committee meeting held on 16 October 2017.

17/232 SOUTH WESTERN RAILWAY CONSULTATION

The Town Council considered the consultation and agreed its response as follows:

The Town Council broadly welcomes the majority of the proposals except the proposal to reduce stopping at Woking and / or Clapham Junction. The Town Council would prefer to see the preservation of both stops on all Exeter - Waterloo services. However, should that not be possible because of the increase in suburban services, the preference would be that the Exeter - Waterloo services stop at Clapham Junction because that station is a principal interchange station.

The Town Council takes the view that Clapham Junction is a well-used station and reduction in stopping there would necessitate many passengers changing trains at Woking with the consequential transfer of luggage, pushchairs etc. Equally an alternate two-hourly stopping arrangement would lead to greater

crowding on certain trains particularly those stopping at Clapham Junction. The line is particularly busy now and that should not be artificially increased as a result of these proposals.

Whilst not part of the consultation, the Town Council would welcome the introduction of more frequent local commuter services to and from Exeter and the introduction of additional rolling stock on the line to ease congestion and overcrowding.

The Town Council notes that no change to the times of Sunday services is proposed and requests that consideration be given to introducing an earlier service for commuters working in Exeter on Sundays.

17/233 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

17/234 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The member of the press left the meeting

17/235 ESTATE RENT CHARGE

Work continues towards subsuming the estate rent charge into the council tax with effect from 1 April 2018.

17/236 TRANSFER OF THE YOUNGHAYES CENTRE TO THE TOWN COUNCIL

The Town Council is awaiting a response from East Devon District Council with regard to the terms for the potential transfer of the Younghayes Centre to the Town Council.

17/237 COMMERCIAL MODULAR SPACE

A proposal to provide commercial modular space in the town centre had been circulated in advance.

An amendment to the proposed notice period was considered. It was agreed to send the amended proposal to the Consortium for consideration.

17/238 CLOSE OF MEETING

The meeting closed at 8.37pm.

Signed: …… Date: 20 November 2017

APPENDIX – SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 19**
23 OCTOBER 2017

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
19/09/2017	Skyguard Ltd	Provision of Skyguard MYSOS device service	£206.40
02/10/2017	Wall Art	Business cards for Sarah Jenkins	£45.00
29/09/2017	EDDC	Room hire invoice number 40047242	£77.00
29/09/2017	EDDC	Room hire invoice number 40047252 – Youth Genesis Sept 2017	£102.00
05/10/2017 11/09/2017	Concorde	Printing costs	£6.72 £8.62
09/10/2017	DCC	Room hire invoice for September Council meeting at St Martin's Primary School	£15.00
10/10/2017	Ladds of Crediton	Quarterly IT support	£139.68
09/10/2017	DALC	Conference attendance for Cllr Kim Bloxham and Sarah Jenkins 10 October	£50.00
10/10/2017	MJ & GM Accountancy Services	Monthly payroll services October 2017	£18.00
13/10/2017	EDDC	YHC service recharges for Q2 1 July – 30 Sept 2017	£382.62
16/10/2017	See the Light	Telephony & broadband	£60.43
20/10/2017		Cllr Kevin Blakey expenses; mileage to Sidmouth - £10.40, cash prizes for Mystery Litter Letter Hunt competition - £25.00	£35.40
Staffing Costs			
	n/a	Salaries for October 2017	£5,842.53
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	NIL
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,919.38

Signed: …… Date: 20 November 2017

MINUTES

Meeting: Town Council
Date: Monday, 20 November 2017
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Derek Atkinson
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Nick Partridge

In attendance
Ed Freeman, East Devon District Council, Service Lead for Planning
Andy Wood, Exeter and East Devon Growth Point
Sam Hawkins
2 members of the public
Sarah Jenkins, Town Clerk, Cranbrook Town Council

17/239 APOLOGIES FOR ABSENCE

No apologies were received.

17/240 DECLARATIONS OF INTEREST

No declarations were made.

17/241 MINUTES

The minutes of the meeting held on 23 October 2017 were accepted as a correct record.

17/242 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/243 CRANBROOK MASTERPLAN

Mr Ed Freeman attended the meeting to answer questions on the proposed Cranbrook Masterplan.

Mr Freeman introduced the Masterplan and in response to questions from Councillors, made the following points:

- The conflict between the proposed Masterplan and the existing Local Plan is acknowledged, however, there is a need to accommodate the required levels of growth and development which will include both sides of the B3174
- Creating a new community is a key part of the Masterplan
- A south-western expansion area would have had a much greater landscape impact and been more harmful to visual separation from existing settlements than are the current proposals
- With regard to the size of Gypsy and Traveller sites, EDDC adopted guidelines on the density of pitches in 2016. Up to 15 pitches could be accommodated at each of the two proposed sites
- The mix of occupants on the proposed sites will need to be discussed with the Gypsy and Traveller community through Devon County Council to ascertain what will be suitable for the distinct groups within the community and to avoid conflicts between them
- Regarding the undergrounding of powerlines, there is evidence that the cost of achieving this will be viable due to the additional land made available for development. It was noted that there is local precedent for the undergrounding of powerlines
- The Local Plan has some flexibility regarding housing numbers
- It was noted that mixed business and residential use is unpopular with residents, however, there is a need to develop a functional town. Certain business uses (use class B1) such as local services, small start-ups and hi-tech businesses are considered to sit well with residential areas and mixed-use areas will be designed to integrate properly. EDDC would like to hear the views of the community on mixed-use development
- The delivery of infrastructure through CIL funding is not considered to be effective and restrictions on the pooling of S.106 agreements are also hampering the funding of infrastructure. EDDC needs to consider how best to deliver infrastructure for Cranbrook bearing in mind the constraints with both CIL and S.106 funding

It was agreed that Cllr Ray Bloxham will draft a formal response to the Masterplan consultation for approval by the Town Council.

The Chairman thanked Mr Freeman for attending.

Mr Freeman left the meeting at 7.37pm

17/244 VOTING PROCEDURE

It was resolved that the voting procedure for agenda item 7 should be by signed ballot under the provisions of Standing Order 8.

17/245 CO-OPTION OF COUNCILLOR TO FILL A VACANCY ON THE TOWN COUNCIL

The Council considered written and verbal representations in support of one application to fill a casual vacancy by co-option onto the Council. Following the subsequent ballot, Mr Sam Hawkins was co-opted onto the Council having gained a unanimous vote.

17/246 DISTRICT AND COUNTY COUNCIL ISSUES

There were no reports from East Devon District Councillors.

Cllr Ray Bloxham reported on on-going Devon County Council issues:

- The order has been submitted for the work on the station car park barriers
- Recruitment of staff for the Healthy New Towns project is underway
- Remedial work on the old road bridge on the B3174 is being followed up with DCC Highways

17/247 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

Mr Andy Wood advised that the delivery of modular space for the town centre is progressing in partnership with the Science Park. Proposals will be put to the next meeting of the Enterprise Zone Board on 11 December. Other Growth Point projects are progressing.

In response to a question from a Town Councillor, Mr Wood agreed to assist with obtaining a temporary aerial on the Younghayes Centre to enhance the mobile phone signal.

The Chairman thanked Mr Wood for attending.

Mr Wood left the meeting at 7.55pm

17/248 POLICE REPORT

The Council noted the Police report covering the period from 30 September until 31 October 2017 and noted the number of crimes reported: criminal damage 2; drink drive 1; assault ABH 3; shoplifting 1; common assault 1; theft 1; misuse of communications 1; vehicle interference 1; public order 1.

17/249 FINANCE AND PERSONNEL COMMITTEE MINUTES

It was resolved to adopt the minutes of the Finance and Personnel Committee meeting held on 13 November 2017.

17/250 PLANNING COMMITTEE MINUTES

It was resolved to adopt the minutes of the Planning Committee held on 13 November 2017. Further to a recommendation from the Planning Committee, **it was resolved that**, subject to the proposed wooden shelter receiving planning permission, the Town Council accepts responsibility for the ownership and maintenance of the shelter at the same time as accepting responsibility for ownership and maintenance of the land.

17/251 SAFETY WORKING GROUP MINUTES

It was resolved to adopt the minutes of the Safety Working Group held on 6 November 2018. Following recommendations from the Safety Working Group, **it was resolved**

1. To appoint the Finance and Personnel Committee to write a five-year plan with work to start in the new financial year 2018, and

2. To confirm the procedures as set out in the Health and Safety Policy and to approve the Policy which shall be reviewed twice yearly.

The Emergency Plan and the Risk Management Strategy were referred back to the Safety Working Group for amendment.

17/252 FIRE AND RESCUE SERVICE CONSULTATION

It was resolved to approve the response to the Fire and Rescue Service Integrated Risk Management Plan 2018-2022.

17/253 YOUNG CITIZEN OF THE YEAR AWARD

It was resolved to agree the criteria for the Young Citizen of the Year Award in partnership with the Cranbrook Herald and that the Town Council would provide the £100.00 cash prize.

17/254 EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP

Cllr Derek Atkinson reported that he had attended the recent meeting of the Local Action Group (LAG) held at Ottery St Mary.

Cllr Atkinson further reported that discussions are underway to form a Local Action Group for Cranbrook from the current Cranbrook Community Partnership. This would receive further consideration at the next meeting of the Cranbrook Community Partnership.

17/255 SPORT ENGLAND

Cllr Matt Osborn reported on progress with the Sport England bid for Exeter and Cranbrook and advised that the decision is imminent.

17/256 COUNCILLOR APPOINTMENTS TO OUTSIDE ORGANISATIONS

It was resolved to appoint Cllr Matt Osborn as the Town Council's representative on the Move More Group to replace Cllr Kim Bloxham.

17/257 YOUTH SERVICE PROVISION

Cllr Nick Partridge advised that it had been agreed that he and Cllr Osborn would attend Youth Genesis sessions on Tuesdays 21 November, 16 January and 20 March. Cllr Partridge would also monitor the Service Level Agreement for the youth provision.

17/258 OFFICE OF THE POLICE AND CRIME COMMISSIONER

Cllr Ray Bloxham advised that it is still unclear how the Councillor Advocate Scheme will operate. This item will be deferred until information is available.

17/259 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

17/260 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The members of the public left the meeting

17/262 ESTATE RENT CHARGE

Work continues towards subsuming the estate rent charge into the council tax with effect from 1 April 2018. It was reported that a letter of intent dated 17 November 2017 had been received confirming that the Consortium members wished to proceed pending the finalisation of the legal documentation.

Members of the Town Council had met with a representative of Cavanna Homes to discuss the estate rent charge which applies to their development.

17/263 TRANSFER OF THE YOUNGHAYES CENTRE TO THE TOWN COUNCIL

A response had been received from East Devon District Council advising the terms for the potential transfer of the Younghayes Centre to the Town Council. It was agreed that the Asset Delivery Working Group would consider the implications of the EDDC response and report back to the Town Council.

Signed: …… Date: 20 November 2017

17/264 FUTURE USE OF THE COUNTRY PARK

A proposal for the future use of the Country Park had been circulated in advance. It was agreed that Cllr Ray Bloxham will re-work the proposal to incorporate comments from Members.

17/265 CLOSE OF MEETING

The meeting closed at 8.54pm.

Signed: …… Date: 20 November 2017

APPENDIX – SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 21**
20 NOVEMBER 2017

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
31/10/2017		Cllr Kim Bloxham expenses for October 2017	£9.90
31/10/2017		Cllr Ray Bloxham expenses for October 2017	£19.05
31/10/2017	EDDC	Room hire 40047550	£88.00
31/10/2017	EDDC	Room hire Youth Genesis 40047551	£68.00
01/11/2017	Parish Online Get Mapping	POL-2017-18ub901 – Parish Online subscription to 1 Nov 2018	£124.80
03/11/2017	Concorde	Printing costs 446009	£7.88
07/11/2017	MJ & GM Accountancy Services	Payroll services November 2017 1079	£18.00
07/11/2017		Cllr Derek Atkinson expenses for November 2017	£6.30
08/11/2017	EDDC	Room hire 40047594 – to rectify error on invoice 40047550	£12.00
09/11/2017		Sarah Jenkins expenses for October 2017	£11.25
11/11/2017		Brenda Masters expenses for October 2017	£23.78
13/11/2017		Cllr Kevin Blakey expenses for October 2017	£35.75
15/11/2017	A G Signs & Print	Christmas banner SP15846	£97.18
15/11/2017	Parish Notice Board Company	Younghayes Centre external noticeboard 7180 – 50% deposit required	£870.00
15/11/2017	See the Light	Telephony and broadband	£67.40
Staffing Costs			
	n/a	Salaries for November 2017	£5,562.06
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£505.02
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,791.19

Signed: …… Date: 20 November 2017

MINUTES

Meeting: Town Council
Date: Monday, 18 December 2017
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Derek Atkinson
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn

In attendance
Mr Paul Strange, Cranbrook Herald
Mr Jon Oliverio, Youth Genesis
4 members of the public
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

17/266 APOLOGIES FOR ABSENCE

Cllr Nick Partridge, Cranbrook Town Council
Cllr Eleanor Rylance, East Devon District Council
Mr Andy Wood, Exeter and East Devon Growth Point

17/267 DECLARATIONS OF INTEREST

No declarations were made.

17/268 MINUTES

The minutes of the meeting held on 20 November 2017 were accepted as a correct record.

17/269 PUBLIC PARTICIPATION

A member of the public raised concerns regarding the proposal in the Cranbrook Masterplan to develop the green wedge between Cranbrook and Rockbeare and the mix of occupants on the proposed gypsy and traveller sites. The Chairman referred the resident to the Town Council's draft response to the Masterplan consultation.

Signed: …… Date: 22 January 2018

17/270 VOTING PROCEDURE

It was resolved that the voting procedure for agenda item 6 should be by signed ballot under the provisions of Standing Order 8.

17/271 CO-OPTION OF COUNCILLORS TO FILL VACANCIES ON THE TOWN COUNCIL

The Council considered written and verbal representations in support of two applications to fill casual vacancies by co-option onto the Council. Following the subsequent ballot, Mr Barry Rogers and Ms Sarah Gunn were co-opted onto the Council having both gained a unanimous vote.

17/272 YOUTH SERVICE PROVISION

Mr Jon Oliverio of Youth Genesis provided an overview of the youth provision during the previous eleven months. It was noted that volunteers from Cranbrook itself are very low and that the Youth Genesis team for Cranbrook is supported by volunteers from the Torbay area. It was hoped that more volunteers would come forward in the future and noted that training would be provided.

Mr Oliverio explained the rationale behind the proposals for next year, including the aspiration for greater connection between the youth club and other community groups and the possibility that Youth Genesis could deliver the Mocktail events currently run by the Community Development Worker. It was noted that there was a need to plan for future provision given the high number of 0-5 year olds in Cranbrook.

Following the visit by Cllr Nick Partridge and Cllr Matt Osborn to the youth club in November, Cllr Osborn expressed concern regarding the consumption of energy drinks by young people attending the session. It was noted that this had been raised previously with the Co-operative store and it was agreed that this should be followed up by the Town Council at a higher level within the company.

Mr Oliverio thanked the Town Council for its support during the year. The Chairman thanked Mr Oliverio for attending the meeting.

Mr Oliverio left the meeting at 7.38pm

17/273 DISTRICT AND COUNTY COUNCIL ISSUES

There were no reports from East Devon District Councillors.

Cllr Ray Bloxham reported on on-going Devon County Council issues:

- The hoops at the exit to the station car park had been removed and the solid overhead barrier had been lowered to 2.1m. Further protection measures are awaited to car park 1;
- Cllr Bloxham continued to follow up the adoption by Devon County Council of the main local route and roundabouts on the B3174.

17/274 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

There was no report from the Exeter and East Devon Growth Point.

17/275 POLICE REPORT

The Council noted the Police report covering the period from 31 October until 30 November 2017 and noted the number of crimes reported: common assault 1; theft 3; misuse of communications 1; public order 2; fraud 1; dog out of control 1; possession of class B drug 1; burglary, non-dwelling 1.

17/276 CRANBROOK MASTERPLAN CONSULTATION

A copy of the Town Council's draft response had been circulated in advance.

Cllr Ray Bloxham reported that comments on the Town Council's draft response had been received from a number of residents, all of which had been supportive of the Town Council's stance.

Residents' comments included the following points:

- Concern regarding a possible reduction of property values. The concern was noted, but as this is not a material planning consideration it would not be included in the Town Council's response to the consultation;
- The potential issues regarding Station Road were included in the draft response;
- The cost of infrastructure should be picked up by a higher tier local authority. The comment was noted;
- The objection to the potential loss of the green wedge between Cranbrook and Rockbeare was noted and was included in the Town Council's response;
- Potential for an increase in pollution was noted and would be addressed by the Town Council during detailed consideration of future planning applications as at this stage, the Masterplan was a broad outline proposal only;
- Concern regarding the effect of the proposals on migrating birds was noted. The fields in question had previously been identified for development in the East Devon Local Plan.

As no objections to the Town Council's proposed response had been received from the community, **it was resolved** to approve and submit the response to the Cranbrook Masterplan consultation.

It was further agreed to advise East Devon District Council that the Town Council had consulted with the community and that a positive response and support for the comments had been received.

17/277 PLANNING APPLICATION 15/2921/MRES

The Town Council considered the amended planning application 15/2921/MRES proposing access, appearance, landscaping, layout and scale for Country Park Phase 3, in respect of the development of Cranbrook (pursuant to application 03/P1900), application accompanied by an Environmental Statement, on land north of Tillhouse Road, west of Tremlett Meadow, Cranbrook. The amendments relate to enlargement of the red line boundary to facilitate the repositioning of footpaths, wetland scrapes, tree planting, street furniture, together with omission of the MUGA and inclusion of stepped access onto London Road.

Cranbrook Town Council commented on the original plans in July 2017 as follows:

The documents available on East Devon District Council's online planning portal were very difficult to read in detail and few were identified. Most documents were recorded as "Other Plans" and the Committee noted a need to be more specific in online recording.

Further details were required about footpaths and cycleways including linkages to other existing parts of the Country Park via new bridges over the Cranny Brook and reinstatement of the existing disused bridge alongside the B3174. The Committee understood that the Consortium had provided funding to Devon County Council for the purpose of the latter.

The Committee also requested information on:

- *Any pedestrian and cycle linkages along the B3174 between the Parsons Lane and Court Royal roundabouts;*
- *How the boundary between the land to the south of Tillhouse Road and the Bovis development was to be treated, especially how the visual impact of the retaining wall and existing fence would be improved;*
- *Safety measures along the cycleway between the Bovis and Taylor Wimpey developments as the Committee detected the potential for safety concerns and antisocial behaviour and recommended seeking advice from the Police Architectural Liaison Officer;*
- *The proposed drainage system.*

It was resolved to support planning application 15/2921/MRES subject to further information coming forward about access to other phases of the Country Park, the treatment of the retaining wall within the Phase 2 Bovis development, safety measures and details of the proposed drainage system.

In reviewing the current application, the Town Council agreed comments as follows:

- The information and layout of foot and cycle way layout and linkages is much improved and the proposals are generally supported by the Town Council. It is noted that detail about reinstatement of the ancient bridge to the south of the site (adjacent to the B3174) is not included in the application but it is felt that this should be brought forward in conjunction with this application even if dealt with under a separate planning application.
- It is noted that the cycle way between phase 2 Bovis and Taylor Wimpey parcels is not included in the resubmission and it is assumed will come forward later under a separate planning application.
- The detail as to how the visual impact of the retaining boundary wall between the country park and phase 2 Bovis parcel will be treated is not clear from the application documentation. This does need to be resolved in conjunction with this application.
- It is noted that the proposals do not include the detail of the drainage basins.

The Council resolved to support the application and recommended approval subject to:

Confirmation that proposals for the reinstatement of the ancient bridge can be brought forward in conjunction with this application. The reason is that this forms an important foot and cycle way link between two phases of the country park and is the only potential east / west link in this part of the town avoiding the highway.

Further information being available about how the visual impact of the retaining wall between the country park and Bovis parcel phase 2 will be treated.

17/278 TOWN ARCHIVE PROJECT

A briefing paper had been circulated in advance. It was agreed that external funding opportunities and similar projects in other towns should be researched.

It was resolved to defer this matter to April when it could be explored with an IT support provider as part of work to improve the Town Council's website. It was noted that the Cranbrook Herald would allow access to its archive material and the Town Council thanked Mr Paul Strange for his assistance.

17/279 RESEARCH COLLABORATION WITH EXETER UNIVERSITY

A briefing paper had been circulated in advance. It was resolved to collaborate with Exeter University as appropriate and agreed that Cllr Blakey and Cllr Kim Bloxham would be the contacts for the Town Council.

17/280 COMMITTEE MINUTES

It was resolved to adopt the minutes of the Planning Committee meeting held on 23 November 2017 and to adopt the minutes of the Amenities Committee meeting held on 27 November 2017.

17/281 EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP

Cllr Derek Atkinson advised that discussions are progressing regarding forming a Local Action Group for Cranbrook with effect from January 2018. It was noted that the LAG will replace the Cranbrook Community Partnership.

17/282 SPORT ENGLAND

The Chairman thanked and congratulated Cllr Matt Osborn for his work as part of the successful Sport England funding bid for Exeter and Cranbrook. Cllr Osborn had attended the launch event and advised that project assessments would take place in January, following which there would be a clearer idea of the funding available.

Signed: …… Date: 22 January 2018

17/283 DATES OF MEETINGS 2018-19

Proposed dates of meetings had been circulated in advance and were approved.

17/284 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

17/285 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The members of the public and the member of the press left the meeting

17/286 ESTATE RENT CHARGE

Draft copies of the agreements had been circulated in advance and were noted.

The Town Council would hold surgeries in January and February to enable residents to discuss any individual concerns directly with Town Councillors.

17/287 COMMERCIAL MODULAR SPACE

It was reported that it would not now be possible to progress the provision of commercial modular space in the town centre as agreement could not be reached between the various parties involved.

17/288 TRANSFER OF THE YOUNGHAYES CENTRE TO THE TOWN COUNCIL

Reports from the Younghayes Centre Business Plan Working Group and the Assets Delivery Working Group had been circulated in advance.

Following discussion, **it was resolved** that the Town Council purchases the Younghayes Centre from East Devon District Council for the sum of £1.00 with effect from 1 April 2018. **It was further resolved** that authority be delegated to the Town Clerk working with the Asset Delivery Working Group to enter into negotiations with EDDC to implement this decision. It was also agreed to request that EDDC carry out rent reviews with tenants prior to the transfer.

17/289 FUTURE USE OF THE COUNTRY PARK

A revised proposal for the future use of the Country Park had been circulated in advance**. It was resolved** that the proposal be approved and that fees would be reviewed annually as part of the budget setting process.

17/290 CLOSE OF MEETING

The meeting closed at 8.46pm.

Signed: …… Date: 22 January 2018

CRANBROOK TOWN COUNCIL
AGENDA ITEM NO. 19
18 DECEMBER 2017

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
29/11/2017	EDDC - 40047824	Room Hire	£29.00
29/11/2017	EDDC - 40047825	Room Hire	£72.00
29/11/2017	EDDC - 40047823	Room Hire – Youth Genesis	£102.00
04/12/2017	DALC - 6583	3 x copies of The Good Councillors Guide – for new Councillors	£12.35
04/12/2017	Imagin WC-INV14664	Name badge for Cllr Sam Hawkins	£12.18
12/12/2017	MJ & GM Accountancy - 1109	Payroll services for December	£18.00
12/12/2017		Cllr Derek Atkinson - Travel to LAG meeting in Sidmouth - expenses	£10.80
13/12/2017		Sarah Jenkins – Travel to Sidmouth meeting with John Hart - expenses	£9.00
18/12/2017	See The Light - 11083738	Broadband and telephony	£61.86
Staffing Costs			
	n/a	Salaries for December 2017	£5,392.23
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£466.12
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,715.37

Signed: …… Date: 22 January 2018

MINUTES

Meeting: Town Council
Date: Monday, 8 January 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Nick Partridge
Cllr Barry Rogers

In attendance
Mr Paul Strange, Cranbrook Herald
1 member of the public
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/1 APOLOGIES FOR ABSENCE

Cllr Derek Atkinson, Cranbrook Town Council
Cllr Eleanor Rylance, East Devon District Council

18/2 DECLARATIONS OF INTEREST

It was noted that all Councillors have a disclosable pecuniary interest in agenda item 9 regarding the transfer of open space and the obligations relating to the future maintenance of the open space which will be paid for through the Town Council precept rather than by means of the estate rent charge.

The Town Clerk provided all Councillors with a dispensation to participate in and vote on agenda item 9 [minute ref 18/9 below], as without this the number of persons prohibited from participating in this business would be so great a proportion of the meeting transacting the business as to impede an outcome.

18/3 MINUTES

The minutes of the meeting held on 18 December 2017 were accepted as a correct record.

Signed: …… Date: 22 January 2018

18/4 PUBLIC PARTICIPATION

The member of the press queried whether or not Blenheims would be holding surgeries for residents to discuss the recent letters and estate rent charge bills with them directly. It was noted that Blenheims are considering holding surgeries, but as yet no dates have been set.

18/5 ESTATE RENT CHARGE

It was noted that a number of concerns had been raised by residents regarding the recent letters from Blenheims and the estate rent charge bills. In response the Town Council had issued a statement addressing those concerns and **it was resolved** that the statement be ratified.

It was noted that a statement had also been issued by the Cranbrook Minister, Rev Lythan Nevard. The Town Council thanked Rev Nevard for her assistance over the Christmas break.

The Town Council had also arranged for a surgery to be held prior to this meeting, in addition to those already planned, to enable residents to discuss changes to the estate rent charge with Councillors on an individual basis.

18/6 FUTURE DELIVERY OF PLAY PARKS

A report had been circulated in advance.

It was resolved to agree in principle that all future play park delivery will be by the Consortium working alongside the Town Council who, in turn, will be responsible for community consultation.

It was also resolved to delegate authority to the Town Clerk working with the Asset Delivery Working Group to finalise negotiations with East Devon District Council and the Consortium to bring into effect these arrangements, including the drafting of the relevant deed of variation to the S.106 agreement.

18/7 STREET TRADING

A report had been circulated in advance regarding an application for a street trading licence for a mobile pizza van. The Town Council noted that permission had now been given by the Consortium.

Details of other current street traders would be forwarded to East Devon District Council as requested.

18/8 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The member of the public and the member of the press left the meeting

18/9 ESTATE RENT CHARGE

Transfer of open spaces

A report and draft copies of the agreements had been circulated in advance and were noted.

It was resolved to approve the draft Agreement and the draft Extension Agreement to transfer the open space as specified therein to the Town Council, together with the obligations relating to future maintenance of the open space which will be paid for through the Town Council precept rather than by means of the estate rent charge.

It was resolved to authorise the Chairman and the Vice-Chairman to sign the Agreement and the Extension Agreement on behalf of the Town Council.

It was resolved that the Town Council will take responsibility for those matters which are identified in the Agreement as outstanding once they have been satisfactorily completed and delivered.

It was resolved to delegate responsibility to the Town Clerk working with the Asset Delivery Working Group to deal with any typographical and formatting errors only in the documents.

Open space maintenance services

A report had been circulated in advance.

Following the approval given above, **it was resolved** to suspend the relevant provisions in Standing Orders and Financial Regulations to enable the Town Council to enter into a temporary interim arrangement for the provision of open space maintenance services. **It was also resolved** that a procurement exercise be undertaken as soon as practicable to appoint a permanent contractor.

It was resolved to delegate authority to the Town Clerk working with the Asset Delivery Working Group to agree arrangements with the current provider for the temporary interim provision of open space maintenance services in accordance with the quote supplied.

It was resolved to appoint the Asset Delivery Working Group to commence work on a procurement exercise to ensure that there is no interruption to the delivery of open space maintenance services.

18/10 COUNTRY PARK RESOURCE CENTRE

A report had been circulated in advance.

It was resolved to agree in principle that the Town Council will take ownership of the Country Park Resource Centre (CPRC) direct from the Consortium once it is delivered.

It was resolved to inform East Devon District Council and to request that a draft of the relevant deed of variation be drawn up for consideration by the Town Council.

It was resolved to delegate authority to the Town Clerk working with the Asset Delivery Working Group to enter into negotiations with East Devon District Council to determine the future role of the Country Park Ranger, their future employment arrangements and any associated deed of variation to bring forward changes as to how the remaining S.106 funding is delivered as a result of the direct transfer of the CPRC to the Town Council.

18/11 CLOSE OF MEETING

The meeting closed at 7.47pm.

Signed: …… Date: 22 January 2018

MINUTES

Meeting: Town Council
Date: Monday, 22 January 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Nick Partridge
Cllr Barry Rogers

In attendance
Cllr Eleanor Rylance, East Devon District Council
Mr Paul Strange, Cranbrook Herald
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/12 APOLOGIES FOR ABSENCE

Cllr Derek Atkinson, Cranbrook Town Council
Mr Andy Wood, Exeter and East Devon Growth Point

18/13 DECLARATIONS OF INTEREST

It was noted that all Councillors have a disclosable pecuniary interest in agenda item 8 regarding the approval of the budget and the precept for the financial year 2018-19.

The Town Clerk provided all Councillors with a dispensation to participate in and vote on agenda item 8 [minute ref 18/19 below], as without this the number of persons prohibited from participating in this business would be so great a proportion of the meeting transacting the business as to impede an outcome.

18/14 MINUTES

The minutes of the extraordinary meeting held on 8 January 2018 were accepted as a correct record.

18/15 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

Signed: …… Date: 19 February 2018

18/16 DISTRICT AND COUNTY COUNCIL ISSUES

Cllr Ray Bloxham reported on Devon County Council issues as follows:

- Station car park protection works have been installed. Some tarmac remediation around posts remains to be done.

- Highway and cycleway related matters are being progressed with officers.

- Cllr Bloxham attended Rockbeare Parish Council on 17th January at which there was a discussion about the Rockbeare neighbourhood plan and the Cranbrook DPD. Rockbeare Parish are very grateful to CTC for the support for their neighbourhood plan and for the stance the Town Council has taken on the draft DPD. It was recognised that there are many areas of common ground between the two Parishes.

- Devon is one of 10 trial sites for the County to retain 100% of business rates from April 2018. If successful, this could mean the end of the Government grant which is being reduced year on year, however, retention of business rates means the County would be better off financially.

- A new smartphone app - "NHSQuicker" is in development. It currently provides real time information about waiting times at A&E but will extend to other services.

Cllr Eleanor Rylance reported on East Devon District Council issues:

- A new green waste service is being introduced in mid May.

- EDDC offers a collection service for large items for a modest charge.

- Residents wishing to access universal credit services will need access to the internet

Cllr Rylance left the meeting

18/17 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

There was no report from the Exeter and East Devon Growth Point.

18/18 POLICE REPORT

The Town Council noted that following staff changes, the Police are unable to commit to producing a monthly report. It was agreed that crime figures would be accessed online on a regular basis and reported at the following meeting.

18/19 FINANCE AND PERSONNEL COMMITTEE MINUTES

The minutes of the Finance and Personnel Committee meeting held on 15 January 2018 were adopted.

It was resolved to approve the recommended budget for the financial year 2018-19.

It was resolved to approve the precept of £388,398.00 for the financial year 2018-19 and to submit the demand to East Devon District Council.

18/20 PLANNING COMMITTEE

The minutes of the Planning Committee meeting held on 15 January 2018 were adopted.

18/21 PLANNING APPLICATIONS

1. 17/2254/MRES

The Town Council considered the reserved matters application seeking approval of access, appearance, landscaping, layout, and scale, for the extension of the Main Local Route and the construction of a roundabout junction on London Road (primary infrastructure of the development of Cranbrook New Town 03/P1900) and associated landscaping works (application accompanied by Environmental Impact Assessment) at the site of Cranbrook New Community (Phase 4 Of The Main Local Route) Land To The North Of London Road Cranbrook.

Outline planning consent for the MLR was granted as part of the original outline application for the first 3500 homes.

This section of the MLR is the most eastward link with the B3174, is part of the phased delivery of the MLR and includes the construction of a new roundabout connection with the B3174. The section will open up the final phases of the initial 3500 homes development.

The submitted Design & Access Statement refers back to the "completed phase 1 and 2 of the MLR and proposals for phase 3". The Town Council notes that phase 2 is not yet complete and is subject to a planning application which has been commented on by the Town Council.

The Council has not been formally consulted on phase 3 but notes the comments in the D&A included with this application concerning the presence of a high-pressure gas main and the consequent layout which also relates to this phase of development. The D&A points out that in phases 3 and 4 of the MLR the verge with tree planting is located on the southern side of the foot / cycleway due to the location of a high-pressure gas main. It does not include any car parking.

On the northern side the verge will include car parking but following discussion with officers, design of the verge has been excluded from this phase and will come forward as a separate application at the time of the neighbouring development parcels when the location of visitor parking can be confirmed.

With regard to the landscaping on the southern side of the MLR the Town Council welcomes the layout as it provides protection from on-verge parking. The Town Council feels that this is a design that might be carried forward to other phases of development.

The Town Council notes the inclusion of an Open Space Specification and Management Plan which includes a ten-year cycle of specified management with built in reviews. Given that the Town Council will (in accordance with arrangements currently under discussion with the Developer Consortium) take on responsibility for the adoption and maintenance of public open space and common infrastructure from 1st April 2018, it is important that any arrangements for future open space management include a regime of formal approval by the planning authority and measures for replacement of failed planting during the initial period after laying out.

Indicative lighting column positions are included in the plans which are proposed to be finalised during detailed design by the lighting team. In previous phases lighting columns have been located without reference to the final layout of homes and this needs to be taken into account to avoid inappropriate location of the columns.

There are no details of highway surface treatment given on the Planning website so it assumed for the purposes of commenting that the surface will be tarmac.

The Town Council supports the application and recommends approval subject to:

- **Final lighting column locations taking account of the approved house layout scheme; and**
- **Formal arrangements being put in place for the approval of open space ahead of adoption by the Town Council.**

Signed: …… Date: 19 February 2018

Reasons:

- The Town Council welcomes the opportunity this application provides for the continued development of the remainder of the initial outline approval for 3500 homes.
- Tree planting and grass verges on the southern side of the MLR are protected by the presence of the foot/cycle way which is located between the verge and proposed highway.
- To avoid the need to move lighting columns or provide subsequent cowls.
- To provide a formal process leading to adoption of public open space by Town Council.

2. 17/3041/FUL

The Town Council considered the application for the extension of the driveway over the front garden at 24 Oakbeer Orchard Cranbrook Exeter EX5 7BL.

This application seeks to extend the existing driveway - which currently consists of a single width tarmac drive to a single garage - by removal of a line of shrubs at the side of the property and replacement of shrubs and grass at the front of the property with grey block paving to create an additional 1/2 car parking spaces.

The application also includes replacement of the existing pathway to the front door with matching block paving and to link the front door with the extended driveway.

The site is a detached dwelling overlooking the country park with no on-street parking available due to the narrow width of Oakbeer Orchard.

A number of properties in this locality have already extended their off-street parking - some with planning consent and others who have completed the work without obtaining the requisite consent.

The principle of providing additional off-street parking is supported by the Town Council. The Council is in receipt of numerous comments from residents about lack of parking and is keen to ensure that an attractive street scene is maintained by appropriate development of extended private parking facilities and the consequent reduction of pavement and grass verge parking.

The use of block paving as a driveway material is generally supported as this provides a semi-permeable surface which will replace the grassed and garden areas which will be lost. This assists with dealing with potential additional rain water run-off.

The replacement of the path linking the drive to the front door is fully supported as this has the same surface treatment as the drive extension whereas the extended driveway will, if this application is approved as submitted, be constructed in two different materials and surfaces.

The Council supports the application and the principle of extending the driveway as proposed to provide additional off-street parking.

Reasons:
The proposal will provide welcome additional off-street parking where there is no opportunity for on-street parking nearby.
The proposal will help to reduce the need for pavement and verge parking which is resulting in damage to the local street scene.

3. 16/1826/MFUL

The Town Council considered the application for the demolition of agricultural buildings and erection of 19 dwellings, new access and estate road and ancillary works at South Whimple Farm Clyst Honiton Exeter EX5 2DY.

This is an amended application on which the Council received a pre-planning briefing from the Agent on 6th March 2017 and later commented formally on the planning application on 24th July 2017 having met on 17th July.

This revised application contains amendments which bring forward a small number of changes including a 2m wide pedestrian access to the boundary with Three Corner Field, redesign of properties to have a central facing door, re-alignment of plots 12, 13, 14 and changes to boundary treatments including extended front gardens.

In commenting originally, the Town Council raised the following points of objection:

- Verge Parking - given the small number of visitor parking spaces, visitors will park on grass verges causing detrimental impact on the street scene and loss of amenity.
- Unclear whether development will be connected to district heating scheme and consequential impact on sustainability of the Town.
- Unclear about accessibility of district heating valves if connected.
- No affordable homes provided contrary to Strategy 34 of the Local Plan.
- No statement of community involvement.
- Development not integrated with phase 1 of the Town.
- No access from MLR.
- Size of driveways and garages.
- No contribution to maintenance of open space.
- Contrary to Strategy 7 of the Local Plan as site is “in the countryside”.
- Highway safety concerns with access on to B3174 in close proximity to Younghayes Road roundabout.
- Insufficient visitor parking.

In reviewing the amendments, there is very little that alters the comments made by the Town Council back in July 2017.

The addition of the proposed footway link to Phase 1 is welcome but there is no certainty of delivery and the proposal simply shows the path inside the parcel up to the parcel edge. There is no apparent information in the application that shows how this might be delivered and the land in Three Corner Field is not within the ownership of the applicant.

The two visitor parking bays appear to have been removed.

All other previous comments and reason for objection remain.

The Town Council objects to the application on the following grounds:

- **The proposed path link to Three Corner Field does not appear to be deliverable by the applicant**
- **The proposal is located in the countryside and contrary to Strategy 7 of the Local Plan**
- **The proposal does not include provision for affordable homes and is contrary to Strategy 34 of the Local Plan**
- **Access from the site to the B3174 is unacceptable in highway safety terms due to the proximity of the Younghayes Road roundabout**
- **On-site parking provision is inadequate with no visitor parking which will lead to unnecessary on-street and on-verge parking and consequential damage to the street scene and loss of amenity for residents**
- **No contribution towards open space**
- **Lack of clarity about how the parcel will be heated and consequential concerns about how the parcel will contribute to the sustainability of the Town.**

Reason:
The revised application has not addressed the principle reasons for objection when the application was originally submitted.

Signed: …… Date: 19 February 2018

18/22 SOCIAL MEDIA POLICY

The Town Council reviewed the Social Media Policy and agreed that on occasions the Council may need to react swiftly to events by posting information for residents. **It was resolved** that the Policy be revised to include the provision that the Chairman and the Vice-Chairman, with the agreement of the Chairs of Committees, may post information on social media during times when the Town Council offices are closed.

It was noted that Councillors are strongly advised not to post as individuals on social media.

18/23 SPORT ENGLAND

Cllr Matt Osborn reported that a site visit with Sport England would be held in early February, following which a steering committee would be formed.

It was resolved to discuss the provision of the sports pavilion as a confidential item.

18/24 YOUTH SERVICE PROVISION

Cllr Nick Partridge reported that he had visited the youth club. There is a need to engage with the wider community to increase volunteering. It was noted that links with Cranbrook Education Campus are being strengthened and that CEC has offered support to promote volunteering.

It was agreed that a letter of thanks would be sent to Youth Genesis to acknowledge the good work being undertaken by those involved in the youth club.

It was reported that a response had been received from the Southern Co-operative Group advising that there would be no change to their policy regarding the sale of high caffeine energy drinks to children under the age of 16. The Town Council expressed its disappointment at the response.

18/25 COUNCILLOR APPOINTMENTS TO OUTSIDE ORGANISATIONS

It was resolved to appoint Cllr Barry Rogers to liaise with the Exeter University Geography research programme.

18/26 PARISHES TOGETHER

Project proposals for the appointment of a Befriender for Clyst Caring Friends and an advertising trailer had been received from Broadclyst Parish Council. It was agreed not to support the projects due to the lack of benefit for Cranbrook residents.

18/27 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

18/28 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The member of the press left the meeting

18/29 ESTATE RENT CHARGE

It was noted that the solicitors are currently preparing the Agreement and Extension Agreement for signature by all parties. Following approval of the budget revised information on the estate rent charge, including details of the council tax figures for 2018-19 will be published.

18/30 TOWN COUNCIL IT SUPPORT

A report had been circulated in advance. **It was resolved** to appoint the recommended contractor as they offered a support package which best met the Town Council's current and future needs.

18/31 FUTURE USE OF THE YOUNGHAYES CENTRE

It was agreed that the Younghayes Centre Business Plan Working Group would commence work on detailed proposals for the future use of the building once it has transferred to the Town Council.

18/32 PROVISION OF SPORTS PAVILION

A report from Cllr Matt Osborn setting out the options for the sports pitches and pavilion had been circulated in advance. It was agreed to accept the recommendations regarding the sustainability of a multi-use pitch, details of pitch sizes and layouts, timing of delivery and consideration of matched funding.

18/33 CLOSE OF MEETING

The meeting closed at 8.59pm.

Signed: …… Date: 19 February 2018

CRANBROOK TOWN COUNCIL
AGENDA ITEM NO. 16
22 JANUARY 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
03/01/2018	EDDC - 40048288	Room hire	£82.00
05/01/2018	Hartwood Treeworks - 937	Collection and installation of Christmas Tree at Younghayes Centre	£540.00
09/01/2018	EDDC - 40048324	Service recharge Q3 1 October to 31 December 2017	£130.86
09/01/2018	MJ & GM Accountancy - 1134	Payroll services January 2018	£18.00
15/01/2018		Sarah Jenkins expenses – refreshments for meeting with contractor	£14.15
15/01/2018	See the Light - 11115209	Broadband and telephony	£58.96
18/01/2018		Brenda Masters expenses – Christmas tree chipping	£10.00
19/01/2018		Cllr Kevin Blakey expenses – refreshments for meeting with Consortium & architect	£9.15
Staffing Costs			
	n/a	Salaries for January 2018	£5,482.07
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£1,160.37
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,755.54

Signed: …… Date: 19 February 2018

MINUTES

Meeting: Town Council
Date: Monday, 19 February 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Derek Atkinson
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Matthew Osborn
Cllr Barry Rogers

In attendance
Mr Les Netherton – Healthy New Town Programme Director
Ms Louise Cole – Healthy New Town Programme Manager
Mr Paul Strange, Cranbrook Herald
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/34 APOLOGIES FOR ABSENCE

Cllr Phil Norgate, Cranbrook Town Council
Cllr Nick Partridge, Cranbrook Town Council
Mr Andy Wood, Exeter and East Devon Growth Point

18/35 DECLARATIONS OF INTEREST

Cllr Ray Bloxham declared a personal interest in agenda item 5 (Healthy New Town Programme) as a member of the Healthy New Town Executive Board.

18/36 MINUTES

The minutes of the extraordinary meeting held on 22 January 2018 were accepted as a correct record.

18/37 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

Signed: …… Date: 12 March 2018

18/38 HEALTHY NEW TOWN PROGRAMME

Mr Les Netherton, Programme Director, and Ms Louise Cole, Programme Manager, introduced themselves and outlined the Healthy New Town Programme. The Programme would focus on new ways to deliver services in local areas and with an emphasis on people taking responsibility for their health.

Cranbrook is one of ten Healthy New Towns in the current network with local delivery of the programme led by Devon County Council (Public Health) supported by an Executive Board. The programme would be delivered around three key areas; the built environment, new models of care and community engagement.

The four "Investable Propositions" were outlined:
1. Communication of both strategic and local issues, with provision of three short films to set out a "sense of place";
2. Building resilience in the community - linking into the new models of care and management of one's own wellbeing;
3. Tapping into the existing cultural strategy - linking art, culture and health - Use of art installation(s) to provide water station(s);
4. Setting out a learning model for National NHS guidance - documented and evidenced.

The Chairman thanked Mr Netherton and Ms Cole for attending and they left the meeting at 7.26pm.

18/39 DISTRICT AND COUNTY COUNCIL ISSUES

Cllr Ray Bloxham reported on Devon County Council issues:

Devon County Council budget
The budget had been set on 15th February. A Council Tax rise of 4.99% (2.99% plus 2% Social Care) had been agreed which equates to a Band D increase of £63.27 (£1.22 per week).

Headlines:

- Revenue Budget is just under £512 million
- Extra £13 million for Adult care
- Extra £6.5 million for Children
- Extra £6.5 million for Highways

Since the austerity programme started, DCC had taken £251 million out of its budget. If DCC received the average County funding it would get an additional £211 million from central Government. DCC currently receives £122.5 million. DCC is one of the south west Councils to write to the Government to request fairer funding.

For the forthcoming financial year Cllr Bloxham and Cllr Sara Randall-Johnson would both have an additional sum available for capital projects making £10,000 each for locality projects as now and a further £10,000 each from the "Invest in Devon" fund.

Police and Crime Commissioner Councillor Advocates Scheme.
There would be a small grants scheme available for the forthcoming financial year looking to award sums of money between £250 and £2,500 in support of projects aimed at tackling anti-social behaviour. The proposal was for an online application process to make submission easier. The proposed model required the individual seeking the grant funding to get the support of their local council who would then apply to the Police and Crime Commissioner on their behalf. It was proposed that part of the criteria would be the need for a contribution to be made from the supporting council (but not match funding). More details were awaited.

The final details of the Cllr Advocate Scheme were still awaited.

Shared Cycle Way signage
Shared cycle way / pedestrian signage had been installed along Tillhouse Road and Court Royal funded by the DCC Access Fund for Cranbrook.

Adoption and Station Maintenance issues
Cllr Bloxham would meet with DCC Highways Officer Brian Hensley on Friday 23rd Feb.

There was no report on District Council issues.

18/40 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

There was no report from the Exeter and East Devon Growth Point.

18/41 REPORTED CRIME FIGURES

It was noted that the Town Council had registered for the Devon Alert service.

The reported crime figures to December 2017 had been circulated in advance and were noted as follows:

- Anti-social behaviour – 4
- Theft – 1
- Public order – 2
- Violence and sexual offences - 2

18/42 AMENITIES COMMITTEE MINUTES

The minutes of the Amenities Committee meeting held on 5 February 2018 were adopted.

18/43 EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP

The minutes of the first meeting of the Cranbrook Local Action Group (LAG) held on 24 January 2018 had been circulated in advance and were noted. Cllr Kim Bloxham reported that the meeting had been well attended by representatives of partner organisations.

18/44 ESTATE RENT CHARGE SURGERIES

A report on the recent estate rent charge surgeries had been circulated in advance. Two further surgeries had since been held, attended by one resident on 12 February and four residents on 17 February.

The figures in the report regarding the cost of maintaining the Country Park were noted and it was agreed that residents should be made aware of these costs, the reason for them and the impact of this on the council tax. It was noted that a letter from East Devon District Council would be sent out with Cranbrook council tax bills in March and further noted that the letter would not refer to EDDC's decision not to adopt the Country Park.

It was resolved that feedback on the outcome of the surgeries would be published in the media channels used by the Town Council and that the Town Council would write to East Devon District Council regarding the impact of their decision not to adopt the Country Park and the consequent pressure this had placed on the Town Council and Cranbrook residents.

18/45 PLANNING APPLICATION 16/1826/MFUL

The Town Council considered amended plans for the demolition of agricultural buildings and erection of 19 dwellings, new access and estate road and ancillary works at South Whimple Farm Clyst Honiton Exeter EX5 2DY. The amendments include provision of 5 affordable housing units (equating to 26% of the total number of dwellings proposed), repositioning of boundary walls to the front gardens and updated landscape plan.

This is a revised application with the submission of amended plans and a re-worked design and access statement.

When the Town Council last commented (24th January 2018 - having discussed the matter at Council on 22nd January) the following concerns were raised in objecting.

The Town Council objects to the application on the following grounds:

- The proposed path link to Three Corner Field does not appear to be deliverable by the applicant
- The proposal is located in the countryside and contrary to Strategy 7 of the Local Plan
- The proposal does not include provision for affordable homes and is contrary to Strategy 34 of the Local Plan
- Access from the site to the B3174 is unacceptable in highway safety terms due to the proximity of the Younghayes Road roundabout
- On-site parking provision is inadequate with no visitor parking which will lead to unnecessary on-street and on-verge parking and consequential damage to the street scene and loss of amenity for residents
- No contribution towards open space
- Lack of clarity about how the parcel will be heated and consequential concerns about how the parcel will contribute to the sustainability of the town.

The revised scheme addresses some of these concerns:

Affordable Housing
The proposal now contains five affordable homes (26%). The site is within the countryside and as such should attract 50% affordable housing, but the application has been subjected to viability testing with 26% being the correct figure.

However, if the scheme is approved the applicant will enter into negotiations with Persimmon Homes to deliver the pedestrian link up to a maximum of £135,000 and if that is successful the affordable homes provision would revert to zero.

Sustainability
It has been agreed that the scheme would be connected to the district heating network.

Parking
Whilst there is still no visitor parking, opportunities for verge parking are designed out by the provision of a 450mm high brick boundary with planting behind.

It was resolved to object to the amended application for the following reasons:

- Access from the site on to the B3174 is unacceptable given the proximity of the Younghayes Road roundabout and lack of visibility. Vehicles leaving the roundabout will be accelerating away from the junction around a bend with limited visibility of vehicles emerging from the site. This has to be considered in context of the future development of the Town with all vehicles moving to, from and through the town using the B3174. In addition, most vehicles leaving Cranbrook turn to the west as Exeter and major connecting routes are all within that direction from the site. It has been a principle that vehicle access to dwellings should be from the MLR and not the B3174 with direct access only for development with this being closed at first occupation or connection to the MLR whichever is the sooner.
- The fact that the path link and affordable homes provision are counter dependent with one or the other not being provided.
- No visitor parking provision - which will lead to parking in nearby streets causing loss of amenity for other residents.
- No provision nor contribution for open space - contrary to Strategy 43 of the Local Plan which provides that developments of between 10-49 dwellings will be required to provide amenity open space on-site as per standards set out in the Local Plan.

Signed: …… Date: 12 March 2018

18/46 ROCKBEARE NEIGHBOURHOOD PLAN (SUBMISSION VERSION)

The Town Council considered the Rockbeare Neighbourhood Plan (submission version) and agreed the following response:

Cranbrook Town Council supports the aspirations set out in the Rockbeare Neighbourhood Plan Submission Version and in particular the desire of Rockbeare to maintain their individuality, sovereignty and separation including the presence of effective green wedges to prevent the risk of coalescence. The Town Council stands by its original comments on the draft Rockbeare Neighbourhood Plan (Regulation 14 version) which are set out in the Consultation Statement at Appendix D.

The consultation response form was approved for submission to East Devon District Council.

18/47 SPORT ENGLAND

Cllr Matt Osborn reported that discussions were ongoing regarding whether it would be feasible to deliver an upgraded sports pavilion as part of the Sport England programme, although there was concern that the timescale for delivery of the pavilion and the timing of the Sport England funding may not coincide. Alternative funding sources for the sports pavilion would be sought.

Representatives from Sport England had met today with the local delivery team and further information would become available over the coming weeks as to how the programme would be rolled out.

18/48 SUMMER ACTIVITIES PROGRAMME

As Cllr Phil Norgate was not present a written report would be requested.

18/49 MOVE A MILE A DAY IN CRANBROOK INITIATIVE

Details of the Move a Mile a Day in Cranbrook initiative had been circulated in advance. The Town Council agreed to support the project and several Members agreed to take part.

18/50 CHARITY OF THE YEAR 2017-18 AND 2018-19

It was resolved to approve a grant of £406.00 to Citizens Advice East Devon to increase the total amount donated for the year 2017-18 to £500.00.

The Chairman reported on the background to the recommendation for Charity of the Year 2018-19 and provided details of the work of the Devon Freewheelers.

It was resolved to approve the Devon Freewheelers as the Town Council's Charity of the Year for 2018-19.

18/51 GREAT WESTERN RAIL FRANCHISE CONSULTATION

Details of the consultation had been circulated in advance. **It was resolved** to approve the Town Council's response as follows:

Question 3:
Cranbrook Town Council would wish to see the route between Exeter and Cranbrook added to the franchise in order to provide a second train per hour to the current hourly service. This could be achieved by eg. the extension of the Barnstaple to Exeter service.

The Town Council would also wish to see a second train per hour continuing to Honiton and Axminster through the provision of a passing loop.

Question 5:
Cranbrook Town Council believes that the Cranbrook to Exeter route would benefit from improvement to train frequencies. As the new town is developed more residents will use the route to access employment and services in Exeter. A half hourly service would primarily be needed at peak commute times on weekdays.

A later evening service would also benefit residents by providing improved access to the night time economy, whether for employment or recreational purposes.

Question 10:
Cranbrook Town Council believes that the current Great Western franchise should be enhanced to provide a second train per hour between Cranbrook and Exeter. With a potential population of approximately 20,000, the town would benefit from a more frequent service to allow residents to access employment, services and leisure activities in Exeter.

18/52 PARISHES TOGETHER

It was resolved to appoint Cllr Sarah Gunn as lead Councillor with responsibility for researching potential projects and preparing Parishes Together funding applications.

18/53 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

18/54 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The member of the press left the meeting

18/55 ESTATE RENT CHARGE

A copy of the engrossed Agreement had been circulated in advance of the meeting. An amendment to the engrossed Agreement was discussed and the Agreement, as amended, was approved for signature by the Chairman and the Vice-Chairman.

18/56 OPEN SPACE WASTE MANAGEMENT SERVICES

It was resolved to suspend the relevant provisions in the Financial Regulations to enable the Town Council to enter into a temporary interim arrangement for the provision of open space waste management services.

It was further resolved to delegate authority to the Town Clerk working with the Asset Delivery Working Group to agree arrangements with the current provider for the temporary interim provision of open space waste management services in accordance with the quotation provided. **The Town Council also resolved** to undertake a procurement exercise as soon as practicable to appoint a permanent contractor.

18/57 TRANSFER OF THE YOUNGHAYES CENTRE

A draft Younghayes Centre business plan had been circulated in advance. It was agreed that no further work could be undertaken until a definite date for the transfer of the building had been agreed.

18/58 TOWN HALL

The various options for progressing the delivery of the town hall were discussed and the preferred option was agreed.

18/59 FINANCE SYSTEM

A report with a recommendation had been circulated in advance. **It was resolved** to purchase the recommended finance system which best fulfilled the requirements of the Town Council.

18/60 YOUTH SERVICE PROVISION

The proposed Service Level Agreement with Youth Genesis Trust Ltd for the year 1 April 2018 to 31 March 2019 had been circulated in advance. It was agreed that the wording regarding the frequency of both the indoor and street-based provision should be clarified. I**t was resolved** to approve the Agreement, subject to the requested clarification being obtained, and to authorise the Chairman to sign it on behalf of the Town Council.

18/61 CLOSE OF MEETING

The meeting closed at 8.51pm.

Signed: …… Date: 12 March 2018

CRANBROOK TOWN COUNCIL
AGENDA ITEM NO. 20
19 FEBRUARY 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
25/01/2018		Cathy Hill – Expenses January 2018	£18.96
30/01/2018	EDDC - 40048525	Room hire	£94.00
30/01/2018	EDDC - 40048524	Room hire	£180.00
31/01/2018	Ladds of Crediton - 64474	Quarterly IT support January to March 2018	£139.68
31/01/2018	Firewatch Signs - 129078	Supply and fit shared pedestrian/cycle signs - £586.00 to be paid by DCC	£703.20
01/02/2018	Apollo IT	Set up email hosting and ongoing support November 2017 to February 2018	£1,492.80
05/02/2018	Parish Notice Board Co	Balance of payment for YHC external noticeboard	£870.00
08/02/2018	MJ & GM Accountancy Services	Payroll services February 2018	£18.00
12/02/2018		Cllr Kevin Blakey – Expenses Feb 2018 – refreshments for meeting with contractor	£14.85
19/02/2018	See the Light	Broadband and telephony February 2018	£58.32
Staffing Costs			
	n/a	Salaries for February 2018	£4,648.83
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£372.41
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,316.79

Signed: …… Date: 12 March 2018

MINUTES

Meeting: Town Council
Date: Monday, 12 March 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Derek Atkinson
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Nick Partridge

In attendance
Mr Paul Strange, Cranbrook Herald
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/62 APOLOGIES FOR ABSENCE

Cllr Sarah Gunn, Cranbrook Town Council
Cllr Barry Rogers, Cranbrook Town Council
Cllr Eleanor Rylance, East Devon District Council

18/63 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/64 MINUTES

The minutes of the meeting held on 19 February 2018 were accepted as a correct record.

18/65 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

Mr Paul Strange advised the Town Council that he would be taking early retirement and that this would be the last meeting he would attend for the Cranbrook Herald. On behalf of the Town Council, the Chairman thanked Mr Strange for his balanced and professional reporting of Council matters and wished him well for the future.

Signed: …… Date: 23 April 2018

18/66 DISTRICT AND COUNTY COUNCIL ISSUES

East Devon District Council

A written report on East Devon District Council matters had been received from Cllr Rylance and was read in full by the Chairman. The report advised that the EDDC emergency plan had worked well during the recent bad weather. Cllr Rylance further reported that EDDC had resolved to reduce its use of non-necessary plastic items. Regarding waste and recycling, Cllr Rylance urged Cranbrook residents to make more use of food caddies and recycling bags and recycle plastics where possible. It was agreed that the information and request regarding recycling would be posted on social media.

Devon County Council

Cllr Ray Bloxham reported on progress with the Police and Crime Commissioner's Councillor Advocate Scheme. Further details would be circulated after the meeting and would be discussed at the April Town Council meeting.

18/67 REPORTED CRIME FIGURES

The reported crime figures to January 2018 had been circulated in advance and were noted as follows:

- Anti-social behaviour – 7
- Criminal damage and arson – 3
- Other - 1
- Theft – 1
- Public order – 1
- Violence and sexual offences - 4

18/68 FINANCE AND PERSONNEL COMMITTEE MINUTES

The minutes of the Finance and Personnel Committee meeting held on 5 March 2018 were adopted.

18/69 PLANNING APPLICATIONS

1 16/1826/MFUL – South Whimple Farm

The Town Council considered amended plans for the demolition of agricultural buildings and erection of 19 dwellings, new access and estate road and ancillary works at South Whimple Farm Clyst Honiton Exeter EX5 2DY. The amendments include the replacement of the discount open market units with shared ownership, the relocation of the flats (units 5/6) to unit 3 so that an acceptable access can be provided and also a revised landscaping plan.

This application brings forward another set of amended plans for comment. The main changes are the replacement of the discounted open market units with shared ownership, the relocation of the flats (units 5 & 6) to unit 3 so that an improved access can be provided and also a revised landscaping plan.

The Town Council last considered this application on 19th February and commented on 20 February 2018 - the comments then were as follows:

It was resolved to object to the amended application for the following reasons:

- *Access from the site on to the B3174 is unacceptable given the proximity of the Younghayes Road roundabout and lack of visibility. Vehicles leaving the roundabout will be accelerating away from the junction around a bend with limited visibility of vehicles emerging from the site. This has to be considered in context of the future development of the Town with all vehicles moving to, from and through the town using the B3174. In addition, most vehicles leaving Cranbrook turn to the west as Exeter and major connecting routes are all within that direction from the site. It has been a principle that vehicle access to dwellings should be from the MLR and not the B3174 with direct access only for development with this being closed at first occupation or connection to the MLR whichever is the sooner.*
- *The fact that the path link and affordable homes provision are counter dependent with one or the other not being provided.*

- *No visitor parking provision - which will lead to parking in nearby streets causing loss of amenity for other residents.*
- *No provision nor contribution for open space - contrary to Strategy 43 of the Local Plan which provides that developments of between 10-49 dwellings will be required to provide amenity open space on-site as per standards set out in the Local Plan.*

Since last commenting the Highway Authority comments have been published and have also recently been revised. The revised comments are as follows:

The County Highway Authority has always envisaged that this site would access the above facilities directly through the Cranbrook development via the Three Corner Field development parcel. However, it would appear that this assumption has never been secured in any policy or legislation laid down by the local planning authority and although this link is desirable as it would give safe and suitable access for pedestrians and cyclists to the amenities of Cranbrook. The link cannot be fully secured at this time to access Cranbrook via Three Corner Field. It is hoped that this link can be provided as time goes on.

In the Design & Access Statement a 2.0 metre wide Pedestrian link only, taken to the Northern boundary with the Cranbrook development, terminating against the Southern boundary of the land within Persimmon's ownership.

A Section 106 Agreement will be drawn up as part of the Planning Consent which will state that the Applicant, on receipt of Planning Consent, will undertake to negotiate with Persimmon for the right to extend the Pedestrian link across their adjoining land, to the link into Cranbrook, up to the maximum payment of £135,000.00. If this is agreed and implemented there will be zero Affordable Housing.

Whilst the CHA was party to discussions with the LPA and the Applicant about the proposed layout and the envisaged pedestrian link, at no stage was this proposed S106 agreement provision discussed with the Local Highway Authority and as so may not agree to this proposal.

The proposed site plan shows a frontage footway on the B3174 of 2.5 metres in width. This is the minimum width that would be acceptable to make this a viable footway/cycleway. If a greater width of perhaps 3.0 metres could be achieved, this would make the footway/cycleway more viable and attractive for pedestrians and cyclists; however such a provision should in no way detract from the desire for a connecting route to Three Corner Field which would be even more attractive and convenient for residents.

The proposed junction of the development access road with the B3174 is in the form of a standard priority 'T' junction with reduced radii that will give acceptable visibility at the junction with the pedestrian and cycle amenity maintained.

The B3174 London Road is currently regulated to 40mph and therefore the visibility at the proposed new junction will need to show visibility splays of 2.4 metres by 90.0 metres as far as achievable at this access point as described in the attached Technical Note by PCL Transport Planning Ltd. The CHA believes that the required visibility splays of 2.4 metres by 90.0 metres in both directions can be achieved at the proposed access junction.

The access road is 4.8 metres wide which is adequate for the size of the development with a 2.0 metre wide footway which peters out to a shared surface road from the gardens to plots 2 and 3.

The is a raised road narrowing will segregate the shared road surface from the conventional residential road and will give suitable access for pedestrians to enter the shared road surface.

Further demarcation of the shared road surface from the conventional access road in finish colour or texture may be required.

There are two off road parking spaces each for plots 3, 4 & 5 which is to the side of the shared road surface and accessed via an apron at the side of the road. The CHA would not want to adopt this apron or the spaces it accesses. All other vehicle parking spaces are on-plot and appear adequate for the development. In all other respects the proposed layout is acceptable to the CHA.

Signed: …… Date: 23 April 2018

The above comments by the County Highway Authority in respect of both the safety and suitability of the site access visibility, linkage to Three Corner Field and provision of sufficient on-site parking appear to negate the previous comments by the Town Council despite the continued absence of visitor parking and no certainty of any link to Phase 1 of the town.

In light of the County Highway Authority comments it seems unlikely that CTC can sustain its objection to the proposed access onto the B3174.

Having considered the application, **it was resolved to object** to the application on the following grounds:

- *The fact that the path link and affordable homes provision are counter dependent with one or the other not being provided. The Town Council would wish to see the footpath link being provided.*
- *No visitor parking provision which will lead to parking in nearby streets causing loss of amenity for other residents.*
- *No provision nor contribution for open space - contrary to Strategy 43 of the Local Plan which provides that developments of between 10-49 dwellings will be required to provide amenity open space on-site as per standards set out in the Local Plan.*

The Town Council notes the comments by the County Highways Authority but requests that its policy on future access points onto the B3174 be clarified. The Town Council would also wish to see sufficient space retained to provide the future cycle way as well as the pedestrian route along the B3174 frontage.

2 18/0298/MRES – Country Park Resource Centre

The Town Council considered reserved matters comprising layout, scale, appearance and access for the Country Park Resource Centre (subsequent application in respect of permission 3/P1900 which was the subject of an environmental statement) at land west of Stone Barton, Cranbrook. Outline planning application was subject to environmental impact assessment for which an environmental statement was submitted to East Devon at that time.

These proposals stem from a series of meetings held with EDDC Countryside Team during which a design brief for the Country Park Resource Centre was drawn up. This occurred at a time when it was envisaged that EDDC would adopt the building and manage it to support the role of the Country Park Ranger.

The proposed building is located in Phase 3 of the Country Park immediately to the west of Stone Barton - the recently occupied Taylor Wimpey development opposite the Education Campus. The site is accessed by vehicles directly off the western extremity of Stone Barton. There is a green lane running to the south of the building with proposed disabled access.

In commenting on the planning application there are just three areas of concern. These are:

- Limited on site parking. There are two parking spaces on site - one allocated for the Country Park Ranger and one visitor space. There is a concern that the lack of parking will lead to visitor parking in and around local residential streets causing loss of amenity to residents. There is limited on-street parking in this locality with the roads being relatively narrow and whilst there is adequate residential parking there is little additional facility and the local residential area was not designed in anticipation of the CPRC being located in this part of Cranbrook. With the Education Campus located nearby there is considerable pressure on local parking and highway movements during school time. The site is likely to be accessed by larger forms of transport including coaches and there is poor access and turning capacity for such larger forms of transport.

- Sustainability - the proposal is to heat the building electrically and given its structure and composition, this would not seem in keeping with the sustainable ethos of the town.

- Vulnerability - the site and building is potentially vulnerable to vandalism being located in the Country Park and unsupervised out of hours. The site could attract anti-social behaviour leading to loss of amenity for local residents.

Whilst not strictly a material planning consideration the following observations are made:
The proposals for the CPRC were brought forward following discussion with EDDC to provide a Country Park facility directly for and on behalf of the District Council. More recently the District Council has indicated that it no longer wishes to take ownership of the CPRC and has offered it to The Town Council. The Town

Council accepted the offer in principle subject to finalising arrangements as to how the Country Park Ranger would be utilised from 1st April 2018 when the Town Council assumes responsibility for maintenance of the Country Park and other public open space. Those discussions are ongoing and are running parallel to discussions about more general Town Council accommodation.

Hitherto the delivery of local facilities has been taken forward with the general principle that accommodation should, as far as possible, have combined uses where they are complimentary. The Section 106 agreement has been subject to deeds of variation to bring that principle into effect.

The Town Council view is that the best way forward is to bring the CPRC uses into the main Town Hall building providing suitable accommodation for the Ranger but making use of shared meeting space and training facilities for those functions that would otherwise have been provided within the CPRC. Toilet and kitchen spaces would also be shared and there would be immediate access to the cafe and library in the Town Hall too.

The future Town Hall will have immediate access to the country park and is no less convenient. It also has the added advantage of removing any concerns about vehicle access and parking and other loss of amenity for residents of Stone Barton and the immediate area.

Therefore, irrespective of any planning considerations the Town Council is not in favour of the CPRC being delivered as proposed but that instead a suitable deed of variation be drawn up and agreed to provide Country Park Ranger accommodation within shared facilities in the proposed Town Hall.

It was resolved that in planning terms the principles of the application are acceptable, with some residual concerns about limited on-site parking, sustainability and vulnerability. However, it is the view of the Town Council that the functions of the Country Park Resource Centre would be best delivered by combining these within the Town Hall. This proposal, if accepted, would be more cost effective and provide best value with the Country Park Ranger sharing classroom, catering and toilet facilities with other users. The Town Hall building, located as proposed, would provide an equally accessible location being adjacent to the Country Park and at the same time remove the concerns of local residents.

3 18/0388/FUL – The Elms, London Road, Rockbeare Parish

It was resolved to ratify the Town Council's comments on the application for the erection of 4no. dwellings and associated garages, gardens and parking at The Elms, London Road, Whimple EX5 2PH as follows.

The site is north of the B3174 and immediately east of the Wain Homes development at Southbrook Meadow. The site is within Rockbeare Parish and Cranbrook Town Council is commenting as a neighbouring parish.

Development of this site was subject to an earlier outline planning application for the development of four homes (planning application 16/0022/OUT refers). This was refused by EDDC but granted on appeal.

At appeal, the main issue was whether the proposed development would be acceptable in this particular location in the context of the East Devon local plan and other material considerations.

Whilst the site is outside the defined strategic development area of Cranbrook and is also outside any built up area boundary, it abuts the initial approved phase of Cranbrook (3500 homes). The principle of development of the site was therefore allowed on the basis that it would "merely form part of the new built up area of Cranbrook because it would be located in the large garden of a house within this pocket of development surrounded by new allocated development".

The appeal considered the issue of whether or not the site has direct access to the London Road or alternatively should be accessed from the Cranbrook development. The Parish Council, in commenting on this point, felt that the site should be accessed from the Cranbrook development and not from the B3174 on highway safety grounds. At appeal, in the absence of any highway safety objections, the Inspector considered that the site could be accessed from the B3174.

In granting the appeal the Planning Inspector made nine planning conditions which include the following:

- Provision shall be made within the site for the disposal of surface water so that none drains on to the County Highway;
- No part of the development shall be brought into use until access, parking, visibility splays, turning area, parking space / garage / hardstanding, access drive and access drainage have been provided and maintained …; and
- No part of the development shall be commenced until the access road is laid out to base course level, ironwork has been set to base course level, visibility splays laid out and a site compound and car park constructed.

In commenting on the current application the following points are made:
- The principle of development of the site as proposed has been set by the Planning Inspector in allowing the appeal;
- The policy issue about whether new development sites should be accessed direct from the B3174 needs to be clarified by both the Planning Authority and DCC Highway Authority. Hitherto it has been the understanding of the Town Council that access to Cranbrook development should be off the Main Local Route (MLR). In addition it is also understood that, consistent with this policy, the Planning Authority do not allow individual driveway access direct to the MLR on highway safety grounds - a policy that is supported by the Town Council;
- The principle for allowing access from the B3174 in this case has been set by the appeal decision;
- Future local authority governance of the location might need to be reviewed in light of the emerging Cranbrook expansion masterplan;
- There is a need to clarify with the Highway Authority as to whether it might adopt the estate road in the future;
- The current design shows a grass verge to the west of the access road - this should be designed out as the lack of any allocated visitor parking will lead to the verge being used as a car park which will have an adverse visual impact and loss of amenity for residents;
- If as stated by the applicant and the Appeal Inspector, the site is considered part of the Cranbrook development, the Town Council would like to see the site contributing to the sustainable nature of the town including connection to the district heating network. It is noted that the proposal contains the fact that homes will have wood burning stoves and this is not consistent with the low energy, low carbon development principles of Cranbrook;
- The site is well served by public transport and is adjacent to the emerging town. The site is therefore considered to be sustainable;
- Electric charging points in each of the four homes is welcomed;
- Solar energy harvesting in each home is welcomed;

It was resolved to support the application subject to the following points:
- Implementation of planning conditions set down at appeal;
- Whilst the planning appeal decision has established the principle of access from the B3174 in this case, there is a need for wider clarification from both DCC Highways and Planning Authority on the general principle of access direct from the B3174. Both Cranbrook Town Council and Rockbeare Parish Council have raised objections to direct access in the past there is little point in continuing to do so if this is not supported by the principal authorities;
- The possibility of a local governance review in light of the development of the Cranbrook expansion masterplan;
- Clarification on whether the estate road will be adopted in the future;
- Designing out of the grass verge to the west of the site to prevent on-verge parking;
- Connection to the district heating network rather than use of wood burning stoves.

18/70 SPORT ENGLAND

Cllr Matt Osborn reported that full time staff had now been allocated to the delivery programme by Sport England. Regarding delivery of an improved sports pavilion, it is unlikely that the timescale would coincide with the Sport England delivery timetable and other existing funding streams would now be considered.

18/71 SUMMER ACTIVITIES PROGRAMME

Cllr Phil Norgate reported that he had attended the meeting in January at which the following points were discussed:

- The 2017 programme had not been considered successful for various reasons including timing and location of events, issues with childcare provision and charging for sessions.
- The 2018 programme would be located at the Education Campus with Fish session being provided at St Martin's Primary School.
- Two full days of activities per week (Tuesdays and Thursdays) during the school holiday were planned, provided by Exeter City Community Trust, DCH and LED running separate events.

Following discussion, it was agreed that there was a need for a co-ordinated approach and that Cllr Matt Osborn would raise this at the next meeting of the Cranbrook Move More Group. The Town Council would consider funding future summer activity programmes, but would need confirmation of the level of funding required in order to budget for the expenditure.

18/72 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes and approved the setting up of a direct debit for payment of the monthly IT support cost.

18/73 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The member of the press left the meeting

18/74 ESTATE RENT CHARGE

Members were advised that the Agreement had been signed by the Chairman and the Vice-Chairman.

The arrangements for management of public open space at Rockbeare Briar and Southbrook Meadow were discussed and it was agreed that the Town Council would write to residents to advise them of the Town Council's position moving forward.

18/75 OPEN SPACE WASTE MANAGEMENT SERVICES

It was resolved that:
a) The requirement in Financial Regulations to obtain three quotations be suspended and that the Town Council appoints the contractor who would provide best value to undertake litter picking, litter bin emptying and street cleansing as set out in their quote, until such time as the public realm is adopted.
b) Following adoption of the public realm, the requirement in Financial Regulations to obtain three quotations be suspended and that the Town Council appoints the contractor appointed at a) above to undertake litter picking and litter bin emptying in accordance with their quote in areas of public open space owned or managed by the Town Council.
c) That East Devon District Council and the Consortium be asked to re-instate the provision of a Streetscene compound in the locality.

18/76 FUTURE USE OF THE COUNTRY PARK

Amended proposals together with a draft voluntary Code of Conduct for professional dog walkers had been circulated in advance. **It was resolved** to approve the proposals as amended and to approve the voluntary Code of Conduct for professional dog walkers.

18/77 TOWN HALL

It was reported that a revised business plan would be drawn up to support progress with the provision of the new Town Hall.

18/78 CONTRACTUAL SALARY INCREASES FOR TOWN COUNCIL STAFF

A report with a recommendation had been circulated in advance. It was agreed to address an anomaly with regard to a salary increase for a member of staff and **it was resolved** to approve the contractual salary increases for Town Council staff for the year 2018-19.

18/79 CLOSE OF MEETING

The meeting closed at 8.27pm.

Signed: …… Date: 23 April 2018

CRANBROOK TOWN COUNCIL
AGENDA ITEM NO. 11
12 MARCH 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
19/02/2018	DALC - 6632	New Councillor training for Cllr Barry Rogers and Cllr Sam Hawkins	£60.00
01/03/2018	Apollo IT - 16318	Email hosting and support March 2018	£94.50
07/03/2018	MJ & GM Accountancy - 1192	Payroll services for March	£18.00
28/02/2018	EDDC - 40048781	Room hire	£182.00
		To approve the setting up of a direct debit for the contractual monthly costs for IT support – Core Office IT	
Staffing Costs			
	n/a	Salaries for March 2018	£4,530.37
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£354.00
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,293.54

Signed: …… Date: 23 April 2018

MINUTES

Meeting: Town Council Extraordinary Meeting
Date: Thursday, 29 March 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Barry Rogers

In attendance
1 member of the public
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/80 APOLOGIES FOR ABSENCE

Cllr Derek Atkinson
Cllr Nick Partridge

18/81 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/82 MINUTES

The minutes of the meeting held on 12 March 2018 were accepted as a correct record.

18/83 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

Signed: …… Date: 23 April 2018

18/84 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The member of the public left the meeting

18/85 INSPECTION OF PLAY PARKS

It was resolved to suspend the relevant provisions in the Financial Regulations to enable the Town Council to enter into a temporary interim arrangement for the provision of play park inspection services and that a procurement exercise be undertaken as soon as practicable to appoint a permanent contractor.

It was also resolved to delegate authority to the Town Clerk working with the Asset Delivery Working Group to agree arrangements for the temporary interim provision of play park inspection services in accordance with the quotation supplied.

18/86 CLOSE OF MEETING

The meeting closed at 7.04pm.

Signed: …… Date: 23 April 2018

MINUTES

Meeting: Town Council
Date: Monday, 23 April 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Barry Rogers

In attendance
2 members of the public
Mr Callum Lawton, Cranbrook Herald
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/87 APOLOGIES FOR ABSENCE

Cllr Derek Atkinson, Cranbrook Town Council
Cllr Kim Bloxham, Cranbrook Town Council
Cllr Ray Bloxham, Cranbrook Town Council
Cllr Nick Partridge, Cranbrook Town Council
Cllr Eleanor Rylance, East Devon District Council

18/88 DECLARATIONS OF INTEREST

Cllr Les Bayliss declared a personal interest in agenda item 19 (Appointment of Internal Auditor for 2018) as the person is known to him.

18/89 MINUTES

The minutes of the extraordinary meeting held on 29 March 2018 were accepted as a correct record.

18/90 PUBLIC PARTICIPATION

A member of the public requested a copy of the report on the Future Use of the Country Park. The Clerk would send a copy to the member of the public.

Signed: …… Date: 14 May 2018

18/91 DISTRICT AND COUNTY COUNCIL ISSUES

Devon County Council

A report from Cllr Ray Bloxham had been circulated in advance. The report, which provided an update on progress with the Police and Crime Commissioner Councillor Advocate Scheme, was noted. A further report would be brought to the Town Council when details of the scheme had been clarified.

18/92 REPORTED CRIME FIGURES

The reported crime figures to February 2018 had been circulated in advance and were noted as follows:

- Anti-social behaviour – 4
- Criminal damage and arson – 1
- Other - 1
- Violence and sexual offences - 4

18/93 CRANBROOK TOWN COUNCIL FIVE YEAR PLAN

A draft copy of the Five-Year Plan had been circulated in advance. It was agreed that the wording on page 9, regarding the transfer to the Town Council of the Younghayes Centre, should be amended to reflect the fact that the transfer would happen as soon as possible after 1 April 2018. Cllr Blakey proposed that, subject to this amendment, the Five-Year Plan be approved. This was seconded by Cllr Bayliss and **was resolved.**

18/94 ACTION EAST DEVON – CRANBROOK COMMUNITY DEVELOPMENT PROJECT

A draft response to the Cranbrook Community Development Project evaluation survey had been circulated in advance. It was noted that the Town Council would not be taking on any Community Development work or employing a Community Development Worker. **It was resolved** to approve the response to the evaluation survey for submission.

The work of the Carving Community was noted. Cllr Les Bayliss and Cllr Barry Rogers reported on the recent site visit regarding the installation of the Carving Community Shelter. It was noted that various alternative sites had been considered, but it had not been possible to progress any of the options. It was further noted that approximately £3,500.00 of the original youth S.106 monies was still available and it had been confirmed that this could be used for remediation works if required following the installation. The Town Council noted that all permissions were in place and that the shelter would be installed in early May.

18/95 PLANNING APPLICATION 17/2254/MRES

The Town Council considered the amended reserved matters application 17/2254/MRES seeking approval of access, appearance, landscaping, layout, and scale, for the extension of the Main Local Route and the construction of a roundabout junction on London Road and associated landscaping works on land to the north of London Road, Cranbrook.

This matter had previously been considered by the Town Council and the amendments related to amended and additional plans showing the revised configuration of the verge and footway/cycle way on the southern side of the road, the extent of tree and hedgerow removal within the site, the location of bus stops and shelters and additional drainage calculations.

The original iteration was generally supported by the Town Council as the green spaces were well designed and protected from damage from on-verge parking by the configuration of the cycle way between the highway and verge.

In these amendments the verge and cycle way had been transposed to locate the verge immediately adjacent to the highway. With rear court parking along the MLR, this had in the past and would lead to on-verge parking along the MLR resulting in damage, costly reinstatement and an adverse visual impact.

Street lighting column locations were indicated but as previously commented these need to take account of dwelling locations to avoid unnecessary subsequent installation of lightning deflectors to prevent nuisance from light intrusion directly into bedroom windows.

Bus stop and shelter locations were noted and considered acceptable.

There appeared to be no lay-by or other parking facilities along the MLR which would lead to on-verge parking as referred to above.

There is no objection in principle to the development - indeed it is welcomed as this will open up the remaining phases of the initial outline approvals. The Town Council would welcome an opportunity to discuss the overall layout as the most recent iteration is considered to be a backward step from that originally submitted.

The Town Council resolved to object to the planning application as the layout and configuration of highway, verge and cycleway would lead to on-verge parking leading to damage, costly re-instatement and an adverse visual impact.

18/96 COMMITTEE MINUTES

The minutes of the Amenities Committee meeting held on 19 March 2018 and the minutes of the Planning Committee meeting held on 6 April 2018 were adopted.

18/97 EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP

The minutes of the meeting of the Cranbrook Local Action Group (LAG) held on 14 March 2018 were noted.

18/98 YOUTH SERVICE PROVISION

Cllr Nick Partridge had not been able to attend the recent session of the youth club and no report was available.

18/99 EXETER UNIVERSITY RESEARCH COLLABORATION

Notes of Cllr Barry Rogers' meeting with staff from Exeter University Geography Department held on 11 April 2018 had been circulated in advance and were noted.

It was hoped that the Town Council would benefit from collaboration with the University as part of a two-way process as Cranbrook continues to develop.

Further meetings are planned for early May to engage local interest organisations and a larger meeting of stakeholders planned for July. Cllr Rogers would liaise with the University and the Town Council to agree a list of attendees for the next meeting in May.

18/100 SPORT ENGLAND

Cllr Matt Osborn reported that he was now chairing the Move More Group meetings, which it is hoped will become the focus for healthy activity in Cranbrook. Sport England would be using the Move More Group as a means of making contacts for delivery of their programme.

It was agreed that it would be more appropriate for this agenda item to refer to the Move More Group for future meetings.

Cllr Osborn reported that Sport England had appointed local representatives and had requested that they be involved in local events.

18/101 STANDARDS IN PUBLIC LIFE CONSULTATION

A draft response had been circulated in advance. **It was resolved** to approve the draft response for submission.

18/102 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved two additional payments as follows:

EDDC – Younghayes Centre quarterly service recharge January to March 2018 - £248.63
See the Light – broadband and telephony - £69.99

The Town Council approved the schedule of payments appended to these minutes.

18/103 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The member of the press left the meeting. A member of the public expressed concern that excluding the public for certain items had become a habit of the Town Council. The Chairman advised that the Council always considered the reasons for discussing a matter in Part B and did so when the item included the business or commercial interests of a third party. The members of the public left the meeting.

18/104 MANAGEMENT OF PUBLIC OPEN SPACES

A report regarding minor proposed amendments to the Agreement to transfer responsibility for the management of public open spaces had been circulated in advance. Cllr Kevin Blakey proposed that the minor amendments and the side letter be approved, and that the solicitor be instructed to proceed with exchange of contracts. This was seconded by Cllr Osborn and **was resolved.**

18/105 APPOINTMENT OF INTERNAL AUDITOR FOR 2018

A report on the appointment of an internal auditor had been circulated in advance. **It was resolved** to appoint Lyn Hargood to undertake the 2018 internal audit.

18/106 TOWN COUNCIL STAFF

A report regarding remuneration for staff had been circulated in advance. **It was resolved** to approve the recommendation contained therein with regard to remuneration.

18/107 CLOSE OF MEETING

The meeting closed at 7.50pm.

Signed: …… Date: 14 May 2018

CRANBROOK TOWN COUNCIL
AGENDA ITEM NO. 16
23 APRIL 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
28/02/2018	Ashfords - 637231	Legal advice regarding procurement of maintenance contracts Nov 2017 – Jan 2018	£780.00
15/03/2018	See the Light	Broadband and telephony	£62.45
16/03/2018	DALC - 6683	GDPR training for Sarah Jenkins and Cathy Hill	£96.00
26/03/2018	WPS Insurance - 30979333	Annual insurance renewal fee 2018	£1,792.98
27/03/2018	Apollo IT - 16519	Set up additional staff member email address – Janine Gardner	£57.60
29/03/2018	Fruit Tree - 515	Meeting and amendments to town hall business plan – retail viability assessment	£159.99
29/03/2018		Cllr Kevin Blakey – expenses for meeting with developers and EDDC	£24.95
01/04/2018	Apollo IT - 16592	Email hosting April 2018	£100.80
02/04/2018		Cllr Ray Bloxham – travel expenses	£33.80
04/04/2018	Broxap – INV226017	10x hexagonal keys for public open space litter bins	£36.00
05/04/2018	EDDC - 40049063	Room hire	£102.00
05/04/2018	EDDC - 40049065	Room hire	£82.00
05/04/2018	EDDC - 40049064	Room hire	£94.00
01/04/2018	DALC - 6836	Annual membership / affiliation fee – DALC and NALC	£649.93
09/04/2018	DALC -7089	VAT training for Sarah Jenkins	£36.00
12/04/2018	Tony Benger Landscaping - 21417	Phase 1 and 2 April grounds maintenance	£10,200.00
12/04/2018	Tony Benger Landscaping - 21419	Play park maintenance April	£948.00
12/04/2018		Brenda Masters – expenses for Annual Town Meeting and facilities	£20.00
12/04/2018		Sarah Jenkins – expenses Annual Town Meeting – Young Citizen of the Year Award	£100.00
12/04/2018	MJ & GM Accountancy - 1222	Payroll services April	£18.00
13/04/2018	Youth Genesis – 130418CTC	Youth Services 2018-19 1st instalment – 6 months	£4,667.50
13/04/2018	EDDC - 40049114	YHC Service recharge Q4 1 January to 31 March 2018	£248.63
16/04/2018	See the Light - 11225082	Broadband and telephony	£69.99

Signed: …… Date: 14 May 2018

Staffing Costs			
	n/a	Salaries for April 2018	£4,924.56
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£680.52
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,486.19

Signed: …… Date: 14 May 2018

MINUTES

Meeting: Town Council
Date: Monday, 14 May 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Les Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Barry Rogers

In attendance
Cllr Eleanor Rylance, East Devon District Council
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/108 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2018-19 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Barry Rogers proposed that Cllr Kevin Blakey be elected Chairman of the Council for 2018-19. This was seconded by Cllr Ray Bloxham and **was resolved.** It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

18/109 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2018-19 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Les Bayliss proposed that Cllr Kim Bloxham be elected Vice-Chairman of the Council for 2018-19. This was seconded by Cllr Colin Buchan and **was resolved**. Cllr Ray Bloxham did not vote for personal reasons. It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

18/110 APOLOGIES FOR ABSENCE

Cllr Derek Atkinson, Cranbrook Town Council
Cllr Sam Hawkins, Cranbrook Town Council
Cllr Matt Osborn, Cranbrook Town Council

18/111 DECLARATIONS OF INTEREST

No declarations were received.

Signed: …… Date: 21 May 2018

18/112 MINUTES

The minutes of the meeting held on 23 April 2018 were accepted as a correct record.

18/113 PUBLIC PARTICIPATION

There were no requests from members of the public to make representations, answer questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

18/114 COMMITTEE MINUTES

The minutes of the Planning Committee meeting held on 30 April 2018 and the minutes of the Amenities Committee meeting held on 30 April 2018 were adopted.

Cllr Sarah Gunn arrived at 7.03pm

18/115 PLANNING APPLICATION 17/2117/MRES

Cllr Eleanor Rylance arrived at 7.05pm

The Town Council considered amended planning application 17/2117/MRES for reserved matters seeking approval of access, appearance, landscaping, layout and scale for the construction of 69 dwellings and associated infrastructure and landscaping, pursuant to outline planning permission 03/P1900, together with an update to the baseline environmental statement, on the site of Cranbrook New Community Land to the east, west and north of Stillwoods Farm, Cranbrook. The amendments relate to a reduction in the number of dwellings to 69 and amendments to site layout including changes to house types, affordable housing, highway layout, landscaping, parking, drainage basin design and associated supporting documents.

The Town Council initially commented in September 2017 resolving then to object to the application on the grounds that the number of garages proposed was insufficient and that they were too small; there were no measures to prevent parking on verges; tandem parking allocations were unworkable; allocated parking was not visible from properties; and that the proposed distribution of affordable housing was not appropriate.

The revised application contains 30% affordable homes (21) with a further 10% (7) affordable by design. Of the 21 affordable homes,14 are shared ownership and 7 are designated for rent. The distribution of affordable homes is acceptable.

Principal grass verge areas are protected and there are limited opportunities for on verge parking. This change is welcomed.

Parking is predominantly on-plot and is acceptable. Garage sizes are acceptable. Tandem parking is minimal and acceptable.

There are a range of 2, 2.5 and 3 storey homes with 2, 3 and 4 bedrooms. Given the location and proximity to the town centre density is acceptable.

For the reasons set out above, **it was resolved** to **support** the amended application.

18/116 REVIEW OF THE CODE OF CONDUCT

The Town Council reviewed and agreed the Code of Conduct.

Signed: …… Date: 21 May 2018

18/117 REVIEW OF FINANCIAL REGULATIONS

The Town Council reviewed the Financial Regulations. It was agreed that section 2.3 be amended to delete the reference to the Annual Return and to refer instead to the Annual Governance and Accountability Return to bring section 2.3 in line with external audit procedures applying to the financial year 2017-18 and onwards.

It was agreed to confirm the delegation arrangements (section 4.1 and 5.5).

The Town Council noted that, in line with provisions in the Financial Regulations, work had commenced on preparing tender documents for the provision of open space management services (including play parks) and waste management services and that the Risk Management Strategy is currently being reviewed for presentation to the Council as soon as practicable.

The Town Council reviewed and agreed the list of regular payments (Financial Regulations section 5.6).

18/118 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO TOWN COUNCIL COMMITTEES AND WORKING GROUPS

The Town Council agreed the appointment of the following Committees and Working Groups and the appointment of Members to those Committees and Working Groups.

Amenities Committee

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Matt Osborn
Cllr Barry Rogers

Finance & Personnel Committee

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Planning Committee

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Sarah Gunn
Cllr Matt Osborn
Cllr Nick Partridge

Asset Delivery Working Group

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham

Safety Working Group

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan

Signed: …… Date: 21 May 2018

Younghayes Centre Business Plan Working Group

It was agreed that the Younghayes Centre Business Plan Working Group be discontinued as its work had been completed. The Asset Delivery Working Group would oversee the transfer of the Younghayes Centre to the Town Council.

Town Events Working Group

Cllr Kevin Blakey
Cllr Sarah Gunn
Cllr Phil Norgate
Cllr Matt Osborn

18/119 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF TOWN COUNCIL COMMITTEES

Amenities Committee

Cllr Sarah Gunn proposed that Cllr Barry Rogers be appointed Chairman of the Amenities Committee. This was seconded by Cllr Colin Buchan and **was resolved.**

Cllr Les Bayliss proposed that Cllr Colin Buchan be appointed Vice-Chairman of the Amenities Committee. This was seconded by Cllr Ray Bloxham and **was resolved.**

Finance & Personnel Committee

Cllr Les Bayliss proposed that Cllr Ray Bloxham be appointed Chairman of the Finance & Personnel Committee. This was seconded by Cllr Nick Partridge and **was resolved.** Cllr Kim Bloxham did not vote for personal reasons.

Cllr Kevin Blakey proposed that Cllr Sam Hawkins be appointed Vice-Chairman of the Finance & Personnel Committee. This was seconded by Cllr Sarah Gunn and **was resolved.**

Planning Committee

Cllr Colin Buchan proposed that Cllr Les Bayliss be appointed Chairman of the Planning Committee. This was seconded by Cllr Nick Partridge and **was resolved.**

Cllr Colin Buchan proposed that Cllr Sarah Gunn be appointed Vice-Chairman of the Planning Committee. This was seconded by Cllr Kim Bloxham and **was resolved.**

18/120 TERMS OF REFERENCE AND REVIEW OF DELEGATION ARRANGEMENTS

The Town Council reviewed the Terms of Reference for Committees and Working Groups which had been circulated in advance of the meeting.

Amenities Committee

It was agreed to amend the Terms of Reference for the Amenities Committee as follows:

- To delete the word ‘delivery’ in sections 2, 3 and 4
- To delete section 6
- To amend section 8 to read: It will undertake the administration, management and maintenance of public open spaces, play areas, buildings and any other property in the ownership of the Town Council
- To delete section 10

Finance & Personnel Committee

It was agreed to amend the Terms of Reference for the Finance & Personnel Committee as follows:

- To amend section 5 to clarify that the Committee has delegated powers to approve grant applications in line with Financial Regulations section 5.8.
- To amend section 25 to remove the requirement for the Vice-Chairman of the Council to be a member of the Committee and for the Chairman and Vice-Chairman to be the bank account signatories

It was agreed that Cllr Kevin Blakey, Cllr Ray Bloxham and Cllr Phil Norgate should remain as the bank account signatories.

It was agreed to re-appoint Cllr Les Bayliss to sign the quarterly bank reconciliations.

Planning Committee

The Terms of Reference for the Planning Committee were agreed.

Asset Delivery Working Group

The Terms of Reference for the Asset Delivery Working Group were agreed.

Safety Working Group

The Terms of Reference for the Safety Working Group were agreed.

Town Events Working Group

It was agreed that the Town Events Working Group would draft Terms of Reference for approval by the Town Council. Terms of Reference should make clear that the Town Council would not always be the lead body to deliver town events but would at times support delivery in partnership with other organisations.

18/121 APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES

The Town Council agreed the following appointments of Councillors with special responsibilities.

Councillor overseeing street naming suggestions – Cllr Les Bayliss; proposed by Cllr Kim Bloxham, seconded by Cllr Nick Partridge

Councillor for sports, health and well-being – Cllr Matt Osborn; proposed by Cllr Kevin Blakey, seconded by Cllr Nick Partridge

Councillor with responsibility for liaison with Youth Genesis – Cllr Nick Partridge; proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham

Councillor with responsibility for Parishes Together projects – Cllr Sarah Gunn; proposed by Cllr Ray Bloxham, seconded by Cllr Nick Partridge

Councillor with responsibility for liaison with Exeter University Geography Research programme – Cllr Barry Rogers assisted by Cllr Sarah Gunn; proposed by Cllr Ray Bloxham, seconded by Cllr Nick Partridge

18/122 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

The Town Council agreed the following appointments of Councillors to outside bodies.

The East and Mid Devon Community Safety Partnership (Cranbrook Local Action Group – LAG) – Cllr Kim Bloxham; proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan

Signed: …… Date: 21 May 2018

Citizens Advice East Devon – Cllr Sarah Gunn; proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers

East Devon Arts and Culture Forum – Cllr Sarah Gunn; proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham

Exeter Airport Consultative Committee – Cllr Les Bayliss; proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan

Gypsy and Traveller Liaison – Cllr Colin Buchan; proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham

Healthy New Towns – Cllr Ray Bloxham; proposed by Cllr Kevin Blakey, seconded by Cllr Sarah Gunn

Move More Group – Cllr Matt Osborn; proposed by Cllr Les Bayliss, seconded by Cllr Nick Partridge

Sky Park / Hayes Farm Liaison Group – Cllr Les Bayliss; proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham

It was agreed that no appointment be made to the South West Trains Whimple Rail User Group.

18/123 REVIEW OF REGISTER OF LAND AND ASSETS

The Register of Assets was agreed by the Finance & Personnel Committee on 30 April 2018 and the Committee had recommended that the Register be reviewed during the current financial year. It was agreed that the Finance & Personnel Committee would review the Register of Assets in line with current proper practices and that the review would include the appropriate level for the capitalisation of assets. It was noted and agreed that Cllr Sam Hawkins would assist with the review.

18/124 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Chairman and the Town Clerk had met with the Council's insurance adviser in March 2018 to discuss the renewal of the insurance cover for the current year. It was noted that all the additional risks and responsibilities from 1 April 2018 had been incorporated in to the insurance cover which had been renewed.

18/125 REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OTHER BODIES

The Council is a member of the Devon Association of Local Councils and the National Association of Local Councils. The Clerk is a member of the Society of Local Council Clerks.

18/126 PUBLICATION SCHEME

A copy of the current Publication Scheme had been circulated in advance. The Town Council noted that the Scheme is under review by Officers as a number of new policies had recently been agreed or are in progress as a result of the Council's additional responsibilities from April 2018. A revised Publication Scheme would be presented to the Town Council as soon as practicable.

The Town Council noted that the new General Data Protection Regulation would come into effect on 25 May 2018 and that a report with recommendations would be presented to the Council at its meeting on 21 May.

18/127 MEDIA PROTOCOLS

A copy of the Media Protocols had been circulated in advance. The Town Council approved the Media Protocols.

Signed: …… Date: 21 May 2018

18/128 COUNCIL MEETING SCHEDULE

A copy of the Council meeting schedule had been circulated in advance. The time and place of ordinary meetings of the Town Council up to and including the next annual meeting of full Council was noted.

18/129 CLOSE OF MEETING

The meeting closed at 7.54pm.

Signed: …… Date: 21 May 2018

MINUTES

Meeting: Town Council
Date: Monday, 21 May 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Barry Rogers

In attendance
2 members of the public
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/130 APOLOGIES FOR ABSENCE

Cllr Derek Atkinson, Cranbrook Town Council
Cllr Ray Bloxham, Cranbrook Town Council
Cllr Matt Osborn, Cranbrook Town Council
Cllr Nick Partridge, Cranbrook Town Council
Cllr Eleanor Rylance, East Devon District Council

18/131 DECLARATIONS OF INTEREST

No declarations were received.

18/132 MINUTES

The minutes of the annual meeting held on 14 May 2018 were accepted as a correct record.

18/133 PUBLIC PARTICIPATION

A member of the public requested clarification of Standing Orders 3e to 3k as stated in the agenda. The Chairman read out sections 3e to 3k.

18/134 DISTRICT AND COUNTY COUNCIL ISSUES

There were no reports on District and County Council issues.

Signed: …… Date: 18 June 2018

18/135 REPORTED CRIME FIGURES

The reported crime figures to March 2018 had been circulated in advance and were noted as follows:

- Bicycle theft – 1
- Vehicle crime – 1

18/136 REPORT OF THE INTERNAL AUDITOR

The report of the Internal Auditor had been circulated in advance.

The recommended actions were noted and would be implemented at the appropriate times. It was further noted that the appointment of the Acting Town Clerk required minuting and the appointment was ratified and hereby minuted.

The report of the Internal Auditor would be published on the Town Council's website.

18/137 FINANCE & PERSONNEL COMMITTEE MINUTES

The minutes of the Finance & Personnel Committee meeting held on 30 April 2018 were adopted.

18/138 APPROVAL OF ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018

The accounts for the financial year ended 31 March 2018 had been circulated in advance and were set out in

- The Receipts and Payments Account 1 April 2017 – 31 March 2018
- The quarter 4 budget monitoring report for the year ended 31 March 2018
- The year-end bank reconciliation as at 31 March 2018

Cllr Les Bayliss proposed that the accounts for the financial year ended 31 March 2018 as set out in the documents above be approved. This was seconded by Cllr Sarah Gunn and **was resolved.**

18/139 STATEMENT OF INTERNAL CONTROL

The Statement of Internal Control, as recommended by the Finance & Personnel Committee, had been circulated in advance. Cllr Kim Bloxham proposed that the Statement be approved. This was seconded by Cllr Colin Buchan and **was resolved**.

18/140 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2017/18

A copy of the Annual Governance Statement 2017/18 had been circulated in advance. Cllr Barry Rogers proposed that the Annual Governance Statement 2017/18 be approved. This was seconded by Cllr Sam Hawkins and **was resolved.**

18/141 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN SECTION 2 – ACCOUNTING STATEMENTS 2017/18

A copy of the Accounting Statements 2017/18, certified and signed by the Responsible Financial Officer, had been circulated in advance. Cllr Les Bayliss proposed that the Accounting Statements be approved. This was seconded by Cllr Sarah Gunn and **was resolved**.

18/142 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN – PUBLIC INSPECTION PERIOD

Cllr Barry Rogers proposed that the public inspection period be agreed as Monday, 4 June 2018 to Friday, 13 July 2018 inclusive. This was seconded by Cllr Colin Buchan and **was resolved.**

Signed: …… Date: 18 June 2018

18/143 COUNCILLOR ADVOCATE SCHEME

Details of the Councillor Advocate Scheme had been circulated in advance of the meeting. It was noted that membership of the Scheme would complement the work of the LAG. Cllr Kevin Blakey proposed that Cllr Kim Bloxham be appointed as the Council's representative to the Scheme. This was seconded by Cllr Sarah Gunn and **was resolved.**

18/144 TOWN EVENTS WORKING GROUP

It was agreed that the Town Events Working Group would meet as soon as possible to agree its Terms of Reference.

The next planning meeting for Cranbrook Day would be held on 23 May 2018. In order to support Cranbrook Day, it was agreed that the Town Council would apply for Devon County Council Locality Funding. Further details of funding required would be available following the planning meeting.

It was noted that the Town Events Working Group would also support the Tour of Britain on 3 September 2018.

18/145 YOUTH SERVICE PROVISION

Cllr Nick Partridge had not been able to attend the recent session of the youth club and no report from the session was available.

It was reported that the LAG meeting on 16 May 2018 had discussed wider issues including the possibility of extending the outreach of the youth provision. It was agreed that Cllr Nick Partridge be requested to provide a written report, including wider issues, for circulation with papers for the next Town Council meeting on 18 June.

18/146 EXETER UNIVERSITY RESEARCH COLLABORATION

Cllr Barry Rogers had met with representatives from Exeter University on 21 May, together with the Headteacher of the Cranbrook Education Campus and members of the East Devon District Council Cranbrook planning team. Cllr Rogers would provide notes of the meeting in due course. The next meeting would consider specific research projects. It was confirmed that the collaboration would be at no cost to the town.

18/147 GENERAL DATA PROTECTION REGULATION (GDPR) 2018

A report prepared by the Executive Assistant had been circulated in advance. The report set out

- A summary of GDPR implications for the Council
- Actions taken to date
- Actions required with an indication of the urgency for each action

It was resolved that the Officers be directed to continue to implement the required actions according to the urgency of each action.

18/148 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved additional payments as follows:

See the Light – broadband and telephony - £59.51
EDDC – annual rent - £2,500.00
Lyn Hargood – Internal Audit fee and mileage - £260.80
MJ & GM Accountancy Services – May payroll services - £18.00

The HMRC payment was confirmed as £678.02. The Town Council approved the schedule of payments appended to these minutes.

Signed: …… Date: 18 June 2018

18/149 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Prior to leaving the meeting, a member of the public expressed concern that a number of issues continued to be discussed in Part B confidential session. In response to a question from a member of the public, the Chairman explained why interim terms had been agreed with the current contractor for the maintenance of public open spaces. The Chairman confirmed that work on preparing tender documents for a full procurement exercise is now underway.

The members of the public left the meeting.

PART B

18/150 TRANSFER OF THE YOUNGHAYES CENTRE

Members received an update on progress with transfer of the Younghayes Centre following a meeting with Officers from East Devon District Council.

The Asset Delivery Working Group would meet with the Town Council's solicitor on 24 May. The estimated costs of legal work for the transfer had been circulated and **it was resolved** to accept the costs proposed.

18/151 NATIONAL SALARY AWARD 2018-19

A report regarding the 2018-19 National Salary Award and the effect on the Town Council's budget had been circulated in advance. **It was resolved** that the agreed new pay scales be accepted and implemented from 1 April 2018.

18/152 AMENDMENT TO THE JOB DESCRIPTION FOR THE EXECUTIVE ASSISTANT

A report and amended Job Description for the post of Executive Assistant had been circulated in advance. **It was resolved** to approve the amended Job Description.

18/153 CLOSE OF MEETING

The meeting closed at 7.51pm.

Signed: …… Date: 18 June 2018

CRANBROOK TOWN COUNCIL
AGENDA ITEM NO. 20
21 MAY 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
01/05/2018	Apollo IT 16834	Email hosting May	£100.80
08/05/2018	Tony Benger Landscaping 21522	Grounds maintenance May	£24,000.00
30/04/2018	Tony Benger Landscaping 21531	Play park inspections May	£948.00
25/04/2018	EDDC 40049222	Room hire	£68.00
25/04/2018	EDDC 40049223	Room hire	£88.00
23/04/2018	WPS Insurance Brokers 31419620	Insurance premium for play park equipment	£956.45
23/04/2018	WPS Insurance Brokers 31419883	Insurance premium for street furniture	£96.52
04/05/2018	Cllr Kevin Blakey	Expenses for meeting with EDDC Planning Team	£12.40
15/05/2018	See the Light 11268493	Broadband and telephony	£59.51
16/05/2018	EDDC 50046766	Annual rent for Town Council office	£2,500.00
15/05/2018	Lyn Hargood	Internal audit fee 2018 (£250.00), mileage (£10.80)	£260.80
21/05/2018	MJ & GM Accountancy 1258	Payroll services May 2018	£18.00
Staffing Costs			
	n/a	Salaries for May 2018	£4,962.85
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£678.02
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,491.99

Signed: …… Date: 18 June 2018

MINUTES

Meeting: Town Council
Date: Monday, 18 June 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Nick Partridge
Cllr Barry Rogers

In attendance
1 member of the public
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/154 APOLOGIES FOR ABSENCE

Cllr Derek Atkinson, Cranbrook Town Council
Cllr Phil Norgate, Cranbrook Town Council
Cllr Matt Osborn, Cranbrook Town Council

18/155 DECLARATIONS OF INTEREST

No declarations were received.

18/156 MINUTES

The minutes of the meeting held on 21 May 2018 were accepted as a correct record.

18/157 PUBLIC PARTICIPATION

The member of the public raised the matter of the increased Council Tax for the current financial year. The Chairman advised that, as this was not an item on the agenda, the matter could not be considered at the meeting.

Signed: …….. 23 July 2018

18/158 DISTRICT AND COUNTY COUNCIL ISSUES

East Devon District Council

No District Council report was available.

Devon County Council

Cllr Ray Bloxham reported on the following matters:

Train Station area

- Remedial work had been completed to tarmac around entrance and exit posts and also surface repair in car park two.
- Dropped kerb and access to Network Rail Parking area had been installed and signed.

To be completed:

- Repair to the vandalised cycle shelter - this would be reinstated on this occasion, but if damaged again, alternative measures would be taken.
- Mud from the Network Rail / SW Water track – Cllr Ray Bloxham had asked Officers to follow this up with the planning authority ahead of adoption.
- Maintenance of landscaping – a quote would be submitted to DCC Officers for consideration.
- Litter picking of car park areas – a quote is awaited from EDDC Streetscene.
- Broken tactile paving to be replaced – there was some question about location and vulnerability to damage by traffic.

Bus No 4 link to station
Cllr Ray Bloxham had pursued this but to date Stagecoach would not agree. This would be followed up when the S.106 funding expired in 2019.

Vehicle access to shared foot and cycle ways
Cllr Ray Bloxham had asked Officers to look at issues around vehicles driving along the foot / cycle way at Mead Cross / Meadow Lane following concerns of residents.
Cllr Bloxham had also asked Officers to look at vans parking on foot / cycle paths in the area of Russet Loop. Both issues may require additional bollards to prevent vehicle access by inconsiderate and irresponsible drivers.

Cranbrook Youth Football
Cllr Bloxham was working with the team manager regarding the possibility of providing changing facilities on the sports pitches at St Martin's Primary School.

Other matters
Devon County Council Scrutiny had set up a task group of four councillors to look at speeding on Devon's roads. Cllr Ray Bloxham had been appointed to that group.

Cllr Bloxham was continuing work with the Broadband and Mobile Phone task group focussing now on mobile coverage.

Cllr Bloxham now chairs the Devon Investment and Pension Fund Committee with responsibility for all public-sector pensions in Devon including the two Unitary Authorities of Torbay and Plymouth and also including other groups such as Fire, Police and Ambulance.

Regarding the Tour of Britain on 3 September, Cllr Bloxham and the Town Clerk attend the meetings of the Technical Planning Group which deals with logistical matters such as road closures. The Events Planning meetings consider activities organised by local groups. The Town Council was hosting a web page and social media to publicise community events.

18/159 REPORTED CRIME FIGURES

The reported crime figures to April 2018 had been circulated in advance and were noted as follows:

- Anti-social behaviour – 5
- Criminal damage & arson – 1
- Other – 1
- Violence & sexual offences - 1

18/160 COMMITTEE MINUTES

The minutes of the Planning Committee meeting held on 4 June 2018 and the minutes of the Amenities Committee meeting held on 4 June 2018 were adopted.

18/161 TOWN EVENTS WORKING GROUP

The draft Terms of Reference for the Town Events Working Group had been circulated in advance. **It was resolved** to approve the Terms of Reference.

18/162 CRANBROOK DAY (7 JULY)

A report from the Town Events Working Group was tabled at the meeting and the following points were noted:

- The organisation of the event, which would be hosted by the Cranberry Farm, was almost complete
- Activities taking place within the boundary of the Cranberry Farm would be covered by their insurance
- Badger Way would be closed between 12 noon and 7.00pm to accommodate stalls
- The estimated cost of £525 for the event would be covered by an application to the Devon County Council Locality fund, with other sponsorship being sought. This would ensure that there would be no cost to Cranbrook residents.

18/163 EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP

The minutes of the meeting held on 16 May 2018 and the scanned crime statistics for the period 1 May 2017 to 30 April 2018 had been circulated in advance and were noted. It was further noted that the crime figures reported to the LAG were recorded differently as all crimes which were reported are now recorded. Due to this change in reporting, it was too soon to be able to compare figures to see any emerging patterns.

Cllr Kim Bloxham advised that speeding issues, including those at Clyst Honiton, would be considered at the next LAG meeting on 11 July, which would also be attended by Members of Clyst Honiton Parish Council.

18/164 YOUTH SERVICE PROVISION

A report by Cllr Nick Partridge had been circulated in advance of the meeting. Cllr Partridge advised that Youth Genesis were providing a good service and that the youth club was receiving more support from volunteers from Cranbrook. The Chairman thanked Cllr Partridge for his comprehensive report. It was agreed that the use of the library as an additional occasional space would be facilitated. It was also agreed to start discussions with neighbouring Parish Councils regarding working together to extend the youth service provision to a wider area.

18/165 PROPOSAL FOR THE EXTENSION OF THE YOUTH SERVICE PROVISION

A fully costed proposal from Youth Genesis to extend the youth service provision to an additional evening had been circulated prior to the meeting.

It was noted that Gerry Moore, the Community Safety and Anti-Social Behaviour Co-ordinator for East Devon, would fund the initial seven-week trial period. Following the trial period, the extended provision could be funded to the end of the current financial year by way of grant applications to the Office of the Police and Crime Commissioner (OPCC) and the Devon County Council Locality fund. The remaining period from April to August 2019 could be funded through the Town Council precept.

Signed: …….. 23 July 2018

It was noted that the grant application to the OPCC would have to be made by Youth Genesis, with support from the Town Council by way of the appointment of a Lead Councillor.

It was resolved to accept the proposal to extend the youth service provision and to proceed with applications for grant funding. **It was also resolved** to appoint Cllr Kim Bloxham as the Lead Councillor to support the Youth Genesis grant application to the OPCC.

18/166 PLANNING APPLICATIONS

1 18/0582/MRES

The Town Council considered the amended reserved matters application 18/0582/MRES comprising landscaping, layout, scale, appearance and access for the construction of 180 dwellings and associated infrastructure (subsequent application in respect of permission 03/P1900 accompanied by review of the environment statement) on land adjoining Blackthorn Lane, Cranbrook.

The detail of the various amendments was noted.

The Town Council had previously considered the application in April and had agreed the following comments:

The current proposal includes a land ownership plan which proposes areas of public open space and planting under a maintenance company. This needs to be clarified in light of adoption by the Town Council of the principal areas of public open space.

There is potential for on verge parking leading to impact on streetscene.

The highway plan proposes verges for adoption - there is a need to clarify which body will adopt the verges.

The Town Council agreed to stand by its previous comments and noted that the matters raised had not been addressed.

It was resolved to **support** the amended application, subject to the following:

- Improved protection for green spaces to minimise the potential for on verge parking leading to impact on streetscene
- Clarification of the status of the previously proposed pedestrian footpath link to the Rockbeare Briar development, as the Town Council queries the fact that the link cannot be delivered

It was also agreed that there is a need to clarify the proposals for a management company in light of adoption by the Town Council of the principal areas of public open space. The Town Council agreed to seek further discussion of this matter with the developers.

2 18/1199/TRE

The Town Council considered planning application 18/1199/TRE for Oak Tree 1: Crown lift by removing two lowest branches (to be cut back to the trunk). Remove four sub-branches from the third lowest branch. Oak Tree 2: Crown lift by removing the lowest branch (to be cut back to the trunk). Remove two lowest sub-branches from second lowest branch at 18 Long Culvering, Cranbrook EX5 7ES. (Note: Tree Surgeon (Stuart Baker) has already been out and inspected the work requested to be carried out).

It was resolved to support this application.

18/167 EDDC REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

Details of the review had been circulated in advance. The proposals for Cranbrook were noted and agreed.

18/168 CAVANNA HOMES / ROCKBEARE BRIAR DEVELOPMENT ESTATE RENT CHARGE

The Chairman outlined the background to the transfer to the Greenbelt Management Company of the small area of public open space on the Rockbeare Briar development. The management company contract required two thirds of residents to give approval for the responsibility for the public open space to be removed from Greenbelt to another party. One lead resident, with the support of another, was dealing directly with both Cavanna Homes and Greenbelt in order to discuss the potential transfer of the public open space from Greenbelt to the Town Council. The Chairman advised that the Town Council had not been involved in any of the current discussions. The Town Council had previously indicated its willingness to take on the responsibility for the maintenance of the public open space subject to further discussions.

18/169 MOVE MORE GROUP

As no report was available, it was agreed to defer this item to the next meeting.

18/170 COMMUNITY RESILIENCE EVENT

Cllr Les Bayliss had attended the Community Resilience Forum event on 14 June. The event had focussed on the role of the Local Resilience Forum which co-ordinated activity in the event of an emergency. Once adopted, the Town Council's emergency plan would be sent to the Local Resilience Forum to provide key emergency contacts. It was noted that the main requirements in an emergency are for shelter and safety. Feedback from other participants indicated that sufficient volunteers would come forward in an emergency

Cllr Bayliss reported that the event had also included a presentation on the development of community landing sites for the Devon Air Ambulance. The Chairman thanked Cllr Bayliss for his report.

18/171 TRANSFER OF THE YOUNGHAYES CENTRE

The Chairman advised that the solicitors were currently drafting the transfer document and the Heads of Terms for re-negotiation of the current leases with tenants. It was confirmed that the Town Council would be negotiating any new terms of the leases.

18/172 WW1 COMMEMORATION

Details of the Royal British Legion commemorative silhouettes had been circulated in advance and were discussed. **It was resolved** to purchase one silhouette of a soldier and one silhouette of a nurse at a cost of £250.00 per silhouette, from the town events budget.

18/173 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved additional payments as follows:

MJ & GM Accountancy Services – June payroll services - £18.00
WPS Insurance – additional premium for insurance of the community shelter - £28.82
See the Light – broadband and telephony - £62.15
Brenda Masters – expenses claim for padlock - £16.98

The HMRC payment was confirmed as £905.80. The Town Council approved the schedule of payments appended to these minutes.

18/174 CLOSE OF MEETING

The meeting closed at 8.14pm.

Signed: …….. 23 July 2018

CRANBROOK TOWN COUNCIL
AGENDA ITEM NO. 20
18 JUNE 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
24/05/2018	EDDC 40049422	Room hire	£40.00
24/05/2018	EDDC 40049423	Room hire	£48.00
24/05/2018	EDDC 4004 9424	Room hire	£136.00
24/05/2018	EDDC 40049425	Room hire	£34.00
29/05/2018	Rialtas Business Solutions 26147	Purchase, set up, annual user license and training for the Omega finance system	£2,062.38
31/05/2018		Cllr Kim Bloxham – travel expenses to meetings at Sidmouth	£22.50
01/06/2018	Apollo IT	Email hosting June	£100.80
31/05/2018	Tony Benger Landscaping 21609	Grounds maintenance June	£30,000.00
31/05/2018	Tony Benger Landscaping 21608	Weekly Play Park inspections June	£948.00
12/06/2018	MJ & GM Accountancy 1282	Payroll services June	£18.00
13/06/2018	WPS Insurance 32232738	Additional insurance premium for Community Shelter	£28.82
15/06/2018	See the Light 11312031	Broadband and telephony	£62.15
18/06/2018		Brenda Masters expenses - padlock	£16.98
Staffing Costs			
	n/a	Salaries for June 2018 (*note: includes backdated national pay increase*)	£5,306.77
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£905.80
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,606.09

Signed: …….. 23 July 2018

MINUTES

Meeting: Town Council
Date: Monday, 23 July 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Matt Osborn
Cllr Nick Partridge
Cllr Barry Rogers

In attendance
Mr Jonathan Oliverio, Youth Genesis Trust
Mr Callum Lawton, Midweek Herald
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/175 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Phil Norgate.

18/176 DECLARATIONS OF INTEREST

No declarations were received.

18/177 MINUTES

The minutes of the meeting held on 18 June 2018 were accepted as a correct record.

18/178 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

18/179 YOUTH SERVICE PROVISION

A proposal from Youth Genesis to form a working group to explore the Big Lottery Partnerships Fund had been circulated in advance. Mr Oliverio introduced the proposal to explore working in partnership with neighbouring parishes to increase the provision on offer to young people.

Signed: …….. 20 August 2018

Initial expressions of interest had been received from Broadclyst and Clyst Honiton Parish Councils. It was noted that Clyst Honiton would require provision to be made in the parish itself.

Mr Oliverio confirmed that any future partnership working to extend the youth service provision would be separate from the current provision in Cranbrook and would not dilute that on-going work.

It was resolved:

1. To form a working group consisting of Cllr Nick Partridge, Cllr Sarah Gunn and Mr Jonathan Oliverio to explore the viability of the Big Lottery Partnerships fund
2. That the working group would meet with the local Big Lottery Fund Grants Officer to consider a draft proposal
3. That discussions continue with neighbouring Parish Councils to explore partnership working.

The quarterly report from Youth Genesis had been circulated in advance and was noted.

The Chairman thanked Mr Oliverio for attending the meeting.

Mr Oliverio left the meeting at 7.18pm

18/180 DISTRICT AND COUNTY COUNCIL ISSUES

East Devon District Council

No District Council report was available.

Devon County Council

Cllr Ray Bloxham reported on the following matters:

Train Station area

- Devon County Council had accepted a quotation from Bengers for maintenance of landscaping and would reimburse the Town Council for the cost of this work.
- East Devon District Council had agreed to litter pick the station area at no cost to the Town Council.
- Work to address mud from the Network Rail / SW Water track, the broken tactile paving and repairs to the vandalised cycle shelter had not yet been completed.

Bus service No. 4 link to the station
Cllr Ray Bloxham would continue trying to secure an extension of the bus service to include the station.

Tour of Britain local events
Cllr Bloxham had supported both the Fun Run and the Cyclathon events on the weekend before the Tour of Britain with Locality Funding.

Paths in Phase 3 of the Country Park
The surfacing of paths in Phase 3 of the Country Park had been agreed with Devon County Council and work would commence shortly.

Other matters
In response to questions from Members, Cllr Ray Bloxham advised the following:

- That he continued to seek information regarding the old bridge cycle route which required engineering works and a safety assessment. No timescale was available for the works.
- LEP funding would be provided to link Lidl with the No. 56 bus service from Exeter St David's to the Airport.
- Regarding concerns expressed about speeding, the Police would not enforce the 30mph limit on unadopted roads. The Devon County Council task group was looking at speeding on Devon's roads.
- Interactive speed signs are considered to be effective and Cllr Bloxham would send details to the Clerk for consideration by Members at a future meeting.

18/181 REPORTED CRIME FIGURES

The reported crime figures to May 2018 had been circulated in advance and were noted as follows:

- Anti-social behaviour – 7
- Criminal damage & arson – 2
- Other theft – 1
- Public order - 1
- Violence & sexual offences - 8

18/182 COMMITTEE MINUTES

The minutes of the Planning Committee meeting held on 25 June 2018 were adopted.

18/183 EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP

Cllr Kim Bloxham provided an update following the meeting of the Cranbrook Local Action Group on 11 July 2018 as follows:

Reports of aggressive driving
The Police would take action to target particular instances of aggressive driving in the local area. Depending on priorities for the Police, the LAG had requested that this would come back to the September LAG meeting.

Incidences of low level anti-social behaviour
Residents in Copse Close Lane had raised concerns regarding incidences of anti-social behaviour. The LAG would work with residents to provide evidence for the Police to support their concerns and residents were encouraged to report all such matters to the Police via the 101 service, again to build up a body of evidence.

18/184 ASSET DELIVERY REPORT

A first copy of the new Asset Delivery Report dated 16 July 2018 had been circulated in advance and was noted.

It was noted that the zip wire in St Martin's play park has since been repaired.

Cllr Kim Bloxham would follow up a concern regarding barbed wire on a fence in the Country Park to ascertain the Consortium's plans for the fence.

18/185 COUNTRY PARK RESOURCE CENTRE

A report setting out alternative means of providing the function of the Country Park Resource Centre had been circulated in advance.

It was resolved:

1. That the Town Council would request that the Country Park Resource Centre is not built and that the function of the Resource Centre and the Country Park Ranger be accommodated instead in the town hall, and
2. That the Town Council would request that the S.106 funding for the Country Park Resource Centre be transferred to the town to provide other much needed facilities, and
3. That authority be delegated to the Asset Delivery Working Group, working with the Town Clerk, to pursue negotiations to achieve the above preferred option, and
4. That the Asset Delivery Working Group, working with the Town Clerk, would continue to negotiate with East Devon District Council to re-direct the S.106 funding for the Country Park Ranger to the Town Council to enable the Town Council to employ a Ranger.

18/186 PLAY PARK EQUIPMENT

Members were advised that the Town Council's insurers had confirmed that insurance cover was in place for Councillors to undertake minor repairs to play park equipment. It was noted that a risk assessment would be required.

It was resolved that Councillors may undertake minor repairs. Cllr Les Bayliss agreed to draft a risk assessment.

18/187 ALLOTMENTS

It was noted that the Executive Assistant had compiled a comprehensive report which would form the basis of discussions and subsequent recommendations by a Working Group.

It was resolved to appoint an Allotments Working Group consisting of Cllr Barry Rogers, Cllr Nick Partridge and the Executive Assistant to consider the Executive Assistant's report and to bring back recommendations to the full Council regarding the setting up of the allotments.

It was noted that the allotment plots would be handed over to the Town Council before the completion of the 12-month maintenance period to allow the plots to be worked rather than fall into disuse. The Consortium would maintain the surrounding areas as per the usual 12-month maintenance arrangements.

18/188 CRANBROOK DAY

It was reported that the day had been well received with a good number of people attending.

The next Cranbrook Day would take place on 29 June 2019. The organisers would meet in September to start planning the event.

The Town Council wished to record particular thanks to Mr Todd Plant and his team and the Manager and staff at the Cranberry Farm pub for their hard work in making the day such a success.

18/189 EMERGENCY PLAN

The Emergency Plan had been circulated in advance.

It was agreed that the reference to severe weather (page 15) should include the district heating system and that contact numbers for the Town Council staff (page 9) should be provided for use in the event of an emergency.

Following a discussion on contact with the media in an emergency, it was agreed that Councillors should politely decline from making any comment and advise that all media enquiries should be addressed to the Police. It was agreed to clarify this point in the Emergency Plan.

Subject to the above amendments, **it was resolved** to approve the Emergency Plan.

A copy of the approved Emergency Plan would be sent to the Local Resilience Forum.

18/190 WAINHOMES / SOUTHBROOK MEADOW DEVELOPMENT

There was no progress to report regarding the outstanding works to the play park.

Mr Callum Lawton left the meeting at 8.08pm

18/191 MOVE MORE GROUP

Cllr Matt Osborn reported that the stakeholders were currently exploring how best to work together to provide a more co-ordinated approach.

Signed: …….. 20 August 2018

18/192 TOUR OF BRITAIN

Cllr Ray Bloxham advised the following:

- That road closures from Three Corner Field and Seven Acres to just beyond Burrough Fields would be in place from approximately 5am. Residents would be able to exit from parcels either side of Younghayes Road via Three Corner Field and Seven Acres.
- All event traffic would be directed to the Cranberry Farm roundabout.
- ToB teams and event traffic would line up in Burrough Fields and there would be no vehicle access to the station before and during the event.
- Road closures would affect residents' parking areas on Younghayes Road and Burrough Fields and letters would be delivered to those homes affected.
- Younghayes Road would be barriered off on both sides.
- A viewing area for the disabled would be provided outside the Co-op store.
- The event podium and VIP area would be sited opposite the Co-op store.
- The Younghayes Centre wold be used for ToB staff only and would not be open to the public for the duration of the event.

As Tillhouse Road and St Michaels Way would remain open for the event, a letter drop was considered to advise residents to park appropriately to allow for traffic, including event coaches, to access the town.

The Chairman reported that he had spoken to the local shops which would organise ToB themed windows.

18/193 EXETER UNIVERSITY RESEARCH COLLABORATION

Cllr Barry Rogers and Cllr Sarah Gunn had attended the meeting on 12 July 2018. Cllr Rogers advised that no conclusions had been reached regarding the type of projects to be pursued and that more details would follow.

18/194 CONSULTATION ON EAST DEVON DISTRICT COUNCIL'S STATEMENT OF COMMUNITY INVOLVEMENT

The Statement of Community Involvement had been circulated in advance and was noted.

18/195 CASUAL VACANCY

The Town Council noted the resignation of Mr Derek Atkinson from the Council. East Devon District Council had been informed of the vacancy which had been advertised. The Town Council awaited confirmation from EDDC as to how to proceed.

18/196 TRANSFER OF THE YOUNGHAYES CENTRE

The Chairman advised that progress was slow with regards to the transfer and the negotiation of the Heads of Terms for a tenant's lease. To date, remedial works had not been completed.

It was resolved that the Asset Delivery Working Group continues to negotiate the transfer.

18/197 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved additional payments as follows:

MJ & GM Accountancy Services – July payroll services - £18.00
See the Light – broadband and telephony - £63.48
Ashfords – First draft of Heads of Terms for lease to EDDC (Growth Point) - £300.00
Brenda Masters – expenses claim for hazard tape and refreshments for the LAG meeting - £13.44

It was noted that the cost of £230.00 for medical cover for Cranbrook Day would be sponsored by Complete Estate Agents and would not be paid by the Town Council.

Signed: …….. 20 August 2018

The HMRC payment was confirmed as £1,062.52. The Town Council approved the schedule of payments appended to these minutes.

18/198 CLOSE OF MEETING

The meeting closed at 8.39pm.

Signed: …….. 20 August 2018

CRANBROOK TOWN COUNCIL
AGENDA ITEM NO. 23
23 JULY 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
25/06/2018	EDDC 40049752	Room hire	£230.00
30/06/2018		Cllr Kim Bloxham travel expenses June	£11.25
01/07/2018	Apollo IT 17337	Email hosting July	£100.80
06/07/2018		Cllr Kevin Blakey expenses June/July – travel expenses (11.70); Cranbrook Day printing costs (£44.99) to be met from DCC Locality funding	£56.69
07/07/2018	Christopher Wilson 1021	Live sound services for Cranbrook Day – to be met from DCC Locality funding	£150.00
10/07/2018	Stalite Signs 103732	Replacement signage for Hayes Square and St Martin's play parks	£219.36
11/07/2018	First Care Ambulance Ltd E00709	Medical cover for Cranbrook Day – to be sponsored by Complete Estate Agents	£230.00
12/07/2018	Tony Benger Landscaping 21815	Grounds maintenance July	£30,000.00
12/07/2018	Tony Benger Landscaping 21816	Play parks weekly inspections July	£948.00
16/07/2018	See the Light 11350800	Broadband & telephony	£63.48
16/07/2018	MJ & GM Accountancy 1309	Payroll services July	£18.00
20/07/2018	Ashfords 649852	First draft of Heads of Terms for lease to EDDC (Growth Point)	£300.00
23/07/2018		Brenda Masters expenses – hazard tape, LAG refreshments	£13.44
Staffing Costs			
	n/a	Salaries for July 2018	£4,626.25
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£1,062.52
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,338.22

Signed: …….. 20 August 2018

MINUTES

Meeting: Town Council
Date: Monday, 20 August 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matt Osborn
Cllr Barry Rogers

In attendance
Cllr Eleanor Rylance, East Devon District Council
Mr Callum Lawton, Midweek Herald
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/199 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Nick Partridge.

18/200 DECLARATIONS OF INTEREST

No declarations were received.

18/201 MINUTES

The minutes of the meeting held on 23 July 2018 were accepted as a correct record.

18/202 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

Signed: …….. 17 September 2018

18/203 DISTRICT AND COUNTY COUNCIL ISSUES

East Devon District Council

Cllr Eleanor Rylance reported that she had been involved with residents concerned about the recent planning application for Bluehayes Lane.

Cllr Rylance advised that she would emphasise the need for progress with the town centre at future EDDC Members' briefing meetings.

Following a request from Cllr Rylance, it was agreed that the Asset Delivery Working Group would meet with Cllr Rylance for further discussion on issues of concern.

The Chairman thanked Cllr Rylance for attending. *Cllr Rylance left the meeting.*

Devon County Council

Cllr Ray Bloxham reported on the following matters.

Speed issues

The process of looking at speed issues had commenced. There would be a series of meetings looking at speed limit policy, urban roads, 20 mph zones and speed around schools among other issues. The review would also focus on unadopted roads. Cllr Ray Bloxham anticipated a report in the autumn.

Problem gambling

Both Cllr Sara Randall-Johnson and Cllr Ray Bloxham took part in the spotlight review on problem gambling. Gambling kills around 500 young people annually through suicide and can start very young with children gambling dinner money and becoming addicted. Whilst many people gamble without any issues, it is an addiction in some and that is the area Councillors would be considering. There is a significant disparity between the control of gambling on premises (eg. betting shops, casinos, pubs and holiday parks) and gambling on line. A report was expected at the DCC Corporate Scrutiny meeting in September.

Station landscaping

The contractors had commenced work on the landscaping around the station which was looking better as a result.

Improved bus service

The improved 56 bus service linking Exeter St David's to Exeter Airport would be launched on 30 August at an event at Exeter Science Park. The service would be re-routed and serve Clyst Honiton / Lidl where it would overlap with the 4 service. The new service would commence on 3 September and would leave Exeter every 15 minutes at peak times Monday to Saturday and every 30 minutes at off-peak times. The buses would be branded CONNexIONS, have a bespoke design and free wi-fi.

18/204 REPORTED CRIME FIGURES

The reported crime figures to June 2018 had been circulated in advance and were noted as follows:

- Anti-social behaviour - 5
- Other theft - 2
- Public order - 2
- Violence & sexual offences - 8

18/205 SAFETY WORKING GROUP MINUTES

The minutes of the Safety Working Group meeting held on 23 July 2018 were adopted.

The revised Health and Safety Policy had been circulated in advance and all Councillors present confirmed that they had read the Policy. The Policy was discussed and, subject to the agreed minor amendments, including clarification of the Town Council's responsibilities in the section on Display Screen Equipment, **it was resolved** to approve the Health and Safety Policy for signature by the Chairman.

The revised Risk Register had been circulated in advance. Subject to the agreed minor amendments, **it was resolved** to approve the Risk Register for signature by the Chairman.

18/206 FINANCE AND PERSONNEL COMMITTEE MINUTES

The minutes of the Finance and Personnel Committee meeting held on 6 August 2018 were adopted.

The Town Council approved the revised Grants Policy.

The Town Council approved the Assets Policy and the amended Assets Register.

Cllr Sam Hawkins was thanked for his work on the Assets Policy and Register.

It was resolved to submit a funding request to EDDC for temporary financial assistance to support the immediate recruitment of a Deputy Town Clerk and that funding support be provided until such time as there is sufficient development and sufficient income from the parish precept for the Town Council to be financially independent and sustainable.

It was resolved that the parish of Cambourne in Cambridgeshire be used as a case study for the Town Council with a view to looking at alternative ways of managing assets and the staffing required to undertake the workload.

18/207 RECRUITMENT OF A DEPUTY TOWN CLERK

It was resolved to delegate authority to the Chairman, the Vice-Chairman and the Chairman of the Finance and Personnel Committee to attend meetings with EDDC to discuss and agree temporary financial assistance to support the immediate recruitment of a Deputy Town Clerk.

18/208 PLANNING COMMITTEE MINUTES

The minutes of the Planning Committee meeting held on 6 August 2018 were adopted.

18/209 EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP

The minutes of the Cranbrook Local Action Group meeting held on 11 July 2018 were noted.

18/210 OFFICE OF THE POLICE AND CRIME COMMISSIONER (OPCC) – COUNCILLOR ADVOCATE SCHEME

Cllr Kim Bloxham had attended the first meeting of the OPCC Councillor Advocate Scheme. A presentation on fraud and cyber crime had been received and it was agreed that it would be of benefit to Town Council staff to receive advice from the Police on fraud and cyber crime.

Cllr Kim Bloxham had raised various issues with the Police and Crime Commissioner following the meeting and would send a list of concerns to the Commissioner who had also offered to visit Cranbrook.

The next meeting in November would include an item on understanding the crime statistics. Cllr Kim Bloxham requested that Councillors forward any matters for future meetings to her to enable these to be discussed.

Signed: …….. 17 September 2018

Cllr Ray Bloxham had attended the meeting in his capacity as Devon County Councillor and had raised the issue of how the OPCC liaises with local government at a strategic level. The OPCC had not resolved this issue and would meet with Cllr Ray Bloxham for further discussion.

18/211 VEHICLE ACTIVATED SIGNS (VAS)

Information on the types of signs had been circulated in advance. It was agreed to invite interested members of the community to work with Cllr Kevin Blakey and Cllr Colin Buchan to prepare an evidenced proposal for DCC Highways.

18/212 ASSET DELIVERY REPORT

The Asset Delivery Report dated 13 August 2018, together with proposed plans for the sports pavilion, had been circulated in advance and were noted.

18/213 COUNCILLORS REPAIRING PLAY PARK EQUIPMENT

A risk assessment for Councillors undertaking minor repairs to play park equipment had been circulated in advance and was approved.

18/214 USE OF CCTV POLICY

A draft Use of CCTV Policy had been circulated in advance. Subject to agreed amendments, **it was resolved** to approve the Use of CCTV Policy.

18/215 ALLOTMENTS WORKING GROUP TERMS OF REFERENCE

It was resolved to approve the Terms of Reference for the Allotments Working Group.

18/216 TOUR OF BRITAIN

Cllr Ray Bloxham advised the following:

- Information on road closures had been posted to all homes in phase 1 (Younghayes Road and all roads on either side) and hand delivered to all homes fronting onto Tillhouse Road
- DCC signage had been installed and would be followed up to ensure that correct information regarding road closures was in place
- The Town Clerk had organised mobile catering which would be located on the car park by St Martin's play park
- Cllr Ray Bloxham was working with local groups regarding presentations on the start podium
- The Town Council office would continue to publish information and answer queries with regard to road closures to ensure the widest possible dissemination
- Parking restrictions would apply on Younghayes Road, Copse Close Lane, Burrough Fields, the station car park, St Michaels Way, Tillhouse Road and Court Royal. Vehicles parked in restricted areas and causing an obstruction would be towed away
- Provision for visitors with disabilities had been made with a dedicated viewing area and car parking both of which should be booked in advance
- The Event Village would be located on the Worship Land
- Pedestrian crossing points would be available on Younghayes Road

Mr Callum Lawton left the meeting

18/217 TRANSFER OF THE YOUNGHAYES CENTRE

There was no further progress to report and it was agreed that negotiations for the transfer should continue.

18/218 YOUNGHAYES CENTRE – COMBINATION OVEN LOAN AGREEMENT

The terms of the loan agreement for the combination oven in the Younghayes Centre kitchen had been circulated in advance. **It was resolved** to purchase the oven at a cost of £1,000.00 as set out in the agreement.

18/219 CODE FOR CYCLISTS USING THE COUNTRY PARK

A draft Code for Cyclists had been circulated in advance. Subject to one minor amendment, **it was resolved** to approve the Code for Cyclists using the Country Park.

18/220 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved the schedule and additional payments as follows:

See the Light – broadband and telephony - £59.22
DALC Clerks Essentials training course for the Executive Assistant - £50.00
Stalite Signs – 10 CCTV signs - £67.80

18/221 CLOSE OF MEETING

The meeting closed at 8.33pm.

Signed: …….. 17 September 2018

CRANBROOK TOWN COUNCIL
AGENDA ITEM NO. 22
20 AUGUST 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
23/07/2018		Cllr Kevin Blakey – meeting refreshment expenses	£10.35
20/07/2018	EDDC 40050066	Room hire	£37.00
23/07/2018	Core Office IT 7499	Network cable for office computer	£15.60
26/07/2018	EDDC 40050100	Younghayes Centre quarterly services recharge – Q1	£160.98
01/08/2018	Apollo IT 17612	Email hosting	£100.80
25/07/2018		Cathy Hill expenses – April to July	£32.76
31/07/2018	Tony Benger Landscaping 21922	Grounds maintenance August	£30,000.00
31/07/2018	Tony Benger Landscaping 21921	Play parks inspections August	£948.00
02/08/2018	EDDC 40050115	Room hire	£156.00
08/08/2018	Tony Benger Landscaping 21932	Repairs to roundabout Hayes Square & re-installation of litter bin in St Martin's park following damage	£324.85
13/08/2018	MJ & GM Accountancy 1335	Payroll services August	£18.00
10/08/2018	Baker Electrical 7998	PAT testing of appliances in the Council office	£41.76
13/08/2018	DALC	Clerks Essentials training course – Executive Assistant	£50.00
15/08/2018	See the Light	Broadband & telephony	£59.22
15/08/2018	Stalite Signs	CCTV signs x 10	£67.80
Staffing Costs			
	n/a	Salaries for August 2018	£4,562.85
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£1,125.92
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,338.22

Signed: …….. 17 September 2018

MINUTES

Meeting: Town Council
Date: Monday, 17 September 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Matt Osborn
Cllr Nick Partridge
Cllr Barry Rogers

In attendance
7 members of the public
Philippa Davies, Midweek Herald
Janine Gardner, Town Clerk, Cranbrook Town Council
Sarah Jenkins, Acting Town Clerk, Cranbrook Town Council

18/222 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sarah Gunn and Cllr Phil Norgate.

18/223 DECLARATIONS OF INTEREST

No declarations were received.

18/224 MINUTES

The minutes of the meeting held on 20 August 2018 were accepted as a correct record.

18/225 PUBLIC PARTICIPATION

A member of the public, who is a resident of Roman Way, raised concerns regarding the use of the lay-bys which are immediately opposite residential dwellings on the B3174 at Cranbrook. Residents had four particular areas of concern: overnight parking, noise, inappropriate use of the hedges and issues with daytime use.

The residents were of the view that the lay-bys were not appropriate in what is now an urban residential area and requested that the Town Council supports Cllr Ray Bloxham's recommendations to the Devon County Council Highways and Traffic Order Committee as set out in the report at item 13 of the agenda.

Signed: …….. 22 October 2018

It was agreed to bring forward agenda item 13, Devon County Council Highways and Traffic Order Committee meeting 29 November 2018.

18/226 DEVON COUNTY COUNCIL HIGHWAYS AND TRAFFIC ORDER COMMITTEE MEETING 29 NOVEMBER 2018

A report by Cllr Ray Bloxham had been circulated in advance of the meeting. Cllr Ray Bloxham outlined the background to previous requests to close the lay-bys on the B3174. Cllr Ray Bloxham supported the residents' view that the lay-bys are now inappropriate in an urban environment and proposed to take the report with recommendations to the Highways and Traffic Order Committee meeting on 29 November. It was also proposed to take the opportunity to include the provision of a cycle way in the report and recommendations.

Cllr Les Bayliss proposed that the Town Council supports the recommendations in Cllr Bloxham's report as follows:

That the two lay-bys located on opposite sides of the highway alongside the B3174 at Cranbrook – approximately 100 metres west of Parsons Lane – be closed to vehicular use by the introduction of a Traffic Regulation Order, and

That the northern verge be incorporated into the design of an East / West cycle way to operate parallel to the B3174 to provide a cycle commuting route to and from Exeter in conjunction with other cycle routes already in situ.

This was seconded by Cllr Buchan and **was resolved.**

4 members of the public left the meeting.

As the remaining members of the public were awaiting agenda item 8, Skatepark, it was agreed to bring this item forward.

18/227 SKATEPARK

A report outlining the various options for the location of the skatepark had been circulated in advance. Members expressed concern that there were still no facilities in the town for young people and agreed that a skatepark was an essential element. It was noted that developer funds were available and that the Consortium was ready to proceed as soon as a location was agreed. It was reported that the Consortium's preferred location was option 2, immediately adjacent to the Education Campus and agreed that a proposal from the Town Council would carry more weight if it had support from the Consortium.

Advice from the East Devon District Council Cranbrook New Community Manager had been circulated and was noted. Members also noted that the trigger point in the S.106 Agreement for delivery of the skatepark had been put back from the original 2,000 homes to 2,250 homes by the Local Planning Authority.

Cllr Nick Partridge proposed that the Town Council supports options 2 and 3 in the report as its preferred locations and that the Asset Delivery Working Group should pursue these options. This was seconded by Cllr Les Bayliss and **was resolved.**

The remaining 3 members of the public left the meeting.

18/228 DISTRICT AND COUNTY COUNCIL ISSUES

No report from East Devon District Council was available.

<u>Devon County Council</u>

Cllr Ray Bloxham advised that matters he wished to raise were all included as agenda items.

18/229 REPORTED CRIME FIGURES

The reported crime figures to July 2018 had been circulated in advance and were noted as follows:

- Anti-social behaviour - 12
- Criminal damage and arson – 1
- Other crime – 1
- Other theft - 2
- Public order - 1
- Violence & sexual offences - 9

Members noted that crime levels in Cranbrook remain very low.

18/230 AMENITIES COMMITTEE MINUTES

The minutes of the Amenities Committee meeting held on 22 August 2018 were adopted.

The member of the press left the meeting.

It was resolved to approve the following recommendations of the Amenities Committee with regard to the inspection and maintenance of play parks to March 2019 (current transitional arrangements):

1. That the Town Council delegates responsibility for determining the course of action arising from the weekly inspection reports to the Town Clerk working with the Executive Assistant.

2. That the Town Clerk and Executive Assistant would keep the Chairman of the Amenities Committee informed of actions taken as a result of 1. above.

3. That, where it was considered appropriate, Councillors would be requested to undertake minor repairs to equipment and the play parks generally.

4. That, where appropriate, the Town Clerk and the Executive Assistant would seek and act on advice from external bodies including, but not limited to, insurers, RoSPA, the Health and Safety Executive and the Police.

5. Due to current year budget restraints, where repairs to a piece of play equipment or other associated item exceed £500.00, the repairs would be agreed with the Chairmen of the Finance & Personnel Committee, the Amenities Committee and the Safety Working Group.

6. That the Town Council would implement an in-house routine weekly inspection, a quarterly routine inspection and a maintenance system from April 2019 and would commence discussions with the Town Clerk, the Executive Assistant and the Administrative Assistant with regard to staff training to undertake inspections.

It was resolved to approve the following recommendations with regard to the inspection and maintenance of play parks from April 2019:

7. That the Town Council delegates responsibility for determining the course of action arising from the weekly inspection reports to the Town Clerk working with the Executive Assistant.

8. That the Town Clerk and Executive Assistant would keep the Chairman of the Amenities Committee informed of actions taken as a result of 7. above.

9. That, where appropriate, the Town Clerk and the Executive Assistant would seek and act on advice from external bodies including, but not limited to, insurers, RoSPA, the Health and Safety Executive and the Police.

10. That the Town Council delegates responsibility to the Town Clerk working with the Executive Assistant to agree any approved budgeted expenditure on repairs to play park equipment or other associated item up to the levels set out in Standing Orders and Financial Regulations.

Signed: …….. 22 October 2018

11. That all Town Council staff be trained to carry out inspections up to Routine or Operational level prior to April 2019.

12. That the Town Council moves to the mobile asset management system provided by PSS Ltd on a PAYG basis from April 2019.

13. That the Town Council employs a handyman on 10 -15 hours per week from April 2019, the terms to be considered and recommended by the Finance & Personnel Committee.

A copy of the Play Park Policy and Risk Assessment had been circulated in advance. On the recommendation of the Amenities Committee, i**t was resolved** to approve the Play Park Policy and the Play Park Risk Assessment.

On the recommendation of the Amenities Committee, **it was resolved** to provide a permanent BBQ site and to appoint a working group consisting of Cllr Kevin Blakey, Cllr Barry Rogers and Cllr Matt Osborn to draw up a detailed, costed proposal for the provision of a permanent site in the Country Park.

On the recommendation of the Amenities Committee, **it was resolved** to discuss with the Consortium the provision of higher fencing and lighting for any future MUGA delivery.

18/231 FUTURE MANAGEMENT OF THE COUNTRY PARK

A report of the meeting held on 23 August 2018 with the Devon Wildlife Trust had been circulated in advance. It was noted from the report that the Devon Wildlife Trust would not manage the Country Park free of charge.

The Wildlife Trust could offer services to support the Town Council in the future management of the Country Park and it was noted that these would be charged at appropriate rates.

18/232 EDDC COUNTRYSIDE TEAM PROGRAMME OF ACTIVITIES IN THE COUNTRY PARK

A report outlining the programme of activities in the Country Park delivered by the EDDC Countryside Team had been circulated in advance. It was noted that the events had cost approximately £1,500.00 and that no further events would be arranged until the position of the Country Park Ranger had been resolved.

Cllr Barry Rogers proposed that the Town Council agrees that the Countryside Team can be reimbursed from the S.106 Country Park Ranger receipts for the cost of delivering the planned activities in the Cranbrook Country Park. This was seconded by Cllr Nick Partridge and **was resolved.**

It was further resolved that the Town Council requests confirmation of the remaining S.106 Country Park Ranger monies once the costs of the planned activities have been reimbursed to the EDDC Countryside Team. The Council would further seek confirmation that the funds raised from the teacher training at £60.00 per person would be added back into the balance of S.106 monies for the Country Park Ranger.

18/233 FUTURE GROUNDS MAINTENANCE OF PUBLIC OPEN SPACES

The draft tender document for grounds maintenance of public open spaces had been circulated in advance. It was noted that the Town Council would be going out to tender in October. **It was resolved** to approve the tender document and to delegate authority to the Asset Delivery Working Group working with the Town Clerk to finalise the document prior to going out to tender.

18/234 EXTERNAL AUDIT REPORT

The report of the external Auditor was received and noted and would be published.

18/235 TRANSFER OF THE YOUNGHAYES CENTRE

A report regarding the transfer of the warranties for the Younghayes Centre had been circulated in advance. Copies of the warranties had been obtained through the Consortium. Members noted the advice of the Town Clerk and the Acting Town Clerk that, prior to accepting the transfer of the building, the Town Council

should first determine whether there had been any potential breaches that may have voided the warranties, and which could lead to a future financial risk for the Council. It was noted that East Devon District Council as the transferor would not confirm that to the best of their knowledge the warranties had not been voided.

It was resolved to instruct the Town Council's solicitor to provide advice on the warranties to enable the Town Council to determine any potential financial risk to the Council.

18/236 HEALTHY WEIGHT DECLARATION

Information on the Healthy Weight Declaration had been circulated in advance. Cllr Ray Bloxham introduced the initiative for which he was seeking the Town Council's support. It was noted that some of the 14 commitments could be implemented by the Town Council and **it was resolved** to support the Healthy Weight Declaration.

18/237 TOUR OF BRITAIN

The Town Council recorded its thanks to the Council staff for their work before and during the event. It was reported that £295.24 had been raised for the Charity of the Year, the Devon Freewheelers, from public donations and that the Council was aware that a further £60.00 had been donated by one of the mobile caterers.

18/238 CYBER CRIME

A draft article on cyber crime had been circulated in advance. Cllr Ray Bloxham reported that cyber crime was currently the most prevalent crime in Devon. Subject to amending the image in the article, **it was resolved** to publish the information to assist residents.

18/239 APPOINTMENT OF BANK SIGNATORES

Cllr Nick Partridge proposed that Sarah Jenkins be removed from "view and submit" level of access to the Council's Unity Trust bank account and that Janine Gardner be appointed with "view and submit" level of access. This was seconded by Cllr Colin Buchan and **was resolved.**

With regard to removing Sarah Jenkins from "view and submit" level of access, **it was resolved** that:

1. The amendments to the Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate;
2. The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it;
3. The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.

With regard to appointing Janine Gardner with "view and submit" level of access, **it was resolved** that:

1. The people named in the Unity Trust Bank's "Changing Your Signatories" form will be authorised signatories on all accounts;
2. That instructions and changes will be given in line with the mandate;
3. That the Town Council is aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory
4. The Town Council will notify Unity Trust Bank of any changes to the organisation in writing.

18/240 PLANNING APPLICATIONS

1. **18/1846/FUL**

The Town Council considered amended planning application 18/1846/FUL for the construction of a single storey rear extension, conversion of garage and hardstanding to extend the driveway at 46 Pitt Park, Cranbrook EX5 7BQ. The amendments related to the removal of an additional parking space. **It was resolved** to object to the amended application on the grounds of the loss of the parking space.

2. **18/2079/FUL**

The Town Council considered planning application 18/2079/FUL for the construction of a conservatory to the rear of 29 Brooks Warren, Cranbrook EX5 7AH. **It was resolved** to support the application.

18/241 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved the schedule and additional payments as follows:

Stalite Signs – replacement 'no cycling' signs at St Martins play park - £106.74
Society of Local Council Clerks – 3 training webinars for the Town Clerk on procurement and contract management - £108.00

18/242 CLOSE OF MEETING

The meeting closed at 8.26pm.

Signed: …….. 22 October 2018

CRANBROOK TOWN COUNCIL
AGENDA ITEM NO. 20
17 SEPTEMBER 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
01/09/2018	Tony Benger Landscaping 21990	Grounds maintenance at Cranbrook Station – to be recharged to DCC	£628.80
01/09/2018	Tony Benger Landscaping 21991	Play Park inspections September 2018	£948.00
01/09/2018	Tony Benger Landscaping 21992	Grounds maintenance September 2018	£24,000.00
01/09/2018	Skyguard INV68103	MYSOS annual subscription, SIM annual roaming charge and tracking	£193.00
29/08/2018		Cllr Kim Bloxham travel expenses for Cllr Advocate meeting 16 August	£3.15
01/09/2018	Apollo IT 17873	Email hosting September 2018	£100.80
01/09/2018		Sarah Jenkins expenses for ToB flower troughs – flowers to be reused for WW1 Silhouettes	£22.48
05/09/2018		Cllr Kevin Blakey expenses for refreshments for meeting with partners & travel to meeting at EDDC	£55.10
07/09/2018	MJ & GM Accountancy 1338	Payroll services September	£18.00
08/09/2018	PKF Littlejohn DV0402	Limited assurance review (external audit) for year ended 31 March 2018	£480.00
06/09/2018	EDDC 40050514	Room hire	£28.00
11/09/2018	Stalite Signs 104123	Replacement signage – no cycling signs St Martins play park	£106.74
11/09/2018	Society of Local Council Clerks	3 training webinars for Town Clerk – procurement and contract management	£108.00
Staffing Costs			
	n/a	Salaries for September 2018	£4,799.28
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£1,199.17
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,423.50

Signed: …….. 22 October 2018

MINUTES

Meeting: Town Council
Date: Monday, 22 October 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kim Bloxham (in the Chair)
Cllr Ray Bloxham
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matt Osborn
Cllr Barry Rogers

In attendance
Andy Wood, Exeter and East Devon Growth Point
James Bogue, Exeter City Council and Sport England
Tim Wotton, Livewest
Callum Lawton, Midweek Herald
Janine Gardner, Town Clerk, Cranbrook Town Council

18/243 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Kevin Blakey, Colin Buchan and Nick Partridge.

18/244 DECLARATIONS OF INTEREST

Cllr Sam Hawkins declared a personal interest in relation to agenda item 24 (internal audit quotes) by virtue of having been acquainted with one of the business owners of one of the businesses which had provided a quote.

18/245 MINUTES

It was proposed by Cllr Les Bayliss and seconded by Cllr Ray Bloxham to accept the minutes of the meeting held on 17 September 2018 as a correct record.

18/246 PUBLIC PARTICIPATION

No members of the public attended the meeting.

18/247 DISTRICT AND COUNTY COUNCIL ISSUES

No reports from District or County Council representatives was received.

Signed: …….. 19 November 2018

18/248 COMMUNITY DEVELOPMENT WORKER

The Cranbrook Community Development Worker role which expired in March 2018 had been funded by the Section 106 agreement. Work is currently being carried out to explore how the role could be reinstated with partnership funding from different agencies in order to secure community development work for the town which is independent of Section 106 funding in the future. One possibility was for the role to be hosted by the Town Council and the Council was invited to consider and resolve whether it would be prepared to host this role.

Andy Wood representing the Exeter and East Devon Growth Point explained that a report had been considered by East Devon District Council's Senior Management Team on 17 October 2018 with a recommendation to provide funding for that role which was rejected in light of the savings which the District Council had to achieve in the following financial year.

At the same meeting, a separate report had also been considered regarding funding support for a Deputy Town Clerk for the Council which received the same response. Councillors commented that Clyst Honiton Parish Council was in receipt of recurring funding from the District Council to help fund their Clerk. It was further noted that Cranbrook featured a low council tax base in relation to the significant additional responsibilities of the Town Council, incorporating a heavily discounted council tax due to the proportion of affordable housing in the town which alleviated East Devon District Council's housing pressures and the District Council was not supporting the Town Council in recognition of this as a short-term measure until the council tax base would provide a financially sustainable precept.

Tim Wotton representing Livewest explained that his organisation was committed to helping the new community in Cranbrook and had committed some funding in the current financial year. James Bogue representing Exeter City Council and Sport England confirmed that additional resources were available alongside Livewest's financial commitment. James Bogue also undertook to send Exeter City Council's Community Builder and Community Connector role job descriptions.

Referring to the abovementioned two roles, Cllr Matt Osborn, Chairman of the Move More meetings, mentioned that as part of the latter a "Town Facilitator" role had been discussed.

In response to members' questions, Andy Wood representing the Exeter and East Devon Growth Point explained that the focus of the Community Development Worker role had now shifted towards supporting the three areas of health and wellbeing and promoting activities, employment and skills as well as financial skills and budgeting. It was noted that East Devon District Council supported Action East Devon financially in their role to support community groups in processes including setting up and constitutional development, a role which previously the Community Development Worker had fulfilled. Councillors agreed that delivering community development work was crucial for the emerging community at Cranbrook.

It was proposed by Cllr Sarah Gunn, seconded by Cllr Ray Bloxham and **resolved** to (a) agree in principle to host the Community Development Worker role, subject to the Town Council not being able to contribute funding for this.

It was further proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osborn and **resolved** to (b) ask the Projects Director of the Exeter and East Devon Growth Point to reconvene a stakeholder group meeting in order to understand the nature and local need for roles including the Community Development Worker, Community Builder, Community Connector and Town Facilitator, and to agree the next steps.

18/249 MOVE MORE

The Council considered the report by Cllr Matt Osborn, Chairman of the Move More meetings who added that the group was well-attended by a selection of stakeholders, many of which were in a position to contribute some funding which needed to be properly coordinated.

James Bogue representing Exeter City Council and Sport England undertook to send the Move More terms of reference and information on the membership of the group.

It was proposed by Cllr Sarah Gunn, seconded by Cllr Ray Bloxham and **resolved** to

a) accept a single communication point which would allow the Town Council to have a dialogue with one appropriately empowered body in order to streamline any future processes.

b) work closely together with the Move More group and refer new clubs and projects to and potentially combine resource.

c) receive any future reports to the full Town Council.

d) support the "Cranbrook Charter" idea in principle, which would outline the values at the heart of all the local clubs, including diversity and inclusion.

e) not contribute towards an external facilitator coordinating conversations regarding a "Town Facilitator" role at present and to await further information becoming available (ref. resolution (b) of minute 18/248 above).

18/250 PLANNING APPLICATION 18/0789/FUL

Cllr Les Baylis, Chairman of the Town Council's Planning Committee, in the Chair.

The Council considered planning application 18/0789/FUL proposing the construction of two single storey detached dwellings and provision of a footpath link at the land adjoining Bluehayes Lane (plot 1) and land adjoining Bluehayes House (plot 2) at Bluehayes, Broadclyst.

The Council's Planning Committee had considered this application on 6 August 2018 and had objected to the application at that time for a number of reasons (ref. Planning Committee minute P18/32). The Chairman of the Planning Committee explained that, in the main, three elements of the original application had been amended; the foul drainage assessment, indicative drainage and the design and access statement and that little or no changes had been made to address the objections which the Planning Committee had articulated and that those were still pertinent.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to object to planning application 18/0789/FUL on the basis that the Planning Committee's original objections to this application remained unaddressed (ref. Planning Committee minute P18/32).

Cllr Barry Rogers abstained from voting.

18/251 PLANNING APPLICATION 18/1770/MRES

The Council considered planning application 18/1770/MRES proposing the access, appearance, landscaping, layout, and scale pursuant to Phases 1, 2, 3 and 4 of outline planning permission 17/0532/MOUT including provision of main site access, proportion of estate road, strategic landscaping, sustainable drainage strategy, and the construction on Plot DC1 of a storage and distribution building (Class B8) with associated parking, servicing, yard areas, landscaping and engineering works, as well as the full/partial discharge of conditions 1, 2, 7, 8, 9, 10, 13, 15, 17, 18, 19, 22, 24, 25, 26 and 28 of application 17/0532/MOUT, at land at Hayes Farm, Clyst Honiton.

The Council was being consulted as an adjoining parish. The Council had previously been consulted in September 2017 at which point it decided not to comment on this application.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sarah Gunn and **resolved** not to comment on planning application 18/1770/MRES.

18/252 STREET TRADING CONSULTATION

The Council considered an application for an annual street trading licence for a mobile food caterer and noted that other street traders already operated in the area.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sarah Gunn and **resolved** to recommend to the licensing authority East Devon District Council to take into account the Council's following concerns before determining the street trading application:

a) Cranbrook was one of ten national NHS Healthy New Town demonstrator sites and encouraging the establishment of additional fast food caterers seemed counterintuitive to that.

b) The Town Council had signed up to the Healthy Weight Declaration (ref Council minute 18/236), a Public Health England initiative in which Devon County Council became one of five demonstrator sites in the South West to adopt the Healthy Weight Declaration produced by Food Active. Again, encouraging the establishment of additional fast food caterers seemed counterintuitive to that.

c) One Chinese takeaway shop was already trading in the town and another fish and chips shop was due to commence trading imminently. Both businesses had invested in the town and mobile food caterers provided unfair competition to established and settled businesses which incurred higher overheads including rent and business rates.

Cllr Kim Bloxham in the Chair.

18/253 YOUTH GENESIS REPORT

The Council received the quarterly report of the youth service provider Youth Genesis from 1 July until 30 September 2018.

The Chairman mentioned that discussions had been progressing regarding a "Clyst Valley Youth Hub", an integrated youth service project with the four surrounding parishes. In his role as County Councillor, Cllr Ray Bloxham explained that Rockbeare and Clyst Honiton parish councils were very supportive of the initiation and keen to progress it.

18/254 COMMUNITIES TOGETHER FUND

The Council considered the report of Cllr Sarah Gunn, lead councillor for Communities Together (previously Parishes Together) projects, and the Council identified possible projects which might benefit from Communities Together funding.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to

a) support a possible project by the Ottery Help Scheme to increase their dementia support offer in the area by creating a local Dementia Action Alliance and to run 'roaming' dementia cafes in villages surrounding Ottery St Mary, and also to deliver dementia awareness work in the community and local schools.

b) progress a Communities Together application to support the Clyst Valley Youth Hub, an integrated youth service project involving the parishes of Broadclyst, Clyst Honiton, Cranbrook, Rockbeare and Whimple (ref. minute 18/253 above).

c) generate additional ideas through a post on the Council's social media channel and through the Move More group.

18/255 ASSET DELIVERY REPORT

The Council received and noted the Asset Delivery Report dated 8 October 2018.

18/256 DELIVERY OF ALLOTMENTS

a) Delivery of Allotments

The Council considered a report which includes recommendations for agreeing the timescales to assume responsibility for the allotment plots. It was noted that clarification was required from the developers regarding the safety for allotment holders travelling through their site to and from the allotments.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to adopt responsibility for the allotment plots as soon as they were available and as soon as the allotments could safely be accessed by the allotment tenants.

b) Draft Allotment Tenancy Agreement

The Council considered the draft allotment tenancy agreement and agreed that the following details needed amending:

- The agreement needed to be more user-friendly and customer orientated,
- A tenancy should not be interrupted due to someone registering who had higher priority,
- There should be no deposit,
- Leases should become invalid if one of the parties became insolvent, and
- The tenancy agreement and the terms and conditions should be separated into two documents.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osborn and **resolved** to agree the draft allotment tenancy agreement subject to the above alterations and delegate finalisation to the Town Clerk.

18/257 FINGER POSTS NOTICEBOARDS

The Council considered a report regarding options for public information, interpretation and signage in the Cranbrook Country Park and Nature Reserve and to delegate authority to the Town Clerk working with the Asset Delivery Working Group to pursue the Council's recommendations.

It was proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to

a) write to the Consortium and local planning authority to advise that the Council would prefer directional signage in the Country Park to be delivered by a more flexible means than that set out in the street furniture design guide.

b) seek to have delivered a number of interpretation / notice boards in the Country Park instead which could provide an opportunity to deliver both directional information, information on ecology and diversity and information on use of the Country Park.

c) deliver the number of interpretation / notice boards within the monetary value of the current developer obligation for finger posts.

d) authorise the Town Clerk in conjunction with the Asset Delivery Working Party to agree the details with the Consortium including the number and location of boards and number and location of finger posts.

e) recommend that a deed of variation be produced to bring this change into effect.

18/258 AMENITIES COMMITTEE MINUTES

The Council adopted the minutes of the Amenities Committee meeting held on 24 September 2018.

18/259 FINANCE & PERSONNEL COMMITTEE MINUTES

The Council adopted the minutes of the Finance & Personnel Committee meeting held on 15 October 2018.

18/260 AIRPORT CONSULTATIVE COMMITTEE MINUTES

The Council received the minutes of the Airport Consultative Committee held on 19 September 2018.

18/261 LOCAL ACTION GROUP MINUTES

The Council received the minutes of the Local Action Group (LAG) held on 19 September 2018.

18/262 REPORTED CRIME FIGURES

The reported crime figures to August 2018 had been circulated in advance and were noted as follows:

Anti-Social Behaviour	19
Criminal Damage and Arson	1

Signed: …….. 19 November 2018

Possession of Weapon	1
Public Order	2
Shoplifting	2
Violence and Sexual Offences	7

Members noted that crime levels in Cranbrook remain very low.

The Council noted the Office of the Police and Crime Commissioner's response regarding the process of "Crime Mapping". The points at which crimes were located on maps do not depict the exact locations where crimes take place as this may identify a victim. Instead the Home Office used so-called "snap points" which gave an indication of where offences occurred rather than their exact location.

18/263 PLAY PARKS INSPECTION TRAINING

In preparation of the Council implementing an in-house weekly and quarterly play park inspection regime (ref. Council minute 18/230), Cllrs Les Bayliss and Barry Rogers were nominated for the training course for weekly and quarterly play park inspections. It was also agreed to extend the offer to those councillors who had given their apologies for this meeting.

18/264 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved the schedule and one additional payment as follows:

See the Light invoice of 15 October 2018 £122.85 for broadband and telephony.

18/265 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Sam Hawkins left the meeting.

18/266 INTERNAL AUDIT QUOTES

It was proposed by Cllr Ray Bloxham, seconded by Matt Osborn and **resolved** to appoint SWAP Internal Audit Services as the Council's Internal Auditor based on the considerable detail in the quote and the clarification that no additional charges than those quoted would apply.

The meeting closed at 8:48pm.

Signed: …….. 19 November 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
07/09/2018	Concorde	Printing costs	10.10
18/09/2018	n/a	SLCC Membership 2018-19	£258.00
17/09/2018	See the Light	Telephony and broadband	59.07
21/09/2108	Rialtas	Officer training on Rialtas system	659.16
28/09/2018	East Devon District Council	Younghayes Centre room hire	153.00
30/09/2018	Tony Benger Landscaping	Supply and fit bracket to perimeter fence at St. Martin's Play Area	80.48
01/10/2018	Apollo IT	Cloud Exchange/365 Sales, Cloud Services for Business - Mailboxes	100.80
09/10/2018	Tony Benger Landscaping	Phases 1 and 2 October grounds maintenance	18,000.00
09/10/2018	Tony Benger Landscaping	Cranbrook Play Park – Grounds Maintenance October	948.00
12/10/2018	M.J. & G.M. Accountancy Services Ltd	Payroll October 2018	15.00
15/10/2018	Action East Devon	Staff first aid training x2 on 11 October 2018	120.00
15/10/2018	See the Light	Broadband and telephony	122.85
Staffing Costs			
	n/a	Salaries for October 2018	4,186.34
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,126.40
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,218.61

Signed: …….. 19 November 2018

MINUTES

Meeting: Town Council
Date: Monday, 19 November 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Matt Osborn
Cllr Barry Rogers

In attendance
Alison Hernandez, Police & Crime Commissioner
Chief Superintendent Jim Colwell, Devon & Cornwall Police
Superintendent Matt Lawler, Devon & Cornwall Police
Inspector Antonia Weeks, Devon & Cornwall Police
Sergeant Richard Stonecliff, Devon & Cornwall Police
Richard Martin, Office of the Police and Crime Commissioner
Cllr Sara Randall Johnson, Devon County Council
David Whelan, East Devon District Council
John Penwarden, Cranbrook Community Association
Phillipa Davies, Midweek Herald
Janine Gardner, Cranbrook Town Council
Two members of the public

18/267 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Phil Norgate and Nick Partridge.

18/268 DECLARATIONS OF INTEREST

Cllr Les Bayliss declared a personal interest in relation to item 7 on the agenda (Cranbrook Education Campus Solar PV Array) by virtue of being a governor at the Campus.

Cllr Sam Hawkins declared a personal interest in relation to item 7 on the agenda (Cranbrook Education Campus Solar PV Array) by virtue of his employer being the statutory auditor of the Tedd Wragg Trust.

Cllr Barry Rogers declared a personal interest in relation to item 15 (Allotment Site Name) by virtue of being a prospective allotment holder.

Signed: …….. 17 December 2018

Cllr Sarah Gunn declared a personal interest in relation to item 15 (Allotment Site Name) by virtue of her daughter being a prospective allotment holder.

18/269 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to adopt the minutes of the meeting held on 22 October 2018 as a correct record.

18/270 PUBLIC PARTICIPATION

No representations by members of the public were made.

18/271 POLICE & CRIME COMMISSIONER

In response to the Town Council continuing to raise the profile of Cranbrook and lobbying for more police presence locally, the Police and Crime Commissioner had recently been on a walkabout with town councillors and, following that meeting, had offered to present formally to a meeting of the Town Council together with police officers.

The Police and Crime Commissioner explained that she was anticipating the appointment of 115 additional police officers by March 2020, 45 of whom were already in post, funded by the increase in council tax.

In response to a question relating to enforcement on adopted and non-adopted roads, the Town Council advised Devon & Cornwall Police that the local highway authority Devon County Council would not issue a Traffic Regulation Order on the adopted roads locally and that the Road Traffic Act applied irrespective of adoption because of the stipulated requirements for street lighting therein. Chief Superintendent Jim Colwell undertook to seek Police legal advice regarding the legality of enforcement on adopted and non-adopted roads as well as scoping a possible Community Speed Watch. The Town Council would supply a map showing the extent of the currently adopted roads.

The Police and Crime Commissioner offered a local presence by the No Excuses Team which aimed at focussing on the five highest causes of fatal accidents; inappropriate speed, failing to wear a seatbelt, distractions (e.g. using a mobile phone), driving under the influence of drink or drugs and careless or inconsiderate driving.

In response to a question relating to connecting with the community, the Council was advised that the Ottery Rural team covered Cranbrook and that the Council was welcome to provide key dates at which a police presence might be beneficial. The Police and Crime Commissioner offered to provide a copy of their Connectivity Framework and welcomed the Town Council's feedback on it to her.

It was agreed that a further conversation was needed regarding the public police surgeries at the Younghayes Centre and ensuring that those were attended appropriately.

Police and Crime Commissioner gave her commitment to a police office in the future Tillhouse Centre and assured the Town Council that while the employment of a Neighbourhood Beat Manager would not be achieved in the short term, she stressed the importance of managing the local situation in the interim and keep applying the pressure.

The Police and Crime Commissioner advised that reporting information was crucial because it provided evidence for the future deployment of police resources. Incidents could be reported via telephoning 101, via a live web chat with the 101 response team, via online reporting, and via Crimestoppers, in case of the latter anonymous reports were possible.

In relation to discussions about local community development work, including the housing associations' efforts, the Police and Crime Commissioner suggested that a new police support volunteer role specific to Cranbrook could be developed.

Cllr Kim Bloxham had attended a road safety road show at Princesshay shopping centre in Exeter and had spoken to a traffic sergeant who undertook to email all traffic officers to ensure they drive through Cranbrook to show a visible presence of traffic officers.

Signed: …….. 17 December 2018

The Council thanked the Police and Crime Commissioner and Devon and Cornwall Police representatives for their time and commitment to helping the community at Cranbrook to flourish.

18/272 DISTRICT AND COUNTY COUNCIL ISSUES

Cllr Eleanor Rylance, representing East Devon District Council, tabled her questions to the full East Devon District Council on 24 October 2018 and the answers received. Town Councillors stressed the importance of delivering the Cranbrook Development Plan which was being delayed again. Cllr Rylance would request Cranbrook Town Council representation at the next Cranbrook briefing prior to East Devon District Council's Cabinet meetings, the next one being held on 29 November 2018.

Cllr Ray Bloxham, representing Devon County Council, reported that:

East Devon District Council's Strategic Development Committee would meet on 27 November 2018 with the agenda featuring a report of the Cranbrook Development Plan Document, presenting two key issues:

a) A further delay of two months with the next draft not becoming available until January 2019.

b) A statement that officers are pursuing development of the Rockbeare green wedge despite this being contrary to the Local Plan and the recently adopted Rockbeare Neighbourhood Plan. This raised concerns that the local planning authority can override strategic planning documents which had been produced and which had been tested by the planning process over a considerable period of evidence-gathering and consultation.

The Town Council agreed for Cllr Bloxham to speak at the public speaking period at the beginning of the Committee meeting.

Cllr Bloxham had had meetings at both the Cranbrook Education Campus and St Martin's Primary School following parents' concerns of road safety and he reported that simple changes in driver behaviour on the part of those driving children to school would resolve many of the issues. Some measures had been installed at the Campus given the nature of unmade roads and parking on the foot/cycle ways. He had a further site meeting scheduled to look at opening the access from the path in Country Park Phase 3 to the footpath gate to the Campus which would remove the need for children to be near the pressure point of the main gates to the school. A further meeting is arranged with the Campus' parent teacher association (PTA).

Further discussions with Devon Highways about gritting services would be held on 21 November to ensure that the gritting services delivered by both Devon County Council and the Town Council this winter were consistent.

Calls remained for road markings such as yellow lines and pedestrian crossing points but these were not current highway policy for Cranbrook with a view to delivering an uncluttered minimal signage look and with a focus on design and changing road surfaces. The main call for a pedestrian crossing was outside the Co-op but the site was not suitable irrespective of any policy decisions.

Complaints about parking on junctions with resulting poor visibility continued with drivers ignoring requests not to do this. The practice is particularly dangerous where a cycleway crossed junctions.

Cllr Bloxham would be talking to Devon Highways about landscape maintenance of adopted roundabout(s).

He would be attending meetings with Devon County Council officers and others about the youth service which the County Council commissions (on 26 November) and the future library provision (11 December).

A further stakeholder group meeting was scheduled on 20 November to discuss the community development worker provision following the report at the previous Town Council meeting.

18/273 CRANBROOK EDUCATION CAMPUS SOLAR PV ARRAY

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to issue a letter of support for a solar photovoltaic installation at the Cranbrook Education Campus.

Signed: …….. 17 December 2018

18/274 MODEL STANDING ORDERS

It was proposed by Cllr Kevin Blakey, seconded Cllr Les Bayliss and **resolve**d to adopt the Council's new standing orders, subject to the following changes:

- Remove "[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR" in section 3 (i);
- Remove "A meeting shall not exceed a period of ( ) hours." In section 3 (x);
- Remove section 23 (b);
- Re-number sections 23 onwards.

18/275 RISK REGISTER AND ASSESSMENTS

On 20 August 2018 the Council approved the Risk Management Strategy and Risk Register (ref. minute 18/2015 and circulated again). Following a meeting of the Safety Working Group met on 5 November 2018, it was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to adopted the circulated risk assessments relating to

a) Allotment safety
b) Councillors
c) Manual handling
d) Office safety
e) Play parks safety
f) Slips and trips

subject to adding a "Medium" risk for lone working in the office safety risk assessment.

18/276 LAND TRANSFER DOCUMENTS

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to delegate authority to the Asset Delivery Working Group to finalise the land transfer details, i.e. the plans showing the land to be transferred. The document was a legal requirement which was being prepared by both parties' solicitors.

18/277 COMMUNITIES TOGETHER FUND APPLICATION

The Council considered a draft Communities Together funding application to establish a Clyst Valley Youth Hub incorporating the parishes Clyst Honiton, Cranbrook and Rockbeare.

Cllr Ray Bloxham reported that he had attended Clyst Honiton Parish Council recently in his capacity as Devon County Councillor and that that Council was supportive subject to further discussions regarding the funding element.

Councillors were concerned that there was little apparent increase in the level of service Cranbrook would receive in return for an increase in funding of £7,782.00 and that the application should focus more on the new service establishment in order to conform with the fund rules.

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to support the Communities Together funding application to establish a Clyst Valley Youth Hub in principle subject to further discussions regarding the funding with surrounding parishes.

18/278 STREET TRADING CONSULTATION

The Council considered an application for an annual street trading consent. Cllr Ray Bloxham proposed to object to the application for the following reasons:

a) Cranbrook being an NHS England Healthy New Towns demonstrator site;
b) the Town Council had signed up to the Healthy Weight Declaration (ref Council minute 18/236), a Public Health England initiative in which Devon County Council became one of five demonstrator sites in the South West to adopt the Healthy Weight Declaration produced by Food Active. Again, encouraging the establishment of additional fast food caterers seemed counterintuitive to that.

c) concerning statistics relating to the number of children and adults being overweight or obese;
d) takeaway food outlets in the retail outlets being limited by planning condition and the number of street traders not being equally limited;
e) the proposed operating hours being 4:00pm until 9:30pm;
f) the proposed street trader proposing to trade on the main local route and not off-road which would have an impact on traffic flows especially at peak hours and would cause a highway obstruction;
g) it remained unclear from the application whether the landowners' consent had been obtained.

Some councillors were concerned that street trading was detrimental to the economic development of the town and presented unfair competition to established settled businesses, while others felt that people's choice should not be removed and the Healthy New Town and Healthy Weight Declaration objectives should be promoted via other means, e.g. the Town Council's communication channels.

It was proposed by Cllr Les Bayliss and seconded by Cllr Sam Hawkins to support the application. This vote was lost and its was **resolved** to object to the application on the grounds of the reasons listed above.

18/279 GRANT APPLICATION

The Council considered a grant application by the Cranbrook Community Association of £500.00 for the development of their website in order to aid the Association's establishment.

John Penwarden, representing the Association, explained that the Association currently counted 34 members and was currently not funded by a membership fee. The Association considered a website preferable over a Facebook page for information provision purposes as their preferred media and councillors recommended implementing a Facebook engagement strategy in addition to creating a website.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to support the application and award the full amount of £500.00. The Council further recommended obtaining more quotes for website development in order to ensure best value for public money.

18/280 ASSET DELIVERY REPORT

The Council received and noted the Asset Delivery Report dated 6 November 2018.

18/281 ALLOTMENT SITE NAME

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Osborn and **resolved** to agree the name for the first new allotment site as Crannaford Allotments and the second allotments site as Southbrook Allotments.

The Council was informed that 32 residents from the Town Council's allotments waiting list had confirmed their interest in obtaining one of the 28 available allotments so far and that the first occupations at the adjoining residential development were expected at the end of November 2018, at which point the allotments would be handed to the Town Council.

18/282 BUS SHELTERS

The Council considered a report setting out the future ownership and maintenance arrangements of the currently eight bus shelters which had transferred to the Town Council following the first tranche of roads adoption in the town. Only the six shelters on the adopted roads were earmarked for advertising boards at the present time. It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to

a) retain ownership of the bus shelters and permit a third-party company to maintain the bus shelters in return for revenue from advertisement under a license.

b) delegate authority to the Town Clerk to provide East Devon District Council with the details of the advertisement boards proposed and their intended locations so that East Devon District Council can formalise their agreement to the advertisement boards' installation under condition 24.

c) To delegate authority to the Town Clerk to negotiate with Devon County Council the advertisement boards being installed on Devon County Council land.

Signed: …….. 17 December 2018

18/283 FINANCE & PERSONNEL COMMITTEE MINUTES

The Council adopted the minutes of the Finance & Personnel Committee meeting held on 12 November 2018.

18/284 REPORTED CRIME FIGURES

The reported crime figures to September 2018 had been circulated in advance and were noted as follows:

Anti-Social Behaviour	17
Public Order	1
Shoplifting	1
Vehicle Crime	1
Violence and Sexual Offences	5

Members noted that reported crime levels in Cranbrook remained very low.

18/285 GENERAL DATA PROTECTION REGULATION

a) The Council noted a report outlining progress made to date since the GDPR came into effect in May 2018 and noted the currently conflicting advice as to whether individual town councillors should register with the Information Commissioner in their capacity as data controllers and, indeed, whether the GDPR applied to town and parish councils in their entirety.

Councillors agreed to insert information in the Council's privacy policy explaining the role of councillors and how personal information will be used by them.

b) It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to adopt the Privacy Notice, a GDPR requirement.

18/286 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Council agreed to defer authorising the invoice from East Devon District Council of £19,800.00 for street scene services from April until October 2018 until a breakdown of that invoice had been received. The Council noted that the payments to Concorde would be deleted off the schedule of payments as they were covered by Direct Debits. The Town Council approved the schedule and one additional payment as follows:

M.J. & G.M. Accountancy Services Ltd for £15.00 covering the November payroll

18/287 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osborn and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

18/288 TRANSFER OF THE YOUNGHAYES CENTRE

The Council considered a report outlining the risks and benefits associated with the transfer of the Younghayes Centre. It was proposed by Cllr Matt Osborn, seconded by Cllr Ray Bloxham and **resolved** to

a) agree to the transfer of the Younghayes Centre now and as soon as possible with the building in its current condition, without valid construction warranties and resulting capital risks to the Council and with the existing tenancy issues.

It was further proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to

b) employ an agent to appraise the different rents and standardise the leases.

c) agree the heads of terms for the Exeter and East Devon Growth Point office lease, subject to an alternative proposal by the Town Council which will be informed by the agent's findings and recommendations (see recommendation b above) and to seek advice from the Council's solicitor regarding East Devon District Council's comments on the draft Heads of Terms.

d) agree to progress with the Consortium to remove the covenant.

18/289 LITTER PICKING AND BIN EMPTYING QUOTES

The Council considered two quotes for litter picking and bin emptying services in Cranbrook and one proposal to alter the contract specifications. It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to

a) award the litter picking and bin emptying contract to East Devon District Council on the basis of it being the most economically advantageous quote.

b) delegate authority to the Chairman of the Finance & Personnel Committee and the Town Clerk to confirm the number of litter bins in Phase 1 and to finalise the quote with East Devon District Council.

The Council further noted that the number of bins in Phase 2 included in the contract specification would need amending as they needed to be in accessible locations. The Town Council would walk the area and agree the correct number and locations, specifically at the access points to the Country Park.

18/290 ADMINISTRATIVE ASSISTANT

The Council considered a report outlining the rationale behind a request to increase the Administrative Assistant's hours, mainly based on the assumption that the Council would bring its play park inspections in-house from 1 January 2019 onwards and that it would save the costs associated with its current weekly play park inspection regime of £948.00 per month.

It was proposed by Cllr Colin Buchan, seconded by Cllr Sam Hawkins and **resolved** to

a) increase the Administrative Assistant's hours from currently 18.5 hours per week (0.5 FTE) to 26 hours per week (0.7 FTE) from 1 January 2019 onwards.

b) appoint the Administrative Assistant as the operational lead on both routine and operational play park inspections.

The meeting closed at 9:49pm.

Signed: …….. 17 December 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
26/10/2018	East Devon District Council	Younghayes Centre service recharge Q2	274.32
31/10/2018	Youth Genesis	Second instalment for provision of youth services from April 2018 to March 2019	4,667.50
31/10/2018	East Devon District Council	Room hire charges	200.00
01/11/2018	Apollo IT	Cloud Exchange/365 Sales, Cloud Services for Business - Mailboxes	100.80
01/11/2018	Cllr Barry Rogers	Travel expenses and woodfiller for play park repair	33.90
~~02/11/2018~~	~~East Devon District Council~~	~~Street scene services (litter picking and bin emptying) 1 April - 25 October 2018~~ *N.B. Requested breakdown of the invoice remained outstanding*	~~19,800.00~~
05/11/2018	GeoXphere Ltd	Parish Online annual subscription	108.00
08/11/2018	Tony Benger Landscaping	Phase 1 & 2 November grounds maintenance	12,780.18
08/11/2018	Tony Benger Landscaping	Cranbrook play areas routine weekly play park inspections November	948.00
16/11/2018	M.J. & G.M. Accountancy Services Ltd	November payroll	15.00
Direct Debit			
05/10/2018	Concorde	Printing costs	15.46
12/10/2018	Core Office IT	Monthly email hosting	89.04
12/10/2018	Core Office IT	IT Support	241.20
21/10/2018	DLL (De Lage Landen) Leasing Ltd	Annual rental and service of the printer/scanner/photocopier	230.36
07/11/2018	Concorde	Printing costs	5.05
Staffing Costs			
	n/a	Salaries for November 2018	4,091.14
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,221.60
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,218.61

Signed: …….. 17 December 2018

MINUTES

Meeting: Town Council
Date: Monday, 3 December 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Matt Osborn
Cllr Barry Rogers

In attendance

Callum Lawton, Midweek Herald
Janine Gardner, Cranbrook Town Council

The Chairman introduced as an urgent planning application 18/2549/TEL at agenda item 8.

18/291 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Ray Bloxham, Sarah Gunn, Sam Hawkins and Nick Partridge.

18/292 DECLARATIONS OF INTEREST

No declarations of interest were made.

18/293 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to adopt the minutes of the meeting held on 19 November 2018 as a correct record.

18/294 PUBLIC PARTICIPATION

No representations by members of the public were made.

18/295 DISTRICT AND COUNTY COUNCIL ISSUES

Cllr Ray Bloxham, representing Devon County Council, reported that:

He had had a site meeting regarding the access from Phase 3 of the Country Park path to the Cranbrook Education Campus gate. Devon Highways were conducting a safety survey to determine what was required regarding a road crossing, road markings and signage on the approaches to the crossing. Land ownership

was also being determined from the highway edge to the school gate so as to progress the delivery of a ramp from the road level to the path which started at the school gate.

He would provide a further update on the gritting services provided by Devon Highways as soon as possible.

He had raised a number of issues at the recent Corporate and Regulatory Services Scrutiny Committee at Devon County Council, including:

- The design and safety of cycle ways where they cross road junctions and vehicle access points as 50% of cycle collisions were at these points;
- The delivery of additional commuting cycle routes, especially alongside the B3174. An Active Travel plan had been published to the community two years ago and since then there had been little progress.

The report which Cllr Bloxham had prepared in response to complaints about the overnight use of the lay-bys adjacent to Roman Way would be considered by the relevant Devon County Council Highways and Traffic Orders Committee (HATOC) on 7 December 2018.

He had raised the ownership and maintenance of roundabouts with Devon Highways and was awaiting a response.

He had attended a useful meeting with youth service commissioners and providers on 26 November 2018 attended by both Youth Genesis and Space.

As a result of the Community Development stakeholder group meeting on 20 November, a further report was being prepared as a basis for a Sport England bid for funding linked to the role including an element of developing health and wellbeing and family activity.

As reported at the last meeting there was a meeting to discuss future library provision on 11 December 2018.

Cllr Bloxham also spoke at East Devon District Council's Strategic Planning Committee on 27 November 2018 as posted on the Town Council's Facebook page covering three issues:

- Concern at further delay to the Cranbrook Development Plan Document (DPD)
- The lack of engagement by East Devon District Council with the Town Council and surrounding parishes
- Proposed development of green wedge and the impact on the local and neighbourhood plans.

Overflowing residual (black) waste bins were a regular sight in the town. Recently an audit by the Devon Waste Partnership of 1,000 residual waste bins indicated that 40% of their content was recyclable. Cllr Bloxham reminded members that information about recycling and access to additional recycling containers was available on East Devon District Council's website and also on the Recycle Devon website. Recycling teams would collect whatever recycling was left out, whereas, there is a customer risk that residual bins would not be collected if they are overflowing.

The speed limit in Cranbrook issue had been resolved. Cllr Bloxham had been campaigning about this for a long time and was pleased that it had finally been settled. The roads of Cranbrook, adopted or not, are subject to a 30mph enforceable speed limit.

18/296 LAND TRANSFER LEGAL DEED

The Town Council's Asset Delivery Working Group was in the process of finalising the land transfer details with the Consortium and the respective parties' legal representatives (ref. Council minute 18/276).

Section 23 of the Council's Standing Orders made provision for the execution and sealing of legal deeds and stipulated that a legal deed could only be executed on behalf of the Council when authorised by a resolution. Any two councillors may sign on behalf of the Council any deed required by law and the Proper Officer needs to witness their signatures.

It was proposed by Cllr Matt Osborn, seconded by Les Bayliss and **resolved** to authorise any two members of the Asset Delivery Working Group to sign the legal deed relating to the land transfer.

Signed: …….. 17 December 2018

18/297 PLANNING APPLICATION 18/2588/OUT

The Council considered planning application 18/2588/OUT proposing the construction of up to nine dwellings and other associated development at land to the south of Southbrook House, Southbrook Lane, Whimple EX5 2PG.

The Council noted that the site was located within the hamlet of Southbrook and therefore located in the countryside and subject to Strategy 7 of the East Devon Local Plan. As the location was wholly within the developing new town, it was considered that the location was sustainable in all respects with proximity to facilities, jobs and transport. Whilst the site fell within the terms of Strategy 7 of the Local Plan, the Council considered that development as proposed as being acceptable and that, at this stage in the application, there were insufficient grounds on which a refusal could be justified given the fact that the site would ultimately be wholly within the newly developed town of Cranbrook.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to support planning application 18/2588/OUT.

18/298 PLANNING APPLICATION 18/2549/TEL

The Council considered as an urgent item planning application 18/2549/TEL proposing a 15-metre monopole telecommunications mast supporting two 300mm dishes with three antennas mounted within a shroud including three equipment cabinets and associated development.

The Town Council was invited to comment as an adjoining parish as the proposed development was located within the parish of Clyst Honiton. Members commented that because telecommunications signals in Cranbrook were poor at present, the installation of a mast was welcome.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osborn and **resolved** to support planning application 18/2549/TEL.

18/299 STREET TRADING CONSULTATION

The Council considered an application for an annual street trading consent, received by a new applicant to trade seven days per week from 4:00pm until 10:00pm.

Members commented that the proposed location in Burrough Fields was close to existing housing and commented on the potential of the applicant's business becoming a permanent roadside fixture beyond what the Council perceived to be a street trader's remit.

The Council suggested the reduction in trading hours to 4.5hours from 5:00pm until 9:30pm in accordance with the trading hours of other street traders in operation in Cranbrook, and a restriction to those weekdays on which other existing street traders were not in operation.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Osborn and **resolved** to object to the application on the grounds of the proposed location, the likely effect the applicant business would have on other established businesses which were invested in the community, the status of Cranbrook being a Healthy New Town and subscription to Public Health England's Healthy Weight Declaration, and the applicant business applying to trade on seven days per week and for six hours on each day.

18/300 BARBEQUE PROPOSAL

The Council considered a proposal by its Barbeque Working Party for the installation of two barbeques in the Country Park.

The Council noted that its Amenities Committee had suggested that the two barbeques be located by the picnic tables near the veteran trees in the County Park.

The Council referenced its document entitled Future Use of the Country Park which had been approved on 12 March 2018 and which made references to the use of barbeques.

Signed: …….. 17 December 2018

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to apply for a Devon County Councillor locality budget grant to aid with the purchase of the barbeques and to order and install those in time for Easter 2019.

18/301 APPOINTMENT TO OUTSIDE BODIES

The Council appointed the following councillor representatives to the following outside bodies:

Cllr Barry Rogers to the Larger Councils Forum
Cllr Les Bayliss to the Community Resilience Forum
Cllr Barry Rogers to the Tree Warden Forum
Cllr Barry Rogers to the Catchment-Sensitive Communities

18/302 AMENITIES COMMITTEE MINUTES

The Council adopted the minutes of the Amenities Committee meeting held on 26 November 2018, subject to adding a recommendation under minute A/18/69 (Barbeque Working Group) to state that the location of the two barbeques by the two veteran trees in the Country Park had been suggested at that meeting.

18/303 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved the schedule and the following additional payments:

Apollo IT Ltd for £100.80 for email hosting
Tony Benger Landscaping £12,780.18 for grounds maintenance in November 2018
Tony Benger Landscaping £948.00 for play parks inspections in November 2018
Cllr Kevin Blakey's travel expenses of £23.40

The meeting closed at 7:40pm.

Signed: …….. 17 December 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
26/22/2018	Cllr Barry Rogers	Expenses – purchase of batteries	5.98
27/11/2018	Brenda Masters	Miscellaneous expenses, including chains for play park gates, hazard tapes, cable ties, eyelet punch, Allen keys, hob cleaner, tinsel, WD40	64.22
01/12/2018	Apollo IT	Email hosting	100.80
03/12/2018	Tony Benger Landscaping	Grounds maintenance in November 2018	12,780.18
03/12/2018	Tony Benger Landscaping	Play parks inspections in November 2018	948.00
03/12/2018	Cllr Kevin Blakey	Travel expenses	23.40

Signed: …….. 17 December 2018

MINUTES

Meeting: Town Council
Date: Monday, 17 December 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

In attendance

Four members of the public
Philippa Davies, Midweek Herald
Janine Gardner, Cranbrook Town Council

18/304 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Sarah Gunn, Matt Osborn and Nick Partridge.

18/305 DECLARATIONS OF INTEREST

Cllr Sam Hawkins declared a personal interest in relation to item 14 on the agenda (Independent Agent's Report Regarding Rents and Leases in the Younghayes Centre) by virtue of him having a professional working relationship with the independent agent.

18/306 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to adopt the minutes of the meeting held on 3 December 2018 as a correct record.

18/307 PUBLIC PARTICIPATION

No representations by members of the public were made.

18/308 JUNIOR PARK RUN

Matthew Rowett of the Exeter College Running Club attended the meeting and supported his Club's application for Town Council support of establishing a junior park run. The Club was looking to set up a series of weekly 2km events for children aged between 4 and 14. Nationally, the park run movement attracted 230,046 runners across 256 locations around the UK, with an average of 71 runners per event. The

Exeter College Running Club had also successfully liaised with the local schools and was able to support beginner runners. The Club needed to raise £3,000 for the initial establishment of the event as well as £1,000 for a portable defibrillator.

A representative from Parkrun UK spoke in support of the event.

The Council noted that the event was scheduled to trial by Easter 2019 with funding applications expected early in the New Year.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Ray Bloxham and **resolved** to support the establishment of a Junior Park Run in the Country Park.

18/309 DISTRICT AND COUNTY COUNCIL ISSUES

Cllr Ray Bloxham, representing Devon County Council, reported that:

To continue with the issues surrounding highway safety around the schools there was a meeting planned on 18 December 2018 to look at whether there are any short-term and post-adoption measures which could be effective. There was a further meeting on 8 January 2019 to follow up the work by Sustrans in relation to street painting.

The safety audit for the crossing between Phase 3 of the Country Park and the Cranbrook Education Campus had been completed and now the parties were looking at ways to complete the access to the school gate.

Cllr Bloxham was still liaising with Devon Highways to finalise gritting services on adopted roads and grass maintenance of adopted roundabouts.

He had had meetings with Devon County Council officers regarding the future of youth services in the town and also about the existing library in the Younghayes Centre as well as the future permanent library in the town centre.

The discussions about the future community development worker provision were continuing towards a funding bid.

Devon County Council's Highways and Traffic Orders Committee (HATOC) had unanimously agreed to close the two lay-bys alongside the B3174 by Roman Way.

18/310 GROUNDS MAINTENANCE CONTRACT 2019-24

The Council considered a report and recommendation to appoint a grounds maintenance contractor for the period from 1 April 2019 until 31 March 2024 following a recent tender exercise.

The Chairman of the Council's Finance & Personnel Committee commented that the specification for grounds maintenance in 2019 covered a larger area with Phase 3 of the Country Park being added to the maintenance regime and the quoted cost being lower than the Council paid currently for grounds maintenance – hence providing better value for public money.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to award the contract for the Town Council's Management of the Country Park, Public Open Spaces and Green Spaces to Tony Benger Landscaping for the period from 1 April 2019 until 31 March 2024.

18/311 DRAFT HERITAGE STRATEGY CONSULTATION

The Council considered East Devon District Council's draft Heritage Strategy (2019-2031) for the East Devon District and noted that the Chairman of its Amenities Committee, Cllr Barry Rogers, would prepare a draft response to the next full Council meeting on 21 January 2019, together with a draft response on the East Devon and Blackdown Hills Landscape Character Assessment.

Signed: …….. 21 January 2019

18/312 ASSET DELIVERY REPORT

The Council noted the Asset Delivery Report dated 10 December 2018.

18/313 TRAMPOLINE AT HAYES SQUARE

The Council considered a report by the Town Clerk recommending the removal of the trampoline from the play area in Hayes Square on the basis of

- currently the trampoline carrying a medium to high risk on the routine (weekly) play park inspections because its jumping bed and springs needed replacing;
- the very nature of it being a trampoline, this piece of play equipment would always require substantial repairs at substantial costs at regular intervals.

Members were also concerned about the particular risk to children's health and safety as a result of recent vandalism which might render this piece of play equipment unsafe but the damage might not always be visible to children using the equipment.

The Council also noted that it had been reported that the trampoline in the play area at Northwood Acres had been vandalised recently. This play area would be transferred to the Town Council on 1 April 2019.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to remove the trampoline in Hayes Square on the grounds of continued vandalism, health and safety concerns and the need for recurring significant repair costs.

18/314 SOUTH WEST COUNCILS MEMBERSHIP

The Council considered information on joining South West Councils. It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to join South West Councils at a cost of £558.00 + VAT for 2019-20 which included a pro-rata amount based on the month of joining for 2018/19.

18/315 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved the schedule and the following additional payment:

£15.00 to M.J. & G.M. Accountancy Services Ltd covering payroll services in December 2018.

18/316 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

18/317 INDEPENDENT AGENT'S REPORT REGARDING RENTS AND LEASES IN THE YOUNGHAYES CENTRE

On 19 November 2018, the Council had resolved to proceed with the transfer of the Younghayes Centre and to employ an independent agent to appraise the different rents in the building and standardise the leases (ref. Council minute 18/288).

The Council noted that the independent agent's report was a useful document to provide an external and independent basis for future negotiations relating to the Younghayes Centre.

The Council noted the report.

Signed: …….. 21 January 2019

18/318 DEBT MANAGEMENT POLICY

The Council considered its draft debt management policy in relation to which the Vice Chairman of the Council's Finance & Personnel Committee had provided the following comments:

- This was not a Debt Management Policy but a Credit Control Policy. A Debt Management Policy would determine how the Council looked after its own debt.

- It was proposed that invoices be issued by e-mail, and the same apply for the reminders but the final demand should also be supported with a physical letter, potentially recorded if the amount warrants it. Between the reminder and final letter there should also be efforts made to contact the debtor by telephone, and it would be sensible to keep a note with the invoice regarding any correspondence for payment including dates / times.

- The timescales should be 10 business rather than calendar days.

- The term "unregulated debt" needed explaining.

- A solicitor should be appointed in principle to deal with any potential debt recovery work on percentage basis or via payment from the statutory late payment penalties.

- Insolvency (not just Bankruptcy) of the debtor should be mentioned in the write-off section although that should be following confirmation of the prospects for outcome for creditors.

- Where debts had been written off, the Council would make a decision as to whether future dealings should occur with the debtor.

- There did not appear to be a provision for a repayment plan e.g. the customer pays by instalment over an extended period due to unforeseen financial hardship which is probably worth adding but once authorised by the Responsible Financial Officer.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to delegate authority to the Town Clerk to finalise the Council's Credit Control Policy in consultation with the Chairman and Vice Chairman of the Finance & Personnel Committee.

The meeting closed at 7:34pm.

Signed: …….. 21 January 2019

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
15/11/2018	See the Light	Broadband and telephony	8.02
30/11/2018	East Devon District Council	Room hire	248.00
07/12/2018	Employee	Expenses	45.90
10/12/2018	M.J. & G.M. Accountancy Services Ltd	Payroll December 2018	15.00
Direct Debit			
03/12/2018	Core Office IT	Monthly email hosting	89.04
03/12/2018	Core Office IT	IT Support	241.20
Staffing Costs			
	n/a	Salaries for December 2018	4,091.14
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,221.60
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,218.61

Signed: …….. 21 January 2019

MINUTES

Meeting: Town Council
Date: Monday, 21 January 2019
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Nick Partridge
Cllr Matt Osborn
Cllr Barry Rogers

In attendance

Two members of the public
Matthew Rowett, Exeter College Running Club
Wilf Hudson, Citizens Advice East Devon
Philippa Davies, Midweek Herald
Janine Gardner, Cranbrook Town Council

19/1 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Kim Bloxham, Ray Bloxham, Sarah Gunn and Phil Norgate.

19/2 DECLARATIONS OF INTEREST

Cllr Nick Partridge declared a personal interest in agenda item 8 (Grant Application – Parkrun) by virtue of being the secretary of the Exeter College Running Club.

Cllr Sam Hawkins declared a financial interest in agenda item 14 (Planning Application 18/2790/RES) by virtue of his employer being one of the directors of the applicant company.

19/3 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to adopt the minutes of the meeting held on 17 December 2018 as a correct record.

19/4 PUBLIC PARTICIPATION

No representations by members of the public were made.

Signed: …….. 18 February 2019

19/5 GRANT APPLICATION – PARKRUN

The Council considered a grant application from the Exeter College Running Club for £1,000.00 to establish a Junior Parkrun in Cranbrook in 2019. The initiative required start-up funding of £3,000.00.

This application followed the Council considering a request for support for this event at its meeting on 17 December 2018 (ref. Council minute 18/308).

It was proposed by Cllr Matt Osborn, seconded by Cllr Sam Hawkins and **resolved** to approve the grant application and award the full amount of £1,000.00 subject to sufficient funding being secured from other agencies to establish the Junior Parkrun in Cranbrook.

[Cllr Nick Partridge abstained from the vote.]

19/6 GRANT APPLICATION – CITIZENS ADVICE EAST DEVON

The Council considered a grant application from Citizens Advice East Devon for £1,500.00 to contribute to their local service costs.

The representative of Citizens Advice East Devon added to the application and explained that Cranbrook represented a large and important part of East Devon and that his organisation was keen to develop the relationship.

Cllr Matt Osborn declared a financial interest in relation to this agenda item by virtue of one of his companies offering a similar service.

It was proposed by Cllr Les Bayliss, seconded by Cllr Nick Partridge and **resolved** to approve the grant application and award the full amount of £1,500.00.

[Cllr Matt Osborn abstained from the vote.]

19/7 DISTRICT AND COUNTY COUNCIL ISSUES

A report by Cllr Ray Bloxham, representing Devon County Council, had been circulated with the agenda.

Councillors highlighted again the traffic and parking situation at the Cranbrook Education Campus following the recent Town Council involvement with the Campus' PTA, the local highway authority Devon County Council, the local planning authority East Devon District Council, the Consortium and charity Sustrans, all of which undertook to develop short-term and long-term solutions to the problem. Councillors highlighted the need for a road crossing near the school and the Chairman advised that the Consortium had installed a temporary crossing with no legal bearing as the land remained in private ownership and restrictions were not legally enforceable. The Council also noted that any alterations to the local highway would have to be removed prior to the adoption process.

The Council noted the report.

19/8 BUDGET 2019-20

The Council considered the final draft of the budget for the 2019-20 financial year which was recommended by its Finance & Personnel Committee (minute F&P/19/6 refers).

The proposed precept had increased to £409,648.00 which represented a 5% increase to 2018-19 and which was solely due to the rise in the council tax base, i.e. the number of occupied properties in Cranbrook. There would be a 0% increase in the average Band D precept would remain stable at £256.03.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Nick Partridge and **resolved** to agree the budget for the financial year 2019-20.

19/9 COMMUNITY DEVELOPMENT WORKER(S)

On 22 October 2018, the Council agreed in principle to host the community development worker role(s) (minute 248(a) refers) and it was proposed by Cllr Matt Osborn, seconded by Cllr Colin Buchan and **resolved** to host and fund community development worker role(s) in perpetuity as long as the Town Council determined that a local need remained.

19/10 GRITTING OF ADOPTED AND UNADOPTED ROADS

The Council considered a report suggesting its approach to winter gritting. The Council noted that Devon County Council would currently grit Younghayes Road to the Burrough Fields junction, along Burrough Fields to the train station and exit along the same route. The Council also noted that Devon County Council had agreed to grit the main local route in its entirety through the town, except St Michael's Way, once completed and adopted.

The Council noted that Devon County Council was currently not fulfilling its own criteria when determining which roads were salted, i.e. the main highway access to secondary schools and bus routes with a service interval of at least 15 minutes within any one hour of the day, in one direction of travel. Part of the highway access to the Cranbrook Education Campus was also pre-existing and adopted.

The Town Council could elect to employ a contractor to grit the sections of the main local route not currently covered by Devon County Council. The Council noted that the gritting process was triggered by Icewatch.

It was proposed by Cllr Matt Osborn, seconded by Cllr Nick Partridge and **resolved** to grit the remainder of the main local route until Devon County Council would resume that gritting subject to

a) establishing adequate insurance cover in order to safeguard the Town Council against any liabilities resulting from any gritting activity;

b) seeking legal advice regarding Devon County Council's decision not to grit the extent of the currently adopted main local route which was in contradiction with their own criteria for gritting; and

c) carrying forward any underspends in the Town Council's gritting budget in order to build the Council's contingency for any prolonged periods of severe weather in the future.

Cllr Les Bayliss voted against the resolution.

19/11 EAST DEVON HERITAGE STRATEGY 2018-2031

The Council considered a draft response to East Devon District Council's draft Heritage Strategy which was currently being consulted upon.

The Council's draft response was circulated for consideration and approval. It was proposed by Cllr Les Bayliss, seconded by Cllr Nick Partridge and **resolved** to approve the Town Council's response to East Devon District Council's draft Heritage Strategy and to thank Cllr Barry Rogers for preparing that response.

19/12 EAST DEVON AND BLACKDOWN HILLS LANDSCAPE CHARACTER ASSESSMENT

The Council considered its draft response to the draft East Devon and Blackdown Hills Landscape Character Assessment which had been produced by Cllr Barry Rogers. East Devon District Council were seeking views on the document before producing a final version in 2019.

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Osborn and **resolved** to approve the Town Council's response to the draft East Devon and Blackdown Hills Landscape Character Assessment and to thank Cllr Barry Rogers for preparing that response.

19/13 ASSET DELIVERY REPORT

The Council noted the Asset Delivery Report dated 14 January 2019.

Signed: …….. 18 February 2019

[Cllr Hawkins left the meeting.]

19/14 PLANNING APPLICATION 18/2790/RES

The Council considered planning application 18/2790/RES proposing approval for access only at land to the north of Southbrook Court, Southbrook Lane, Whimple.

The Chairman of the Council's Planning Committee, Cllr Les Bayliss, highlighted that Devon Highways had supported the application subject to conditions and that a local resident had also supported the application.

The Chairman of the Planning Committee voiced concerns in relation to the width of the lane and whether it could accommodate the increased flow of traffic and heavy goods vehicles during the construction period.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and resolved to support planning application 18/2790/RES.

[Cllr Hawkins joined the meeting.]

19/15 FINANCE & PERSONNEL MINUTES

The Council adopted the minutes of the Finance & Personnel Committee on 14 January 2019.

19/16 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved the schedule and the following additional payments:

£540.00 to Hartwood Treeworks for the installation and removal of the Christmas tree

£126.06 to See the Light for broadband and telephony

£8,400.00 to Tony Benger Landscaping for grounds maintenance in January 2019

£72.00 to Illicit Web Design for the Council's SSL certificate

£1,332.00 to Core Office IT for the purchase, setup and configuration of two laptops for the community development workers

£1,368.00 to Core Office IT for Windows 10 Professional upgrade and system encryption and super-fast drive upgrade on two machines

The Council noted that the invoices relating to the purchase of laptops and IT upgrades as well as the RoSPA Playsafety invoice would be debited to the Council's contingency budget.

19/17 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

19/18 COUNCIL ASSETS – PAYMENT OPTIONS FOR CUSTOMERS

The Council considered a report on the range of payment options available to customers using Town Council assets. The Council suggested exploring adding the use of standing orders and direct debits in the future.

It was proposed by Cllr Matt Osborn, seconded by Cllr Nick Partridge and **resolved** to offer BACS payments as well as payments by cash and cheque to customers initially and revisit the provision of a card machine and electronic payments at a later stage if deemed necessary.

19/19 DEED OF VARIATION

The Council considered the draft deed of variation to which it was a signatory.

It was proposed by Cllr Nick Partridge, seconded by Cllr Colin Buchan and **resolved**

a) to delegate authority to the Town Council's asset delivery working group to lead and finalise the negotiations on the current deed of variation on the Council's behalf; and

b) to authorise any two members of the Asset Delivery Working Group to sign the deed of variation when finalised in accordance with the Council's Standing Order 23.

Section 23 of the Council's Standing Orders made provision for the execution and sealing of legal deeds and stipulated that a legal deed could only be executed on behalf of the Council when authorised by a resolution. Any two councillors may sign on behalf of the Council any deed required by law and the Proper Officer needs to witness their signatures.

The meeting closed at 8:01pm.

Signed: …….. 18 February 2019

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
18/12/2018	South West Councils	Membership December 2018 - March 2020	669.60
19/12/2018	Rospa Playsafety	Operational playground inspection course 17-18 December 2018	2,355.00
20/12/2018	Tony Benger Landscaping	Grounds maintenance various	1,222.48
20/12/2018	Tony Benger Landscaping	Play park repairs various	1,482.03
21/12/2018	East Devon District Council	Room hire	120.00
27/12/2018	Stratton Creber	Younghayes Centre Commercial Units Marketing Report	540.00
01/01/2019	Apollo IT	Email Hosting December 2018	100.80
02/01/2019	WPS Insurance Brokers	Addition of bus shelters to Council's insurance policy pro-rata for 2018-19	14.83
11/01/2019	M.J. & G.M. Accountancy Services Ltd	Payroll January 2019	15.00
14/01/2019	Employee	Miscellaneous items, including Christmas tree chippings charity donation, washing up liquid	15.10
15/01/2019	Cllr Ray Bloxham	Refreshments for partners' meeting on 11 January 2019	18.85
15/01/2019	See the Light	Broadband and telephony	126.06
16/01/2019	Core Office IT	Purchase, setup and configuration of two laptops for the community development workers	1,332.00
16/01/2019	Core Office IT	Windows 10 Professional upgrade, system encryption and super-fast drive upgrade on two of the Council's machines	1,368.00
17/01/2019	Studio Illicit	Council's SSL certificate	72.00
17/01/2019	Tony Benger Landscaping	Grounds maintenance January 2019	8,400.00
21/01/2019	Hartwood Treeworks	Installation and removal of the Christmas tree	540.00
Direct Debit			
	Core Office IT	Monthly email hosting	89.04
	Core Office IT	IT Support	241.20
Staffing Costs			
	n/a	Salaries for January 2019	3,560.51
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	934.97
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,008.56

Signed: …….. 18 February 2019

MINUTES

Meeting: Town Council
Date: Monday, 18 February 2019
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Les Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Barry Rogers

In attendance

Two members of the public
Matthew Rowett, Exeter College Running Club
Philippa Davies, Midweek Herald
Janine Gardner, Cranbrook Town Council

19/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Matt Osborn and Nick Partridge.

19/21 DECLARATIONS OF INTEREST

No interests were declared.

19/22 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the meeting held on 21 January 2019 as a correct record.

19/23 PUBLIC PARTICIPATION

A member of the public asked three questions relating to the Cranbrook Development Plan Document (DPD) as follows:

1. Did this Council still maintain its opposition to the development on the green wedge at Parsons Lane?

The Chairman responded that Cranbrook Town Council had objected to the proposed development of the green wedge contained in the previous iteration of the DPD and that the Council's position had not changed.

Signed: …….. 18 March 2019

2. Had any representative of this Council had any formal or informal meetings with East Devon District Council's planning team in relation to the development of the DPD before the Strategic Planning Committee on 20 February and if so are records available for public consumption?

The Chairman responded that many informal meetings with planning officers had been taking place regularly and that those meetings were not minuted or otherwise recorded.

3. Was anybody from this Council going to attend East Devon District Council's Strategic Planning Committee meeting on 20 February 2019 when the final draft of the Cranbrook Development Plan Document would be considered?

The Chairman responded that Cranbrook Town Council was not planning to be represented at that meeting and instead intended to respond in detail to the latest iteration of the Cranbrook Development Plan Document during the subsequent consultation period.

A second member of the public enquired regarding the correlation between the Cranbrook Development Document and the Council's own five-year plan.

19/24 GRANT APPLICATION – PARKRUN

The Council considered a grant application from the Exeter College Running Club for an additional £500.00 to cover the shortfall for establishing a Junior Parkrun in Cranbrook in 2019. The initiative required start-up funding of £3,000.00.

This application followed the Council considering a request for support for this event at its meeting on 17 December 2018 (ref. Council minute 18/308) and 21 January (ref. Council minute 19/5). The representative of the Exeter College Running Club spoke in support of the application and confirmed that the setup of the Parkrun was underway and that the purchase of a portable defibrillator remained outstanding.

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to approve the grant application and award the full amount of £500.00 to establish the Junior Parkrun in Cranbrook.

19/25 DISTRICT AND COUNTY COUNCIL ISSUES

A report by Cllr Ray Bloxham, representing Devon County Council, had been circulated with the agenda. The Council noted the report and agreed to publicise East Devon District Council's A-Z of recycling and disposals available at http://eastdevon.gov.uk/recycling-and-rubbish/a-z-of-recycling-and-disposals/ on its channels.

19/26 GRANT APPLICATION – BASICS DEVON

The Council considered a grant application from BASICS Devon for £1,000.00 to match-fund a development event for interested emergency personnel. The Council commented that the charity covered the whole of Devon and the Town Council was asked for one third of the funding which it considered disproportionate. The Council also queried how many residents of Cranbrook would benefit in return for the Town Council's investment. It was agreed to suggest to the charity the potential of crowd funding.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to reject the application.

19/27 CRANBROOK TOWN COUNCIL'S FIVE-YEAR PLAN

The Council considered the latest iteration of its five-year plan and adopted the revised plan subject to the following amendments:

- Reword the section on the provision of a skatepark
- Reword the section on the transfer of the Younghayes Centre
- Change five play areas to six play areas
- Re-format the table in the appendix.

Signed: …….. 18 March 2019

19/28 COUNTRY PARK USE POLICY

The Council considered its Country Park Use Policy and agreed to reflect the permitted use of barbeques in the designated area in which the Council would install two permanent barbeques (Council minute 18/300 referred). It was further agreed to remove the reference to barbeques in the events section.

19/29 COUNCIL'S APPROACH TO SELF-BUILT PLAY STRUCTURES

The Council considered its approach to self-built play structures on Council land following the Amenities Committee's recommendations (minute A/19/5 referred). It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to:

a) adopt a general policy of permitting self-built play structures.

b) follow the guidance published by the Forestry Commission (2006): *Rope Swings, Dens, Treehouses and Fires. A Risk Based Approach for Managers Facilitating Self-Built Play Structures and Activities in Woodland Settings* and to subject any self-built play structures to the Council's in-house regime of play area inspections, i.e. weekly (routine) and quarterly (operational) inspections in order to ensure that they remain safe and fit for purpose.

c) carry out individual risk assessments in relation to each self-built play structure.

d) separately list trees with self-built play structures attached to them in the tree surveyor's findings in future together with any detailed recommendations, e.g. more in-depth surveys.

e) not permit any swings over open water and fires.

19/30 YOUTH FACILITIES

The Town Council had considered suggestions for different skatepark locations at the Council meeting on 17 September 2018 (minute 18/227 referred). None of the locations suggested so far had received support by all the partner organisations and the Council was invited to either suggest a different location/locations or consider suggesting alternative youth amenity provision(s). The Town Council's youth service provider had also been engaging with young people regarding their ideas for youth provision in the town. The Council noted that its asset delivery working group would continue to consider and scope options for the provision of a skatepark and/or other youth facilities in the town.

(The Chairman removed item 12 from the agenda, the Sport England Local Delivery Pilot.)

19/31 CITIZEN AWARD

The Town Council had been sponsoring the Young Person of the Year Award in partnership with the *Cranbrook Herald* since 2015-16. The successor newspaper, the *Midweek Herald*, had withdrawn its support for the award due to a lack of interest.

The Council considered the future of this award and whether to change its format. It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to

a) open the award to any Cranbrook resident with no age restriction.

b) award certificate(s) to recognise the achievement(s).

c) seek business sponsorship for a prize/prizes.

d) amend the current award criteria to reflect the above.

19/32 ASSET DELIVERY REPORT

The Council noted the Asset Delivery Report dated 11 February 2019.

Signed: …….. 18 March 2019

19/33 AMENITIES COMMITTEE MINUTES

The Council adopted the minutes of the Amenities Committee on 4 February 2019.

19/34 MINUTES OF THE LOCAL ACTION GROUP

The Council received the minutes of the Local Action Group meeting on 22 January 2019.

19/35 REVIEW OF THE EAST DEVON AREA OF SPECIAL CONTROL OF ADVERTISEMENTS (ASCA)

The Town Council considered East Devon District Council's consultation on changes to the area covered by the East Devon Area of Special Control of Advertisements (ASCA) and the proposal to allow advertising in public in Cranbrook which was currently not permitted. It was agreed that the Chairman of the Council, the Chairman of the Amenities Committee and the Clerk would prepare a draft response for the next Council meeting on 18 March 2019.

19/36 EAST DEVON DISTRICT COUNCIL'S HERITAGE STRATEGY DRAFT LOCAL LIST

East Devon District Council had produced a draft Local List Guide which was intended to help local communities to identify and assess features of character with a local heritage value. The Council agreed for Cllr Barry Rogers to prepare a draft response for the next Council meeting on 18 March 2019.

19/37 EXETER TRANSPORT STRATEGY

The Council noted that Devon County Council were currently consulting on the Exeter Transport Strategy and encouraged individual councillors to respond to the consultation via the online questionnaire.

19/38 CYBER CRIME INSURANCE

The Council considered its need to insure itself against commercial and cyber crime. It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to proceed with LITE 1 cover in response to the Council's requirements at present subject to seeking clarification regarding the usage of councillors' individual devices and whether personal laptop encryption was required.

19/39 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved the schedule and the following additional payments:

£12.00 to M J & G M Accountancy Services Ltd for payroll services in February 2019.
£9.90 to Cllr Ray Bloxham covering travel expenses.
£56.75 to Cllr Kevin Blakey covering travel expenses.
£446.57 to East Devon District Council for the third quarter service recharge at the Younghayes Centre.
£132.00 to Devon County Council for advertising the Deputy Clerk's job advert.

19/40 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

19/41 HEADS OF TERMS FOR THE LIBRARY IN THE YOUNGHAYES CENTRE

The Council considered the parameters for the heads of terms of the library in the Younghayes Centre in anticipation of the building transferring. It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and resolved that the Town Council would lease the library to users and retain overall control of the space.

Signed: …….. 18 March 2019

19/42 OUT-OF-HOURS SERVICE COVER

The Council considered its future out-of-hours service cover in preparation of the Younghayes Centre transferring to the Town Council. It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to initially commence an in-house out-of-hours service when the Younghayes Centre transferred to the Town Council, including the purchase of a dedicated mobile phone at a cost of £7.50 per month, and to review that arrangement in light of experience.

The meeting closed at 8:13pm.

Signed: …….. 18 March 2019

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
25/01/2019	WPS Insurance	Inclusion of Northwood Acres play area and town centre parcels on Council's insurance schedule	66.40
26/01/2019	Tony Benger Landscaping	Additional hedge cutting hedges 25 and 39	1,073.40
30/01/2019	East Devon District Council	Room hire	136.00
30/01/2019	East Devon District Council	Room hire	48.00
31/01/2019	Tony Benger Landscaping	Survey of large oak tree in Phase 2 POS	595.66
06/02/2019	Cllr Les Bayliss	Travel expenses – attendance at emergency planning workshop Barnstaple	49.95
12/02/2019	Tony Benger Landscaping	Grounds maintenance February 2019	24,000.00
12/02/2019	M J & G M Accountancy Services Ltd	Payroll February 2019	12.00
13/02/2019	Cllr Ray Bloxham	Travel expenses	9.90
14/02/2019	East Devon District Council	Service recharge Q3 Younghayes Centre	446.57
15/02/2019	Devon County Council	Deputy Clerk job advert on devonjobs.gov.uk	132.00
18/02/2019	Cllr Kevin Blakey	Travel expenses	56.75
Direct Debit			
	Tesco Mobile	Office mobile monthly cost	7.50
	Core Office IT	Monthly email hosting	89.04
	Core Office IT	IT Support	241.20
20/01/2019	DLL	Lease of printer/scanner/photocopier	170.36
Staffing Costs			
	n/a	Salaries for February 2019	3,565.57
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,206.10
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	887.88

Signed: …….. 18 March 2019

MINUTES

Meeting: Town Council
Date: Monday, 29 April 2019
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Les Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matt Osborn
Cllr Nick Partridge
Cllr Barry Rogers

In attendance

One member of the public
Janine Gardner, Cranbrook Town Council

19/60 APOLOGIES FOR ABSENCE

No apologies for absence were received.

19/61 DECLARATIONS OF INTEREST

No declarations of interest were made.

19/62 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to adopt the minutes of the meeting held on 18 March 2019 as a correct record.

19/63 PUBLIC PARTICIPATION

The member of the public had submitted a written representation regarding agenda item 7 (East Devon Draft District Council's Affordable Housing Supplementary Planning Document) which would be dealt with under that item.

The member of the public raised his concerns in relation to agenda item 10 (Report by the Internal Auditor) in relation to wording used in that report and a lack of definition of the word "comfortable".

Signed: …….. 13 May 2019

The member of the public also commented on the development of the town centre and suggested that this would form a future agenda item. The Chairman confirmed that this matter would be brought to the Town Council in due course.

19/64 DISTRICT AND COUNTY COUNCIL ISSUES

A report by Cllr Ray Bloxham, representing Devon County Council, had been circulated with the agenda, together with an annual report documenting both County Councillors' activities during 2018-19.

19/65 ADDITIONAL WASTE BINS

The Council considered a report explaining that six additional waste bins had been installed in Phase 3 of the Country Park which had become operational on 25 February 2019.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Ray Bloxham and **resolved** to add the additional six litter bins in Phase 3 of the Country Park into the Town Council's charging schedule for bin emptying at £5.00 per additional bin collected.

19/66 EAST DEVON DRAFT AFFORDABLE HOUSING SPD CONSULTATION

East Devon District Council was consulting on its draft affordable housing supplementary planning document (SPD) which provided guidance and advice on implementing Local Plan policies on affordable housing.

The Council considered the representation received by the member of the public and the Chairman clarified that the Cranbrook Development Plan Document would supersede the Affordable Housing SPD and therefore a reduction in affordable housing to 15% applied and not the 25% as specified in the SPD.

It was proposed by Cllr Colin Buchan, seconded by Cllr Les Bayliss and **resolved** to adopt the Town Council's draft consultation response which had been circulated with the agenda.

19/67 2018-19 QUARTER 4 BUDGET MONITORING REPORT – YEAR-END

The Council approved its 2018-19 year-end budget monitoring report which was recommended to the full Council by its Finance & Personnel Committee (ref. minute F&P/19/17).

19/68 2018-19 YEAR-END BANK RECONCILIATION

The Council noted that Cllr Les Bayliss, the Council's duly appointed signatory for bank statements and quarterly bank reconciliations (ref. minute 17/143), had reported to the Finance & Personnel Committee that he had verified and signed the year-end bank reconciliation and the underlying hard copy bank statements relating to the 2018-19 year-end (ref. minute F&P/19/18).

19/69 REPORT BY THE INTERNAL AUDITOR

The Council noted the report of the Internal Auditor which had been considered by the Council's Finance & Personnel Committee (ref. minute F&P/19/20).

19/70 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

The Council approved the timetable for the external audit as follows (ref. minute F&P/19/21):

Date	**Event**
15 May 2019	Year-end closedown date with Rialtas
17 June 2019	AGAR approved by full Council
24 June 2019 until 2 August 2019	Period for the exercise of public rights
1 July 2019	AGAR submission deadline

Signed: …….. 13 May 2019

19/71 STATEMENT OF INTERNAL CONTROL

The Council approved its Statement of Internal Control which was recommended to the full Council by its Finance & Personnel Committee (ref. minute F&P/19/22).

19/72 ASSET DELIVERY REPORT

The Council noted the Asset Delivery Report dated 10 April 2019.

19/73 COMMITTEE MINUTES

The Council adopted the minutes of the:

a) Planning Committee on 8 April 2019
b) Finance & Personnel Committee on 15 April 2019

19/74 LOCAL ACTION GROUP (LAG) MINUTES

The Council noted the minutes of the Local Action Group (LAG) meeting on 13 March 2019.

19/75 BANK SIGNATORY

Following the Deputy Clerk's arrival in post on 1 April 2019, the Council considered adding her as a "view and submit" level of authorised signatory on the Council's bank accounts.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Nick Partridge and **resolved** to

a) confirm this resolution had been recorded in accordance with the rules of the organisation.

b) confirm the person named on the application form would be an authorised individual on all accounts and would be an authorised Telephone Banking and Internet Banking service user.

c) acknowledge that Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory.

d) acknowledge that Unity Trust Bank's Terms and Conditions may vary from time to time and to agree to be bound by them.

e) provide Unity Trust Bank with instructions and changes in line with the mandate.

f) acknowledge that Unity Trust Bank should rely on this mandate until the Council would send future amends.

g) inform Unity Trust Bank in writing of any changes.

h) acknowledge that the Council shall be jointly and severally liable for any liabilities.

i) agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.

j) use the Internet Banking Service in accordance with the Terms and Conditions.

k) acknowledge that responsibility for all transactions performed on Unity Trust Bank's Internet Banking service lies with the final authorising user.

l) authorise the Unity Trust Bank to make any enquiries which it considers necessary to confirm the details in the application form.

m) acknowledge Unity Trust Bank's right to suspend operation of the Council's accounts until the Council has provided Unity Trust Bank with any requested documentation or information.

Signed: …….. 13 May 2019

n) confirm that the information the Council would provide was true to the best of the Council's knowledge.

19/76 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved the schedule and the following additional payments:

£36.00 to the SLCC for community engagement and involvement training.
£40.00 to DL Clean Windows for window cleaning at the Younghayes Centre. The Council noted that this would be a monthly invoice from now and agreed that the cost should be recovered from the current building owner East Devon District Council.
£306.00 to Rialtas Business Solutions for Omega software annual license and support. The Council noted that this would need to be upgraded to a multi-use license which had been budgeted for.
£4,667.50 to Youth Genesis for the first of two instalments for the provision of youth services in Cranbrook from April 2019 to March 2020.

The meeting closed at 7:34pm.

Signed: …….. 13 May 2019

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
Insurance 2019-20 – please see below			
04/03/2019	WPS	Insurance Cover for Northwood Acres Play Area	327.73
04/03/2019	WPS	Annual insurance premium	3,007.45
27/03/2019	WPS	Cyber-crime insurance	305.00
27/03/2019	WPS	Policy Amendment	749.62
April 2019 Payments			
26/03/2019	Stalite Signs	Crannaford Allotments welcome sign	65.82
26/03/2019	Tony Benger Landscaping	Extra grounds maintenance and amenity cuts in March	603.14
27/03/2019	Cllr Barry Rogers	Travel expenses	13.70
28/03/2019	East Devon District Council	Litter picking and bin emptying 1 April 2018 until 31 March 2019 – please see below	21,480.00
29/03/2019	Ashfords	Legal costs – transfer of the Younghayes Centre	1,001.97
01/04/2019	Cllr Kevin Blakey	Expenses – informal partners' meeting	35.05
02/04/2019	DALC	DALC membership 2019-20	707.08
04/04/2019	Tony Benger Landscaping	Grounds maintenance	12,486.12
05/04/2019	Martin Man with a Van	Collection of free surplus furniture from the Knowle	50.00
10/04/2019	Employee	Expenses: Red ribbon, letter box, chain link lengths, washing up liquid	33.62
10/04/2019	Imagin	Name badges for new employee and new councillor	20.16
15/04/2019	See the Light	Broadband and telephony	64.24
16/04/2019	East Devon District Council	Younghayes Centre service recharge quarter 4	435.73
23/04/2019	M.J. & G.M. Accountancy Services Ltd	Payroll April 2019	15.00
23/04/2019	SLCC	Training - community engagement and involvement	36.00
26/04/2019	Youth Genesis	First of two instalments for the provision of youth services in Cranbrook from April 2019 to March 2020	4,667.50
27/04/2019	DL Clean Windows	Window cleaning at the Younghayes Centre	40.00
29/05/2019 [sic]	Rialtas Business Solutions	Omega software annual license and support	306.00
n/a	SLCC	Registration fee for Certificate in Local Council Administration – Deputy Clerk	350.00
New Recurring Purchase Order			
n/a	Tony Benger Landscaping Purchase Order	Quote for maintenance of the outdoor areas surrounding the Younghayes Centre at an additional £63.00 per month, total £756.00 plus VAT per year (= £907.20)	907.20

Signed: …….. 13 May 2019

Direct Debits			
n/a	Tesco Mobile	Office mobile monthly cost	7.50
n/a	Core Office IT	Monthly email hosting	151.44
n/a	Core Office IT	IT Support	241.20
Staffing Costs			
n/a	n/a	Salaries for April 2019	5,076.17
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,752.85
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,523.83

Signed: …….. 13 May 2019

MINUTES

Meeting: Town Council
Date: Monday, 13 May 2019
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Peter Healey
Cllr Phil Norgate
Cllr Matt Osborn
Cllr Nick Partridge
Cllr Barry Rogers

In attendance
Janine Gardner, Cranbrook Town Council

19/77 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2019-20 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Barry Rogers proposed that Cllr Les Bayliss be elected Chairman of the Council for 2019-20. This was seconded by Cllr Nick Partridge and **resolved.** It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

19/78 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2019-20 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Matt Osborn proposed that Cllr Colin Buchan be elected Vice-Chairman of the Council for 2019-20. This was seconded by Cllr Nick Partridge and **resolved.** It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

19/79 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ray Bloxham.

19/80 DECLARATIONS OF INTEREST

No declarations of interest were made.

Signed: …….. 17 June 2019

19/81 MINUTES

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the meeting held on 29 April 2019 as a correct record.

19/82 PUBLIC PARTICIPATION

No members of the public attended the meeting.

19/83 REVIEW OF THE CODE OF CONDUCT

The Council reviewed its Code of Conduct. It was proposed by Cllr Colin Buchan, seconded by Cllr Nick Partridge and **resolved** to adopt the Town Council's Code of Conduct.

19/84 REVIEW OF FINANCIAL REGULATIONS

The Council reviewed its Financial Regulations dated 14 May 2018 and the delegation arrangements (especially sections 4.1 and 5.5). The Council agreed to reference its Credit Control Policy in section 1.13 governing bad debts. The Council also reviewed its regular payments (ref. section 5.6) which had been circulated as agenda item 23.

It was proposed by Cllr Matt Osborn, seconded by Cllr Peter Healey and **resolved** to

a) adopt the Town Council's Financial Regulations and confirm the delegation arrangements (especially sections 4.1 and 5.5), subject to the amendment above.

b) approve the Council's regular payments.

19/85 REVIEW OF STANDING ORDERS

The Council considered its Standing Orders. Cllr Peter Healey proposed an amendment to Standing Orders 3e and 3h. This motion was not seconded.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the Town Council's Standing Orders.

Cllrs Peter Healey and Nick Partridge abstained.

Cllrs Peter Healey and Nick Partridge offered to develop proposals for the improvement of public participation and report to a future meeting of the Council.

19/86 GENERAL POWER OF COMPETENCE

The Council confirmed that it met the eligibility criteria to operate the General Power of Competence. An eligible council was one which had resolved to adopt the General Power of Competence, with at least two thirds of its members being declared elected and the Clerk holding an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the General Power of Competence as the Power of First Resort for Council actions.

19/87 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO TOWN COUNCIL COMMITTEES AND WORKING GROUPS

The Council agreed the appointment of Council Committees and Working Groups and appointed Members to Council Committees and Working Groups for the year 2019-20 as follows:

Amenities Committee

Cllr Les Bayliss
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Peter Healey
Cllr Matt Osborn
Cllr Barry Rogers

Finance & Personnel Committee

Cllr Kevin Blakey
Cllr Sam Hawkins
Cllr Peter Healey
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Barry Rogers

Planning Committee

Cllr Les Bayliss
Cllr Colin Buchan
Cllr Peter Healey
Cllr Phil Norgate
Cllr Matt Osborn
Cllr Barry Rogers

Asset Delivery Working Group

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Peter Healey

Safety Working Group

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan
Town Clerk

19/88 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF TOWN COUNCIL COMMITTEES

The Council appointed the following Chairmen and Vice-Chairmen of each Town Council Committee.

Amenities Committee

Cllr Barry Rogers (Chair)
Cllr Colin Buchan (Vice-Chair)

Finance & Personnel Committee

Cllr Sam Hawkins (Chair)
Cllr Kevin Blakey (Vice-Chair)

Planning Committee

Cllr Les Bayliss (Chair)
Barry Rogers (Vice-Chair)

Signed: …….. 17 June 2019

19/89 TERMS OF REFERENCE AND REVIEW OF DELEGATION ARRANGEMENTS

The Council reviewed the terms of reference for Town Council Committees and Working Groups as well as the associated delegation arrangements where applicable.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osborn and resolved to agree the terms of reference for Town Council Committees and Working Groups as well as the associated delegation arrangements where applicable.

19/90 APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES

The Council appointed the following councillors with special responsibilities:

Street naming suggestions: Cllr Les Bayliss
Liaison with Youth Genesis: Cllr Nick Partridge
External funding opportunities: Cllr Barry Rogers
Risk management, emergency planning and health and safety: Cllr Les Bayliss

19/91 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

The Council appointed the following councillors to the following outside bodies:

Catchment-Sensitive Communities: Cllr Barry Rogers
Citizens Advice East Devon: *No current appointment*
East & Mid Devon Community Safety Partnership – Cranbrook Local Action Group (LAG): Cllr Kim Bloxham
East Devon Arts and Culture Forum: Cllr Colin Buchan
Exeter Airport Consultative Committee: Cllr Les Bayliss
Exeter University Geography Research Programme: Cllr Barry Rogers
Gypsy and Traveller Liaison: Cllr Peter Healey
Healthy New Towns: Cllr Ray Bloxham
Ingrams Management Committee: Cllr Sam Hawkins and Cllr Matt Osborn
Larger Councils Forum: Cllr Barry Rogers
Move More Group: Cllr Matt Osborn
Police and Crime Commissioner Councillor Advocate: Cllr Kim Bloxham
Sky Park / Hayes Farm Liaison Group: Cllr Kim Bloxham
Sport England Local Delivery Pilot: Cllr Matt Osborn
Tree Warden Forum: Cllr Barry Rogers

19/92 RISK MANAGEMENT STRATEGY, RISK REGISTER, RISK ASSESSMENTS AND REVIEW OF RISK MANAGEMENT ARRANGEMENTS

On 20 August 2018, the Council had approved its Risk Management Strategy and Risk Register (ref. Council minute 18/2015). Following a meeting of the Safety Working Group on 5 November 2018, the Council adopted its risk assessments (ref. Council minute 18/275).

Following the elections on 2 May 2019, another meeting of the Council's Safety Working Group was due this month or in early June and a comprehensive review of the Council's risk management arrangements would be submitted to the Council meeting on 17 June 2019.

19/93 REVIEW OF COUNCIL POLICIES

The Council reviewed the following Town Council policies :- Absence Management Policy, Accessibility Policy, Assets Policy, Cash Handling Policy, CCTV Policy, Credit Control Policy, Customer Service Policy and Complaints Procedure, Data Protection Policy & Privacy Notice, Document Retention Policy, Emergency Plan, Equality and Diversity Policy, Grants Policy, Grievance and Disciplinary Policy and Capability Procedure, Health and Safety Policy, Lone Working Policy, Media Protocols and Social Media Policy, Sandbag Scheme, Training and Development Policy, Use of the Country Park Policy including Code of Conduct for Cyclists and Professional Dog Walkers.

The Council made the following amendments:

Signed: …….. 17 June 2019

In conjunction with minute 19/84 above, a reference to section 1.13 in the Council's Financial Regulations would need to be made in the Credit Control Policy.

The Cash Handling Policy should require two persons to count and sign any amount of cash received in the post.

The Training and Development Policy needed to reference an annual training and development budget without referencing a particular financial year.

The maps needed updating in the Emergency Plan.

It was proposed by Cllr Matt Osborn, seconded by Cllr Nick Partridge and **resolved** to adopt the Council's policies as listed above, subject to the above amendments.

19/94 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Town Clerk had met with the Council's insurance adviser in January 2019 in order to review the Council's insurance needs for 2019-20. The Council had been provided with a breakdown of its insured risks at the Council meeting on 29 April 2019 as part of the schedule of payments, which included the risks which had been added to the Council's insurance schedule during 2018-19. At that meeting, the Council had satisfied itself that the insurance cover is adequate by way of authorising the payment of the premia.

19/95 REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OTHER BODIES

The Council confirmed that it was a member of the Devon Association of Local Councils and South West Councils and that the Clerk was a member of the Society of Local Council Clerks.

19/96 PUBLICATION SCHEME

The Council reviewed its procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and noted that the document would need to reference the General Data Protection Regulations 2018.

It was proposed by Cllr Les Baylis, seconded by Cllr Colin Buchan and **resolved** to adopt the Town Council's Publication Scheme subject to the above amendment.

19/97 COUNCIL MEETINGS CALENDAR

The Council noted the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

19/98 BANK SIGNATORIES

The Council confirmed its current duly authorised bank signatories as follows:

"View and Submit" level of access: Janine Gardner and Tracy Simmons
"View and Authorise" level of access: Cllrs Kevin Blakey, Ray Bloxham and Phil Norgate

19/99 LIST OF REGULAR PAYMENTS

The Council had approved its regular payments under agenda item 8(b) and minute 19/84 above.

19/100 REPLACEMENT OF PLAY EQUIPMENT AT HAYES SQUARE

The Council considered a report recommending options for the replacement play equipment for the trampoline in the play area at Hayes Square.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Osborn and resolved to

a) select the wooden balance logs and install those utilising the Council's budget for play areas.

b) coincide the installation of the replacement piece of play equipment in Hayes Square with the installation of the new play park in Phase 3 Country Park if the same manufacturer was chosen in order to reduce delivery and installation costs.

Cllr Kim Bloxham abstained.

19/101 FUN RUN

Cllr Nick Partridge declared a personal interest by virtue of being the secretary of the Exeter College Running Club and by virtue of being involved in the planning and organisation of the day as the safety officer.

The Council considered a report proposing an annual fun run in September each year in the Country Park.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) support the staging of a community fun run over 5km and 2km on 7 September 2019 in the Country Park.

b) encourage the organisers to apply for a Town Council grant to cover the fee for the use of the Country Park.

c) delegate to Cllr Matt Osborn and the Town Clerk to refine the details of the event and to ensure that any necessary insurance, risk assessment or other requirements as set out in the use of the Country Park policy are in place.

d) approve in principle that the community fun run be an annual event subject to discussions on detail to be agreed each year.

e) thank the organisers for their support and commitment to the Town Council's charity of the year.

19/102 CHARITY OF THE YEAR

The Council considered nominations from among its members for the Town Council's charity of the year 2019-20. A suggestion was made that the community could vote on the Town Council's selection of charities at the annual meeting of the town in 2020.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to select Action for Children as the Town Council's charity of the year 2019-20.

19/103 CITIZEN OF THE YEAR

The Council considered a report summarising the nominations the Town Council had received from the community and among its members for the citizen of the year award.

It was proposed by Cllr Peter Healey, seconded by Cllr Kevin Blakey and **resolved** to select Finn Smith as Cranbrook's citizen of the year who had received six nominations, five of which had been received from residents.

19/104 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments and it was proposed by Cllr Nick Partridge, seconded by Cllr Matt Osborn and **resolved** to approve the schedule and the following additional payment:

£276.82 to Tony Benger Landscaping for the removal of combustible material from the Country Park, the maintenance of the plant beds at the Younghayes Centre (now stalled until the building ownership transferred) and the planting of a landmark tree which would be re-charged to Devon County Council.

Signed: …….. 17 June 2019

The Council noted that the internal audit invoice would be re-issued following the application of a 10% discount and that the monthly payment to Core Office for the hosting of mailboxes had increased from £151.44 to £156.24 due to the addition of the archive@cranbrooktowncouncil.gov.uk email address.

19/105 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kim Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

19/106 CCTV SYSTEM

Following a visit of the Police and Crime Commissioner to Cranbrook on 27 September 2018, the Council had been scoping the installation of a CCTV system in Cranbrook which was capable of being connected to the recording equipment which could be monitored from a Devon and Cornwall Police hub as required.

The Council considered quotes for the installation of a CCTV system in Cranbrook which could potentially be part-funded by a grant from the Office of the Police and Crime Commissioner.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to appoint a working group consisting of Cllrs Kevin Blakey, Kim Bloxham and Barry Rogers to finalise any CCTV proposals and location(s) for installation.

The meeting closed at 8:14pm.

Signed: …….. 17 June 2019

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
26/04/2019	SWAP	Internal audit 2018-19	1,440.00
30/04/2019	Tony Benger Landscaping	Grounds maintenance May 2019	36,000.00
30/04/2019	East Devon District Council	Room hire	150.00
07/05/2019	M.J. & G.M. Accountancy Services Ltd	Payroll May 2019	15.00
30/04/2019	Tony Benger Landscaping	Removal of combustible material from the Country Park, maintenance of plant beds at the Younghayes Centre and the planting of a landmark tree	276.82
Direct Debits			
n/a	Tesco Mobile	Office mobile monthly cost	7.50
n/a	Core Office IT	Monthly email hosting	156.24
n/a	Core Office IT	IT Support	241.20
08/04/2019	Concorde	Printing costs	5.15
18/04/2019	DLL De Lade Landen Leasing	Leasing of the printer/scanner/photocopier	230.36
Staffing Costs			
n/a	n/a	Salaries for May 2019	5,080.37
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,748.65
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,553.83

Signed: …….. 17 June 2019

MINUTES

Meeting: Town Council
Date: Monday, 17 June 2019
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Peter Healey
Cllr Phil Norgate
Cllr Matt Osborn
Cllr Nick Partridge
Cllr Barry Rogers

In attendance
Cllr Sara Randall Johnson, Devon County Council
Jonathan Oliverio, Youth Genesis
Philippa Davies, Midweek Herald
Janine Gardner, Cranbrook Town Council

19/107 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kim and Ray Bloxham.

19/108 DECLARATIONS OF INTEREST

No declarations of interest were made.

19/109 MINUTES

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the annual meeting of the Council held on 13 May 2019 as a correct record.

19/110 PUBLIC PARTICIPATION

No members of the public attended the meeting.

19/111 DISTRICT AND COUNTY COUNCIL ISSUES

The Council received and noted reports submitted by Cllrs Kim and Ray Bloxham, representing East Devon District Council and Devon County Council respectively.

Signed: …….. 22 July 2019

Cllr Sara Randall Johnson, representing Devon County Council, reported that the County Council's youth services were being re-tendered and a final decision was expected in 2020.

Cllr Kevin Blakey, representing East Devon District Council, reported that following the elections in May 2019, he had been appointed to East Devon District Council's Cabinet responsible for the economy portfolio, and, as part of that role, had commenced attending monthly meetings with the District Council's Chief Executive, planning officers and the Consortium regarding, among other things, the development of the town centre.

Cllr Blakey had also been appointed as East Devon District Council's representative on the Exmouth Regeneration Board, the Greater Exeter Strategic Sports Board and the Sport England Local Delivery Pilot Board. The new administration at East Devon District Council had also pledged to distribute funding and resources equally and fairly across the district without any settlement being disadvantaged. The Council noted that this should apply to the manner in which open spaces in Cranbrook were funded.

Cllr Sam Hawkins, representing East Devon District Council, reported that he had been appointed to the District Council's Strategic Planning Committee and that that Committee had removed all the areas proposed for development in the Cranbrook Plan from the East Devon Area of Special Control of Advertisements (ASCA).

19/112 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018-19: ANNUAL GOVERNANCE STATEMENT 2018-19 (SECTION 1)

The Council considered the eight statements in the Annual Governance Statement 2018-19 set out in Section 1 of the Annual Governance and Accountability Return Part 3. It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to respond positively to each of the statements listed in Section 1.

19/113 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018-19: ACCOUNTING STATEMENTS 2018-19 (SECTION 2)

The Council considered the Accounting Statements set out in Section 2 of the Annual Governance and Accountability Return as recommended by the Council's Finance & Personnel Committee. It was proposed by Cllr Colin Buchan, seconded by Cllr Nick Partridge and **resolved** to approve the Accounting Statements 2018-19.

19/114 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018-19: PERIOD FOR THE EXERCISE OF ELECTORS' RIGHTS

The Council had agreed to the public inspection period from Monday, 24 June 2019 until Friday, 2 August 2019 at a previous meeting (ref. minute 19/70) and re-affirmed that decision.

The public inspection period was the statutory period during which the electors can formally inspect the Council's accounts which must be a single period of 30 working days and must include the first ten working days in July.

19/115 YOUTH GENESIS PROPOSAL

The Council considered a proposal from its youth service provider Youth Genesis to continue with the street-base sessions on Wednesday evenings following the grant funding from the Office of the Police and Crime Commissioner expiring in August 2019.

Jonathan Oliverio of Youth Genesis attended the meeting and spoke in support of the proposal. He explained that the street-base sessions had commenced in September 2018 during which young people had been engaged about themes including upcoming school exams and smoking. He reported that his organisation had had 191 individual contacts with young people during those sessions, the majority of which had been with males aged 13-15.

The Council had budgeted £12,500.00 for 2019-20 for youth provision and so far had allocated £9,335.00 for the contract with Youth Genesis for the youth space in the Younghayes Centre on Tuesday evenings.

Signed: …….. 22 July 2019

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Osborn and **resolved** to commit £2,018.00 to continue with the street-base sessions on Wednesday after the grant from the Office of the Police and Crime Commissioner would expire in August 2019.

19/116 YOUTH SHELTER

The Council had previously agreed in principle to the possible delivery of a fitted-out youth shelter in Phase 3 of the Country Park and to put a proposal to that effect to the Consortium (ref. minute 19/52).

At this meeting the Council considered detailed proposals for such a youth shelter and it considered it vitally important to provide a place for young people to congregate away from the play areas.

The Council sought the opinion of Jonathan Oliverio of Youth Genesis who advised that he would recommend that possible locations should be consulted upon with young people to ensure that they would identify and utilise the facility, and to possibly locate it somewhere the young people already gathered. He recommended that no lighting or Wi-Fi should be provided as those facilities had been vandalised elsewhere. He further recommended that any shelter should have points of entry and exit.

It was proposed by Cllr Matt Osborn, seconded by Cllr Colin Buchan and **resolved** to

a) approve the selection of youth shelters for consultation with the young people who attended the Youth Genesis sessions and ask the Head of the Cranbrook Education Campus for input by the young people who attended that school regarding the youth shelter locations and suitability.

b) bring back to a future meeting of the Council the outcome of the engagement exercises for a Council decision.

c) recommend that the final selection be installed utilising the Section 106 contribution for youth provision.

19/117 COUNCIL OPERATING PRINCIPLES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Nick Partridge and **resolved** that the Council reaffirmed its operating principles as a non-party-political and non-religious organisation which served all members of the community in accordance with current equality legislation.

19/118 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

a) Risk Management Strategy and Risk Register

Following a meeting of the Council's Safety Working Group on 3 June 2019, the Council considered its reviewed risk management strategy and risk register.

It was proposed by Cllr Matt Osborn, seconded by Cllr Colin Buchan and **resolved** to adopt the Council's risk management strategy and risk register dated June 2019.

b) Risk Assessments

The Council considered the following risk assessments:

i. Slips and trips
ii. Manual handling
iii. Office safety
iv. Play parks safety
v. Councillors
vi. Allotment safety as re-circulated on 17 June 2019.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to adopt the above risk assessments.

Signed: …….. 22 July 2019

The Council noted that the risk assessment relating to the Ingrams sports pitches would need to be produced and presented to Council for approval at a future meeting.

19/119 SPORT ENGLAND LOCAL DELIVERY PILOT UPDATE

The Council considered an update in relation to the Sport England Local Delivery Pilot (SE LDP).

The Council commented on the need for delivering the Pilot strands which the Board oversaw to which Cllrs Matt Osborn and Kevin Blakey were appointed as representatives.

The Council had submitted a proposal together with East Devon District Council, the County Council and the Exeter and East Devon Growth Point to forward-fund the community development resource and the Move More grants which had not found the immediate support of the accountable body, Exeter City Council.

It was proposed by Cllr Matt Osborn, seconded by Cllr Sam Hawkins and **resolved** to

a) note the update.

b) agree to forward-fund the provision of the community development resources and Move More grants until SE LDP funding is available in order to commence delivery from July 2019 onwards, subject to detailed proposals being agreed by the Finance & Personnel Committee on 15 July 2019 and successful discussions with Sport England and Exeter City Council as the accountable body for the SE LDP.

c) agree in principle to host the Cranbrook Healthy New Town (HNT) Legacy / SE LDP Lead post and assist proactively in the formalisation of that role through the Sport England Pilot.

19/120 COMMUNITY ENGAGEMENT

a) Community Engagement Strategy

The Council considered a draft Community Engagement Strategy which it considered a starting point for further discussions about its approach to community engagement and involvement. The Council noted that references to functions which fell within the remit of other tiers of local government needed to be deleted from the document. The Council was also advised that the currently 2.7 full-time equivalent officer resources were limited.

It was proposed by Cllr Matt Osborn, seconded by Cllr Sam Hawkins and **resolved** to appoint a working group to finalise the Council's Community Engagement Strategy, to appoint Cllrs Peter Healey, Matt Osborn and Nick Partridge on that working group and to include within the remit of the working group an exploration of how the community would seek to engage with the Council.

b) Improvements to Public Participation

The Council considered a report proposing establishing informal public drop-in sessions prior to Council and Committee meetings in response to the limitation set by the Council's Standing Orders that members of the public may only speak at public meetings in relation to items on an agenda.

It was proposed by Cllr Matt Osborn, seconded by Cllr Sam Hawkins and **resolved** to include the improvements to public participation within the remit of the working group created under minute 19/120(a) and to gauge the community's appetite for public drop-in sessions prior to Council and Committee meetings.

c) Liaison with Young People

The Council considered a proposal for appointing young people as non-voting members of the Council. It was proposed by Cllr Les Bayliss, seconded by Cllr Peter Healey and **resolved** to explore with the Cranbrook Education Campus the possibilities of appointing young people as non-voting members of the Council and the protocol required, e.g. in relation to safeguarding, before reporting back to the Council.

19/121 QUALITY AWARD

The Council considered a report recommending that the Council registered for the Local Council Award Scheme at the Quality Award level. The proposal was not seconded.

19/122 ENVIRONMENTAL POLICY

The Council considered an Environmental Policy and noted that the reference to the Council "promot[ing] recycling and the use of recycled materials and sustainable resources" should be amended to read "support East Devon District Council's promotion to reduce, reuse and recycle and the use of recycled materials and sustainable resources".

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to adopt the Council's Environmental Policy subject to the above amendment.

19/123 CCTV WORKING GROUP TERMS OF REFERENCE

On 13 May 2019, the Council had considered quotes for the installation of a CCTV system in Cranbrook and had appointed a working group to finalise any CCTV proposals and location(s) for installation (ref. minute 19/106).

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to adopt the terms of reference for the CCTV working group which would report its findings to the Council in due course.

19/124 ASSET DELIVERY REPORT

The Council noted the Asset Delivery Report dated 3 June 2019.

19/125 COMMITTEE MINUTES

The Council adopted the minutes of the Amenities Committee on 3 June 2019.

19/126 LAG MINUTES

The Council noted the minutes of the Local Action Group meeting on 15 May 2019.

19/127 ISSUE OF SUMMONS BY ELECTRONIC MEANS

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to agree to the issue of summons, i.e. Council and Committee agendas, by electronic means rather than by hard copy signed by the Proper Officer.

19/128 BANK RECONCILIATIONS

On 19 June 2017, full Council had appointed Cllr Les Bayliss as its signatory for bank statements and quarterly bank reconciliations (minute 17/143 refers). According to Financial Regulation 2.2, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations. Because Cllr Les Bayliss was elected the Chairman of the Council at the annual meeting of the Council on 13 May 2019, the Council needed to appoint a new signatory for bank statements and quarterly bank reconciliations.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to appoint Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations.

19/129 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to approve the schedule and one additional payment of £84.00 to the Society of Local Council Clerks (SLCC) for website accessibility training.

Signed: …….. 22 July 2019

The Clerk reported that the monthly direct debit to Core Office for email hosting had increased to £179.64 due to an additional archive@cranbrooktowncouncil.gov.uk email address and an additional Autotask Workspace license for the archive files.

The meeting closed at 9:10pm.

Signed: …….. 22 July 2019

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
~~03/08/2018~~	~~Core Office~~	~~IT Support (invoice not collected by Direct Debit at the time) – paid on 22 May 2019~~	~~241.20~~
30/04/2019	Ashfords	Legal fees: transfer of the Younghayes Centre for all time up to and including 30 April 2019	3,600.00
30/04/2019	Ice Watch	Gritting Phase 2	140.40
14/05/2019	Tony Benger Landscaping	Hayes Square gate motors and stoppers	1,279.81
14/05/2019	East Devon District Council	Rent of Room MPB2 10 June 2019 - 9 July 2019	208.34
15/05/2019	See the Light	Broadband and telephony	59.00
15/05/2019	Imagin Products	Name badges	34.92
15/05/2019	Rialtas	Year-end closedown on-site	803.16
23/05/2019	Tony Benger Landscaping	Northwood Acres extra planting	324.00
28/05/2019	Tony Benger Landscaping	Hayes Square - Re-hang parent/toddler swing	31.88
29/05/2019	East Devon District Council	Room bookings	172.00
31/05/2019	Tony Benger Landscaping	Repairs to Picnic bench in Country Park	34.69
04/06/2019	The Interactive Health and Safety Co. Ltd	Fire warden training for all staff	90.00
05/06/2019	HCI Data Ltd	Renewal of website domain	86.40
05/06/2019	M.J. & G.M. Accountancy Services Ltd	Payroll June 2019	15.00
05/06/2019	East Devon District Council	Room bookings	42.00
05/06/2019	East Devon District Council	Room bookings	102.00
07/06/2019	Rialtas Business Solutions Ltd	Software Support and Maintenance Contract	136.40
06/06/2019	Tony Benger Landscaping	Phase 1 & 2 - Grounds maintenance	30,000.00
10/06/2019	Tracy Simmons	Expenses: Deposit for Cranbrook Festival	20.00
10/06/2019	Employee	Expenses: Temporary event notice for the Big Lunch, 8 x keys cut, cleaning items	66.60
11/06/2019	SLCC	Website accessibility training	84.00
Direct Debits			
n/a	Tesco Mobile	Office mobile monthly cost	7.50
n/a	Core Office IT	Monthly email hosting	179.64
n/a	Core Office IT	IT Support	241.20

Signed: …….. 22 July 2019

Staffing Costs			
n/a	n/a	Salaries for June 2019	5,027.37
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,801.65
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,523.83

Signed: …….. 22 July 2019

MINUTES

Meeting: Town Council
Date: Monday, 15 July 2019
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Les Bayliss (in the Chair)
Cllr Kevin Blakey
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matt Osborn
Cllr Barry Rogers
Cllr Kim Bloxham
Cllr Ray Bloxham

In attendance
Janine Gardner, Cranbrook Town Council
Tracy Simmons, Cranbrook Town Council

19/130 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Nick Partridge.

19/131 DECLARATIONS OF INTEREST

Cllr Kevin Blakey declared a personal interest as member of the Board for the Sport England Pilot in his role as a Councillor for East Devon District Council.

19/132 MINUTES

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the Council meeting held on 17 June 2019 as a correct record.

19/133 PUBLIC PARTICIPATION

No members of the public attended the meeting.

19/134 WEBSITE ACCESIBILITY

The Council considered the new Website Accessibility document along with the supporting Audit and Roadmap documents. It was discussed that the new Website Accessibility document will replace the existing Accessibility Policy which the Council agreed on 13 May 2019. It was noted that this policy and its supporting documents are a legal requirement to be compliant with the legislation Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018.

Signed: …….. 22 July 2019

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt this new policy and supporting documents.

19/135 COMMITTEE MINUTES

It was unanimously **resolved** to adopt the minutes of the Planning Committee held on 24 June 2019 as a correct record.

19/136 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule and one additional payment of £220.78 to Stalite Signs for a safety sign in the barbeque area of the Country Park.

19/137 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

19/138 SPORT ENGLAND LOCAL DELIVERY PILOT UPDATE

The Council considered an update in relation to the Sport England Local Delivery Pilot (SE LDP). The Council discussed its concerns with the Sport England Delivery Pilot.

It was proposed by Cllr Les Baylis, seconded by Cllr Kim Bloxham and **resolved** to write a letter detailing the Councils concerns, to each member of the Exeter and Cranbrook Sport England Local Delivery Pilot Programme Board, before their meeting on the 17 July 2019.

The meeting closed at 20.11 pm.

Signed: …….. 22 July 2019

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
14/05/2019	East Devon District Council	Rent of Room MPB2 10 June 2019 - 9 July 2019	208.34
17/06/2019	See the Light	Broadband and telephony	69.29
18/06/2019	Cllr Les Bayliss	Travel expenses attendance at Devon Communities Together Resilience Forum	35.10
28/06/2019	DL Clean Windows	Younghayes Centre window cleaning	10.00
04/07/2019	M.J. & G.M. Accountancy Services Ltd	Payroll July 2019	15.00
09/07/2019	Stalite Signs	Safety sign at barbeques	220.78
Direct Debits			
07/06/2019	Concord	Printing Costs	7.54
n/a	Tesco Mobile	Office mobile monthly cost	7.50
n/a	Core Office IT	Monthly email hosting	165.24
n/a	Core Office IT	IT Support	241.20
Staffing Costs			
n/a	n/a	Salaries for July 2019	5,026.97
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,802.05
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,523.83

Signed: …….. 22 July 2019

MINUTES

Meeting: Town Council
Date: Monday, 22 July 2019
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Les Bayliss (in the Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Sam Hawkins
Cllr Barry Rogers

In attendance
One member of the public
David Eaton, Strategy and Planning Officer (CCTV Project Manager), Office of the Police and Crime Commissioner
Philippa Davies, Midweek Herald
Janine Gardner, Cranbrook Town Council

19/139 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Colin Buchan, Phil Norgate and Matt Osborn.

19/140 DECLARATIONS OF INTEREST

No declarations of interests were made.

19/141 MINUTES

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the Council meeting held on 15 July 2019 as a correct record.

19/142 PUBLIC PARTICIPATION

No members of the public participated in the meeting.

19/143 CCTV WORKING GROUP

The Council had been scoping the installation of a CCTV system in Cranbrook which was capable of being connected to the recording equipment which could be monitored from a Devon and Cornwall Police hub as required.

On 13 May 2019, the Council had considered quotes for the installation of such a CCTV system in Cranbrook which could potentially be part-funded by a grant from the Office of the Police and Crime

Commissioner and had appointed a working group to finalise any CCTV proposals and location(s) for installation (ref. minute 19/106).

David Eaton, Strategy and Planning Officer (CCTV Project Manager) at the Office of the Police and Crime Commissioner, attended the meeting and explained that the Police and Crime Commissioner had introduced a scheme in 2016 which enabled local councils to enter into a partnership approach with the police and fire and rescue services across Devon and Cornwall to establish local closed circuit television (CCTV) systems which could be monitored from the emergency services' central control rooms. The Office of the Police and Crime Commissioner also offered capital grants of 30% up to a maximum value of £15,000.00 to support the setup costs of these systems which would need to meet Surveillance Commissioners and Crown Prosecution Service guidelines.

The Council deferred any decision relating to its CCTV working group's recommendations to agenda item 15 (minute 19/154 below).

19/144 DISTRICT AND COUNTY COUNCIL ISSUES

Cllr Ray Bloxham, representing Devon County Council, reported that a scrutiny task group review of speed policy had been endorsed by the County Council's Cabinet on 10 July 2019 and the accompanying recommendations would now be implemented by officers.

Cllr Kim Bloxham, representing East Devon District Council, and Cllr Ray Bloxham, representing Devon County Council, reported in relation to the uplift to the main local route (MLR) in Phase 2 that different road surfaces were being considered for installation in subsequent phases in light of the maintenance cost of the road surfaces in Phase 1 and, in particular, the desire to remove the use of block paving on raised tables from future phases. In accordance with the local highway authority Devon County Council's decision to not implement road lines and signs in Cranbrook, proposals included the use of red tarmac which, it was understood, would not be maintained by the County Council in that colour. The County Council, the local planning authority East Devon District Council and the Consortium would need to agree the solution(s).

Cllr Kim Bloxham, representing East Devon District Council, also reported that the District Council's Cabinet had considered climate change and suggested that the Town Council also considered how it could tackle climate change.

Cllr Sam Hawkins, representing East Devon District Council, reported that the District Council's Overview Committee would be considering the District Council's response to the Devon & Somerset Fire & Rescue Service's consultation on changes to the provision in Devon and Somerset which included the closure of specific stations in East Devon.

Cllr Kevin Blakey, representing East Devon District Council, reported that a successor company to Flybe had been announced and that he was expecting to meet the new chief officer imminently regarding how the airport, its workforce and customers would be affected. Cllr Kevin Blakey reported further that East Devon District Council had agreed priorities for its portfolio holders, among them the creation of higher-banded employment opportunities across the Enterprise Zone consisting of Cranbrook, Exeter Airport, the Science Park and Sky Park as well as pursuing the development of Cranbrook town centre facilities.

19/145 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH SPECIAL RESPONSIBILITIES

The Council considered reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

In addition to the information circulated prior to the meeting, Cllr Ray Bloxham reported that the Healthy New Town Board had met on 17 July 2019 and had decided to cease that body in recognition that the Sport England Local Delivery Pilot would carry out a Healthy New Town legacy function. He reported further that the Healthy New Town legacy report would not be published, that a Cranbrook Steering Group would be created for the Sport England Local Delivery Pilot and that an options appraisal for the hosting of the Cranbrook Programme Manager in relation to the latter was currently being produced.

Regarding the Sky Park / Hayes Farm Liaison Group, Cllr Ray Bloxham reported that a letter to Highways England had been drafted regarding the lack of signage to Cranbrook from the A30 travelling west. He

further reported that 20 Co-Bikes would be located at the train station in Cranbrook and that it was envisaged to also install a solar electric car charging station at the train station. Network Rail was also preparing an outline business case for a passing loop between Cranbrook and Whimple.

Regarding gypsy and traveller liaison, Cllr Kim Bloxham, representing East Devon District Council, reported that she had been progressing the establishment of a gypsy and traveller liaison forum with the District Council.

The Council noted that two reports relating the Sport England Local Delivery Pilot and liaison with Youth Genesis had not been received.

19/146 BLUE HEARTS INTRODUCTION OF WILDFLOWER VERGES

The Council considered a proposal to rewild areas of Cranbrook using the Blue Campaign.

The Council considered potential necessary capital costs for seeding areas, visibility impact along the highway, the need to adhere to existing management plans relating to the Country Park and the Ecology Park and the need to agree any changes to the latter with the local planning authority East Devon District Council.

The Chairman of the Council's Amenities Committee, Cllr Barry Rogers, reported that he was already exploring and progressing alternative means which would allow wildlife to flourish, e.g. introducing different plant species to areas of the Country Park.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to refer the exploration of enhancing the offer to wildlife in Cranbrook to the Council's Amenities Committee for detailed consideration of suitable areas and possible management solutions for a report back to the full Council as appropriate.

19/147 TOWN COUNCIL RESPONSE TO INCIDENTS

The Council considered a recommendation to determine the Council's responses to any future incidents, including out-of-hours, which were not significant enough to trigger the Council's Emergency Plan but which, nonetheless, required a coordinated response from the Council with councillor input.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to delegate the response to any future low-level incidents to the Clerk's management team consisting of the Chairman and Vice-Chairman of the Council and Chairman of the Finance & Personnel Committee in consultation with the Clerk.

19/148 ASSET DELIVERY REPORT

The Council noted the Asset Delivery Report dated 11 July 2019.

19/149 COMMITTEE MINUTES

The Council adopted the minutes of the Finance & Personnel Committee held on 15 July 2019.

19/150 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule and four additional payments as follows:

£93.60 to Stalite Signs for refitting two signs at the MUGA;
£184.00 to East Devon District Council for room hire;
£163.54 to East Devon District Council for the quarter 1 service recharge at the Younghayes Centre
£61.56 to See the Light for broadband and telephony.

19/151 LAG MINUTES

The Council received the minutes of the Local Action Group on 11 July 2019.

Signed: …….. 19 August 2019

19/152 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

19/153 SUITABLE ALTERNATIVE NATURAL GREENSPACE (SANGS)

The Council considered a report detailing three options relating to the funding for the long-term maintenance of Suitable Alternative Natural Greenspaces (SANGS) in Cranbrook; one possibility was to fund the maintenance of SANGS by way of levying an endowment onto the developers covering an 80-year maintenance period. Secondly, an estate rent charge could be established across the expansion areas in order to fund the maintenance of SANGS. A third option would be to include the long-term maintenance within the precept element of the council tax.

When appraising the different funding options for the maintenance of SANGS, the Council:

- was clear that it would not support the creation of another estate rent charge.

- remained unclear about the difference between SANGS and existing green spaces already managed by the Town Council.

- noted that it was currently envisaged that 78 hectares of SANGS would be delivered in Cranbrook in the absence of any planning consents having been granted relating to the expansion areas, resulting in uncertainty and a lack of clarity regarding the final and actual extent of SANGS locally.

- articulated the risk that a developer endowment might be to the detriment of the delivery of much-needed infrastructure in Cranbrook as it could divert significant capital contributions.

- noted that a developer endowment only covered an initial period of time following the delivery of SANGS which only deferred the need to implement a sustainable financial solution in perpetuity and the Council felt that such a solution should be implemented from the outset if possible.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Ray Bloxham and **resolved** to

a) agree to the long-term maintenance of suitable alternative natural greenspaces (SANGS) in Cranbrook by the Town Council's precept.

b) enter into negotiations with the local planning authority East Devon District Council and the developers regarding the formal implementation of this solution.

19/154 CCTV WORKING GROUP

Following the presentation of the Police and Crime Commissioner's Strategy and Planning Officer (CCTV Project Manager) under agenda item 5 (minute 19/143 above), the Council considered its CCTV working group's update and recommendations which included a recommendation to apply for a grant from the Office of the Police and Crime Commissioner for the installation of a CCTV system in Cranbrook which was capable of being connected to the recording equipment which could be monitored from a Devon and Cornwall Police hub as required.

The Council noted that any such grant application could be reviewed following the final clarification of costs, and that the Council needed to establish a grant approval in principle at this stage. The Council also noted that there would be additional associated costs, e.g. the provision of a suitable power supply at the mounting points, and that an appraisal of the full and final capital commitment needed by the Town Council would need to be clarified before a financial commitment by the Council would be made.

The Council had already obtained two quotes and a third company had been unable to provide a quote which satisfied the Council's Financial Regulations in principle. However, the Council agreed that more quotes should be obtained.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to

a) apply for a grant from the Office of the Police and Crime Commissioner for the installation of a CCTV system as per the quotes by suitable providers which had been considered at the Council meeting on 13 May 2019.

b) hold further discussions with potential suppliers and the Office of the Police and Crime Commissioner before a final recommendation would be made to the full Council regarding whether to proceed with the project and whether to accept a particular quote.

19/155 SPORT ENGLAND LOCAL DELIVERY PILOT UPDATE

The Council noted that following the extraordinary meeting of the Town Council on 15 July 2019, the Town Council's Chairman had formally written to the Chairman of the Sport England Local Delivery Pilot Programme Board setting out the Town Council's concerns and requests in relation to the programme.

A report from the Town Council's representative on the Sport England Local Delivery Pilot Programme Board, Cllr Matt Osborn, following the Board meeting on 17 July 2019 remained outstanding.

The meeting closed at 8:44 pm.

Signed: …….. 19 August 2019

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
12/07/2019	East Devon District Council	Quarter 1 service recharge at the Younghayes Centre	163.54
15/07/2019	East Devon District Council	Room hire	184.00
15/07/2019	See the Light	Broadband and telephony	61.56
17/07/2019	SLCC	Tracy Simmons CiLCA Registration	350.00
17/07/2019	Imagin Products	Cranbrook Town Council Button Badges	21.60
18/07/2019	Tony Benger Landscaping	Repair of Multiplay Unit Floor	58.44
18/07/2019	Tony Benger Landscaping	Phase 1 & 2 Grounds Maintenance	30,000.00
19/07/2019	Stalite Signs	refitting two signs at the MUGA	93.60

Signed: …….. 19 August 2019

MINUTES

Meeting: Town Council
Date: Monday, 19 August 2019
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Les Bayliss (in the Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Matt Osborn
Cllr Barry Rogers

In attendance
Three members of the public
Tracy Simmons, Cranbrook Town Council

19/156 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Phil Norgate.

19/157 DECLARATIONS OF INTEREST

No declarations of interests were made.

19/158 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the Council meeting held on 22 July 2019 as a correct record.

19/159 PUBLIC PARTICIPATION

One of the members of the public stated that she did not feel the minutes of the last planning meeting, dated 5 August 2019, were accurate. It was agreed by the Council to discuss this issue at the appropriate agenda item.

19/160 DISTRICT AND COUNTY COUNCIL TOPICS

The Council reviewed reports from Devon County Councillor Ray Bloxham and District Councillors Kim Bloxham, Kevin Blakey and Sam Hawkins.

Cllr Ray Bloxham representing Devon County Council reported on the following:

- A review of various funding streams and raising their profile including:
    1. Crowdfunding - which to date was £4300 pledged by Devon County Council and £25,181 from the Crowdfunding Scheme;

2. Doing what matters - grants from £5k to £20K – there had been 64 enquiries, 39 formal expressions of interest and 16 projects totalling £264,387 including match funding of £95,526 and grants sought of £173,190;
3. Making the Connection – small grants up to £300 - helping communities to do things that matter to them – there had been 36 projects totalling £10,800.
4. Our locality budget - £166,855.04 had already been deployed by members across Devon. Cllr Sara Randall-Johnson, Devon County Council, and Cllr Ray Bloxham had to date funded £5998 of which £1500 was to Cranbrook;

- Cllr Ray Bloxham provided details to Cranbrook Town Council regarding the Community Enhancement Fund which assists Parishes to perform local highway maintenance - it was intended to seek funding to deal with weed growth in pavements in the Town.
- There are workshops available, run by Devon County Council, with information on Crowd Funding and help to apply for Crowd Funding.
- TV programme - Call the Cops - on Channel 4 features Devon and Cornwall Police.
- Cllr Ray Bloxham has also written to Highways England on behalf of the Partners in the Skypark liaison group about the lack of strategic signage for Cranbrook from the A30.

Cllr Kim Bloxham raised District Matters regarding

- Concern regarding the use of parking courts in planning applications had been raised with the Local Planning Authority. The wording in the current Development Plan Document is “Parking to the rear of a dwelling or in parking courts will only be considered once options to provide on or off-street parking to the front or side of a dwelling have been exhausted.”
- The Main Local Route upgrade from the end of Younghayes Road to the beginning of Court Royal. Discussions continue with Local Planning Authority and Devon County Council regarding the use of different materials to those in phase 1. Red tarmac is being proposed rather than block pavers. The Local Planning Authority are awaiting advice on locations to see where Red tarmac has been used to assess colour and wear ability.
- Southbrook Lane future access - Local Planning Authority and Devon County Council Highways would be meeting to discuss this, as planning applications were now being received the future access for this lane should be finalised.
- Bridge from Phase 2 Country Park to Phase 3 Country Park has been delivered and works were to commence for it to be in situ. prior to the fun run on 7 September 2019.
- Lighting issues were complete by Persimmon. One column at the gate to Northwood Acres Play Area still not working due to a faulty cable. Taylor Wimpy to remediate by end August. Two columns outstanding on Tillhouse/Court Royal - Consortium to remediate when next call off of columns is actioned.
- Residents at Westdown Court asked for the Persimmon advertising flags to be removed due to noise of the chains. These have been removed.
- Additional bollards have been installed by Persimmon on phase 1. Taylor Wimpey still had outstanding bollards to install on phase 2.
- Tillhouse Track works had commenced.

Cllr Kevin Blakey raised District Matters regarding

- CCTV in Exmouth was previously monitored by volunteers, it was suggested that Cranbrook Town Council should talk with the Exmouth Town Clerk to possibly have a joint Hub for CCTV operation within Cranbrook and Exmouth.
- East Devon District Council and the Local Planning Authority had taken onboard suggestions to add more variety to the finishing materials of future developments.
- Several people who live in Cranbrook work in Science park, there were plans for 14,000 jobs in development – depending on planning permission.
- There would be a review on all commercial activities run by East Devon District Council within all towns in East Devon. That report would need to be started for Cranbrook by the end this year and submitted mid next year. The purpose of the review is to assess economy and what support is needed, 93% of East Devon business had less than 10 employees – promote and push forward small business.
- Propeller group is a company which promotes and helps to set up digital and data systems and getting businesses up and running. Propeller group would be organising a program in Cranbrook in the near future.

Signed: …….. 19 August 2019

Cllr Sam Hawkins raised District Matters regarding

- The East Devon app had been updated and had now reached 20k downloaded.
- Recycling in East Devon had now reached 62% across the whole district although it was noted that Cranbrook was not as good as other areas.

19/161 COMMITTEE MINUTES

It was proposed to bring the adoption of the Committee Meeting minutes forward from agenda Item 15, to answer the questions presented by the member of public.

The Council explained that only items that are on the agenda can be discussed during a meeting. Personal details are not included in the public record, only the number of members of public present. There are issues relating to GDPR. The minutes had therefore been recorded in accordance with procedures.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the

A. Panning Committee meeting minutes 29 July 2019
B. Panning Committee meeting minutes 5 August 2019
C. Amenities Committee meeting minutes 12 August 2019.

19/162 EDDC SUPPORT

The Council considered a drafted letter, to be sent to East Devon District Council. Cllr Kim Bloxham explained that Cranbrook Town Council needs to raise the subjects in the letter to gain East Devon District Council support. Members expressed the obligation to keep Cranbrook Council as the driving force regarding the Town's needs, and not to rely on the representatives that sit on both Councils.

It was questioned whether or not the Council needs to raise similar issues with Devon County Council. It was noted that Devon County Council has a different relationship with Cranbrook Town Council, and therefore a similar letter was not needed.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to send the letter as drafted. A copy of the final draft will be sent to all members for approval before being sent to East Devon District Council.

19/163 GYPSY AND TRAVELLER LIAISON

The Council considered appointing Cllr Colin Buchan as the Town Council's lead councillor for gypsy and traveller liaison.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to appoint Cllr Colin Buchan.

19/164 COUNTRY PARK USE POLICY

The Council considered the updated Use of the Country Park Policy, including overnight camping.

Commenting on the draft, members proposed using the terminology '**The Country Park <u>must not</u> be used for overnight camping unless authorised by Cranbrook Town Council. Authorised camping events will be published in advance on the council's website.**

Residents are asked to call 101 if any antisocial behaviour occurs, for example;

- **Shouting, screaming or the playing of loud music.**
- **Foul language or abusive behaviour towards other park users**
- **Causing damage to any aspects of the park and surrounding area.'**

The reference to reporting anti-social behaviour should include the website address for the police reporting portal and relate to all activities, not just camping.

Signed: …….. 19 August 2019

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to adopt the changes including the comments above.

19/165 BUS SHELTER REPLACEMENT

The Council considered the quote for replacing the damaged bus shelter on Younghayes/ Tillhouse Road. There were two quotes for consideration, one to replace the glass without the screen printing (option 1) and to replace the glass with the screen printing (option 2).

Members asked that the question of an insurance claim be clarified.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to support option 1 subject to clarification of the question of an insurance claim.

19/166 PLANNING APPLICATION 19/1422/MRES

The Council considered reserved matters planning application 19/1422/MRES, comprising layout, scale, appearance, landscaping and access for the construction of a foul water pumping station to include both underground and over ground infrastructure and secure boundary fence, two surface water basins, a shared footway and cycleway and connecting highway link and the removal and the construction of a new hedgerow in the Ecological Park, to the west of Southbrook Lane, Cranbrook.

The council noted that this is a reserved matters planning application, and that the principle of development is already established.

Members commented that the landscaping including trees should be sufficient to camouflage the building, once established, as it is in the Ecology Park.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osbourne and **resolved** to support the application with comments on suitable landscaping.

19/167 PLANNING APPLICATION 19/1692/FUL

The Council considered planning application19/1692/FUL for the creation of a parking space in a front garden, Burrough Fields, Cranbrook.

The council considered the size of the plot and the presence of existing parking.

The proposed materials were referred to solely within the application form and not within the plans. The council was keen to highlight that any materials used would have to be permeable for flood protection and surface runoff.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to support the application subject to a condition that the materials used being permeable to prevent surface runoff and aid in flood defence.

19/168 CLYST VALLEY REGIONAL PARK TASK & FINISH GROUP

The Council considered appointing Cllr Barry Rogers to the Clyst Valley Regional Park Task & Finish Group.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** appoint Cllr Barry Rogers.

19/169 TRAIN STATION FUND

The Council considered the possibility of train station funding options. The council discussed the possible options

A. Water harvesting to allow planting at the train station as there is no mains water supply.

B. Installation of CCTV covering the car park and bike shelter.
C. Reinstate the bike shelter with a vandal proof shelter (covered by CCTV)
D. A Community bus scheme.

In view of the fact that applications had to be submitted by the 6 September 2019 together with a full business plan to show funding sustainability for years three and four, the options of community transport and CCTV would need to wait for a future opportunity.

With regard to community transport, the County Councillor had arranged a meeting with the Head of Community Transport to discuss possible ideas, costs, licencing, employment and how would it work long term?.

It was commented that the stations aesthetic is bland, and planting would improve this. The water collection would involve collection of rain water runoff into butts with a pump to water the plants on a timer.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osborne and **resolved** to
A. apply for a water collection system for planting
B. research a community bus for the next round of funding.

19/170 TOUR OF BRITAIN BIKE

The Council Considered taking on the ownership of the Tour of Britain Bike. It was discussed that it was already agreed in principle to take ownership of the bike after the Tour of Britain.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to formalise agreement already in place with Devon County Council.

19/171 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the schedule as follows:

19/172 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

19/173 SPORT ENGLAND DELIVERY PILOT UPDATE

The Council considered the response letter from Sport England Delivery Pilot to the letter sent by the Chairman of Cranbrook Town Council on 15 July 2019. The Chairman stated that he had replied and thanked the Head of the Sport England Delivery Pilot and would be happy to have a meeting to discuss the letter further.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osbourne and **resolved**
A. to continue to support the Sport England Pilot
B. the Chairman and Clerk to attend a meeting with the Head of the Sport England Delivery Pilot to discuss the response to the letter sent.

19/174 UNAUTHORISED ENCAMPMENT PROTOCOLS

The Council considered the report regarding unauthorised encampment protocols. It was discussed that the Council needed a policy and procedure on how to deal with unauthorised encampments.

Signed: …….. 19 August 2019

Members considered three quotes that had been obtained from contractors with regard to the removal of unlawful occupations.

The Council noted that any Transit site would need to be established as a District resource and not by Cranbrook Town Council.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved:**

A. **T**hat a policy and procedure be prepared in line with the recommendations in the report.
B. That Devon Investigations be the Council preferred contractor.

The meeting closed at 8.35 pm.

Signed: …….. 19 August 2019

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
23/07/2019	Devon Association of Local Councils	Planning and Being a Good Councillor courses on 4 and 11 July 2019	114.00
25/07/2019	Tony Benger Landscaping	Supply and installation of litter bin in Phase 1 Country Park	724.08
29/07/2019	DL Clean Windows	Window cleaning Younghayes Centre	10.00
31/07/2019	Action East Devon	First Aid Training Course	252.00
02/08/2019	M J & G M Accountancy Services Ltd	Payroll August 2019	15.00
06/08/2019	Tony Benger Landscaping	Phase 1 & 2 Grounds Maintenance	30,000.00
Direct Debits			
08/07/2019	Concord	Printing Costs	3.29
21/07/2019	De Lage Landen Leasing	Leasing of printer/scanner/photocopier	170.36
n/a	Tesco Mobile	Office mobile monthly cost	7.50
n/a	Core Office IT	Monthly email hosting	165.24
n/a	Core Office IT	IT Support	241.20
Staffing Costs			
n/a	n/a	Salaries for August 2019	5,027.17
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,801.85
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,523.83

Signed: …….. 19 August 2019

MINUTES

Meeting: Town Council
Date: Monday, 16 September 2019
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present
Cllr Les Bayliss (in the Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Robin Eagle – co-opted under agenda item 5
Cllr Sam Hawkins
Cllr Matt Osborn
Cllr Barry Rogers

In attendance
One member of the public
Janine Gardner, Cranbrook Town Council

19/175 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Phil Norgate.

19/176 DECLARATIONS OF INTEREST

No declarations of interests were made.

19/177 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the Council meeting held on 19 August 2019 as a correct record.

19/178 VOTING PROCEDURE

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to conduct the voting procedure for agenda item 6 by signed ballot under the provisions of Standing Order 8.

19/179 CO-OPTION OF COUNCILLOR TO FILL VACANCY ON THE TOWN COUNCIL

The Council considered written and verbal representations in support of one application to fill a casual vacancy by co-option onto the Council. The Council currently had two casual vacancies which it was free to fill by informal co-option. A third vacancy was currently subject to the statutory period during which any ten electors could give notice requiring an election to fill the vacancy. This period would expire on 20 September 2019.

Following the signed ballot, Robin Eagle was co-opted onto the Council having gained a unanimous vote and was declared co-opted as town councillor.

Signed: …….. 21 October 2019

19/180 PUBLIC PARTICIPATION

One member of the public spoke in relation to agenda item 9 and explained that he welcomed the creation of a Cranbrook Strategic Delivery Board. He also expressed his dissatisfaction that Cranbrook residents funded the maintenance of public open spaces in Cranbrook when similar services were funded by East Devon District Council elsewhere in the district. He further expressed his dissatisfaction that the provision of the proposed gypsy and traveller sites in Cranbrook would be funded through Section 106 contributions for Cranbrook.

The member of the public further spoke in relation to agenda item 10 (East Devon District Council Support) and expressed his disappointment that supporting documents were not routinely available on the Town Council's website. The Clerk explained that this was due to resource issues experienced among the 2.7 full-time equivalent (FTE) staff but suggested that a note would be included on future agendas that supporting documents in Part A could be accessed by members of the public by contacting the Council.

19/181 GRANT APPLICATION: CRANBROOK CUB SCOUTS

The Council considered a grant application by the Cranbrook Cub Scouts for £100.00 to provide the cubs scouts with an archery and climbing evening. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to accept the application and award the full amount.

19/182 DISTRICT AND COUNTY COUNCIL MATTERS

Cllr Ray Bloxham, representing Devon County Council, reported in addition to his written report that:

- in response to a resident's enquiry, he had been working on delivering a safe off-road route from Phase 4 Persimmon Galileo to the Cranbrook Education Campus and had held a site visit on 11 September 2019. As a result, the installation of the route was now commencing.
- at the same meeting, he had revisited the crossing points along the B3174 (ref. agenda item 13) with Highways Officer which were confirmed unsafe.

In relation to Cllr Ray Bloxham's report on community transport, it was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to postpone any further consideration about a community transport scheme for Cranbrook until such time as new government guidelines and legislation had been published.

Cllr Kevin Blakey, representing East Devon District Council, reported that there would be a change in that Council's Cabinet following the resignation of the Portfolio Holder for Transformation.

Cllr Kim Bloxham, representing East Devon District Council, reported in addition to her written report that

- the Projects Director of the Exeter and East Devon Growth Point would deliver a briefing to East Devon District Councillors regarding Cranbrook prior to next Cabinet meeting.
- a corporate peer challenge of East Devon District Council would be carried out by the Local Government Association at the end of September 2019.
- a report for that Council's Strategic Management Team was being prepared regarding the creation of a gypsy and traveller forum in East Devon which would proceed to that Council's Cabinet in November 2019.

Cllr Sam Hawkins, representing East Devon District Council, reported that recycling rates across East Devon had reached 62% in August 2019, representing a slight increase. The District Council was also currently consulting on its council tax reduction scheme.

19/183 CRANBROOK STRATEGIC DELIVERY BOARD

On 4 September 2019, East Devon District Council's Cabinet had resolved to establish a Strategic Delivery Board with representation from the County, District and Town Councils to improve coordination in the delivery of critical community infrastructure in Cranbrook and the subsequent

challenges for future service delivery in the town (ref. East Devon District Council's Cabinet minute 54).

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to appoint Cllrs Les Bayliss and Kevin Blakey to the Cranbrook Strategic Delivery Board.

19/184 EAST DEVON DISTRICT COUNCIL SUPPORT

Following the Council meeting on 19 August 2019, the Chairman of Cranbrook Town Council wrote to the Chief Executive of East Devon District Council to ask for his organisation's support for Cranbrook. The Council considered the Chief Executive's response dated 30 August 2019, together with a suggested follow-up letter from the Chairman of Cranbrook Town Council dated 16 September 2019.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to send the response letter and widen the circulation list to all East Devon District Councillors, together with publication on social media.

19/185 DAMAGE TO COUNCIL PROPERTY

On 22 July 2019, the Council had considered a recommendation to determine the Council's responses to any incidents, including out-of-hours, which were not significant enough to trigger the Council's Emergency Plan but which, nonetheless, required a coordinated response from the Council with councillor input (ref. minute 19/147)

In addition to this, the Council now discussed its approach to damage caused to its property, including the parking and driving on grass verges and how to recover any costs.

The Council noted that Devon County Council had launched a new reporting tool which allowed that Council to collect information about pavement parking and use the data for long-term planning. The tool was available via https://www.devon.gov.uk/roadsandtransport/parking/pavement-parking/.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to commence the collating of information and to report back to a future meeting of the full Council regarding potential civil enforcement of pavement and verge parking, the possible creation of byelaws and any associated costs.

19/186 APPOINTMENT OF YOUNG PEOPLE TO TOWN COUNCIL

On 17 June 2019, the Council considered a proposal to appoint young people as non-voting members of the Council (ref minute 19/120(c)). The Council considered a letter by the Town Council which had been circulated to students of the Cranbrook Education Campus regarding the appointment of two Young Members to the Town Council. The closing date for applications was on 13 September 2019 and so far there had been no applicants.

The Chairman was awaiting further information from the Head of Campus and the three District Councillors representing Cranbrook would address an assembly at the school on 26 September 2019.

19/187 CYCLEWAY AND CROSSING POINTS

The Council considered a report by Cllr Ray Bloxham on the cycleway and crossing points along the B3174. Councillors expressed their regret that the issue of unsafe crossing points had not been resolved prior to the areas receiving planning consent. The Council noted that residents would be deprived access via the B3174 to the area of the Country Park designated as a nature reserve and not a recreational area. The Council recognised that the proposed closures inhibited public access to this publicly funded area but safety considerations overrode those concerns. The Council further noted that the nature of the B3174 would change as Cranbrook developed further.

The Chairman suggested to explore alternatives, e.g. erecting warning signage, and noted that signs attracted varying levels of vandalism in other areas in Cranbrook.

Signed: …….. 21 October 2019

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) close the crossing point between Phase 2 Country Park and the Phase 1 Country Park nature reserve.
b) install a padlock to the gate on the southern side of the B3174 into the nature reserve to permit access by contractors only for the time being.
c) review access to the nature reserve in light of the outcome of the Cranbrook Development Plan Document (DPD) and further development including the option of a footbridge over the Rockbeare Stream.
d) in liaison with the Consortium Site Manager and Devon Highways review the cycle / footway to the east of the medieval bridge to close the proposed access to the B3174 by removal of the relevant section of path – leaving the route north through and into Phase 3 Country park only.
e) close the access to Phase 1 Country Park opposite the point referred to in recommendation d) above.
f) review safety at the crossing point from the Tillhouse track cycle way to Phase 2 Country Park by the orchard entrance once works to the cycleways are complete.
g) to have further talks with Devon Highways and the Consortium to clarify the detail on each aspect of the cycle route.

19/188 ASSET DELIVERY REPORT

The Council received the asset delivery report dated 9 September 2019 and noted that the report was shorter due to the issues being resolved.

19/189 SPORT ENGLAND LOCAL DELIVERY PILOT CRANBROOK STEERING GROUP

As part of the Exeter and Cranbrook Sport England Local Delivery Pilot, a Cranbrook Steering Group was in the process of being established.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to appoint Cllrs Les Bayliss and Matt Osborn to the Sport England Local Delivery Pilot Cranbrook Steering Group.

19/190 COMMITTEE MEMBERSHIP

The Council considered its appointments to committees and appointed Cllr Robin Eagle to the Amenities Committee, Cllrs Kim and Ray Bloxham to the Finance & Personnel Committee and Cllr Robin Eagle to the Planning Committee.

The Council agreed to remove the Healthy New Towns Board appointment, appoint Cllr Colin Buchan as the councillor with lead responsibility for gypsy and traveller liaison and remove the position of councillor with lead responsibility for liaison with Youth Genesis.

19/191 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£1,200 to PKF Littlejohn LLP for completion of the external audit 2018-19;
£177.60 to RYAL Media Group Ltd for advertising two job advertisements;
£48.00 to East Devon District Council for room hire.

19/192 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public

interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

19/193 PRINTER/SCANNER/PHOTOCOPIER LEASE

The Council considered a proposal for a new lease for the Council's current printer/scanner/photocopier. At the beginning of the current lease term, the Council had carried out a public procurement exercise in accordance with its Financial Regulations and the current equipment and service provider was satisfactory.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osborn and **resolved** to

a) re-lease the current TA2552ci;
b) cancel the current minimum term agreement;
c) create a new lease with a better rate and lower quarterly costs.

19/194 UNAUTHORISED ENCAMPMENT PROTOCOL

The Council considered a protocol detailing the procedures in cases of unauthorised encampments occurring within the Cranbrook parish boundaries. It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Osborn and **resolved** to approve the Unauthorised Encampment Protocol and to add it to the Council's Emergency Plan.

The meeting closed at 8:29pm.

Signed: …….. 21 October 2019

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
27/05/2019	DL Clean Windows	Window cleaning Younghayes Centre	10.00
15/08/2019	See the Light	Broadband and telephony	62.60
20/08/2019	Cllr Barry Rogers	Expenses: Batteries for trail camera and fixings for picnic bench	24.28
23/08/2019	DL Clean Windows	Window cleaning Younghayes Centre	10.00
01/09/2019	Skyguard	Annual Mandown Subscription (lone-working alarm)	193.00
06/09/2019	Core Office IT	Website migration from Illicit Web Design to Core Office IT	624.00
06/09/2019	Core Office IT	Web hosting annual charge – NOTE: This will be set up as a direct debit in 2020.	172.80
06/09/2019	Stalite Signs	Replacement of MUGA sign	110.22
06/09/2019	Stalite Signs	Ten additional CCTV signs	67.80
06/09/2019	M.J. & G.M. Accountancy Services Ltd	September Payroll	15.00
09/09/2019	East Devon District Council	Room hire	48.00
10/09/2019	Tony Benger Landscaping	Grounds maintenance September 2019	24,000
12/09/2019	RYAL Media Group Ltd	Advertisement of two job advertisements	177.60
15/09/2019	PKF Littlejohn LLP	Completion of the external audit 2018-19	1,200.00
		Direct Debits	
02/08/2019	Concord	Printing Costs	2.56
n/a	Tesco Mobile	Office mobile monthly cost	7.50
n/a	Core Office IT	Monthly email hosting	165.24
n/a	Core Office IT	IT Support	241.20

Signed: …….. 21 October 2019

		Staffing Costs	
n/a	n/a	Salaries for September 2019	5,027.17
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,801.85
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,523.83

Signed: …….. 21 October 2019

MINUTES

Committee: Town Council
Date: Monday, 21 October 2019
Time: 7:15pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Steve Prime – co-opted under agenda item 5
Cllr Barry Rogers

Also Present

Simon Bates, Green Infrastructure Manager, East Devon District Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

19/195 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Robin Eagle.

19/196 DECLARATION OF INTERESTS

No declarations of interest were made.

19/197 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to accept and sign the minutes of the meeting held on 16 September 2019 as a correct record.

19/198 VOTING PROCEDURE

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to conduct the voting procedure for agenda item 5 by signed ballot under the provisions of Standing Order 8.

19/199 CO-OPTION OF COUNCILLOR TO FILL VACANCY ON THE TOWN COUNCIL

The Council considered written and verbal representations in support of one application to fill a casual vacancy by co-option onto the Council. The Council currently had two casual vacancies which it was free to fill by informal co-option.

Following the signed ballot, Steve Prime was co-opted onto the Council having gained a unanimous vote and was declared co-opted as town councillor.

Signed: …… Date: 18 November 2019

19/200 PUBLIC PARTICIPATION

There were no members of the public in attendance.

19/201 CLYST VALLEY REGIONAL PARK MASTERPLAN

The Green Infrastructure Manager introduced the Clyst Valley Regional Park Masterplan and gave a presentation on the emerging Masterplan.

In response to questions from councillors, the Green Infrastructure Manager confirmed that Exeter City Council were currently not contributing to the delivery of the Clyst Valley Regional Park. He would further explore how the future western expansion area could be linked to the Regional Park. The Green Infrastructure Manager further alluded to plans to develop a cycle link along the railway line at the Mosshayne development.

The Green Infrastructure Manager was developing a further funding proposal for consideration by East Devon District Council's Cabinet and suggested that some of the Community Infrastructure Levy (CIL) could be used towards the delivery of the Clyst Valley Regional Park. He also mentioned the new homes bonus as a potential funding source.

The Council acknowledged the ambition to promote Cranbrook as a destination but highlighted again that the Town Council, and therefore the Cranbrook taxpayers, currently funded the maintenance of the Country Park in its entirety.

The Council noted the presentation.

19/202 DISTRICT AND COUNTY COUNCIL MATTERS

Cllr Ray Bloxham, representing Devon County Council, had circulated a written report prior to the meeting and councillors had no further comments or questions.

Cllr Kevin Blakey, representing East Devon District Council, reported that attracting additional funding for Cranbrook from the District Council formed one of three proposals being developed for East Devon District Council's consideration. He further reported that the Greater Exeter Strategic Sports Board were developing proposals to deliver specialised rather than generic future sports provision.

Cllr Kim Bloxham, representing East Devon District Council, explained the progress made with East Devon District Councillors and officers relating to integrating Cranbrook into the East Devon district following the exchange of letters between the Chairman of the Town Council and East Devon District Council's Chief Executive in August and September 2019.

Cllr Sam Hawkins, representing East Devon District Council, reported that he would be meeting with East Devon District Council's Strategic Lead for Finance in the next few weeks.

19/203 FOOT AND CYCLE ACCESS BETWEEN PHASES 2 AND 3 OF THE COUNTRY PARK

The Council considered a report on the progress of creating an off-road foot and cycle link between Phases 2 and 3 of the Country Park providing access across the Rockbeare Stream.

The Chairman of the Council's Amenities Committee supported the proposal on the basis that it separated existing amenity grassland and meadow grassland and safeguarded the existing different mowing regimen and the species mix for any re-seeding if necessary after construction work.

Councillors further commented that an additional path might provide additional area for utilisation by the Exeter College Running Club and their successful Junior Parkrun and 5km routes.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to

a) support the creation of the foot and cycle link as indicated at appendix 2 of the report providing routes which avoided the amenity grassland;

b) approve the allocation of £5,600.00 for this purpose, subject to further negotiations with the Consortium with the aim to reduce the Council's contribution.

c) delegate to the Clerk and the Chairman of the Finance & Personnel Committee to identify the appropriate budget code.

d) authorises the Clerk to liaise with the Consortium representatives to implement the above proposals.

19/204 FUTURE LIAISON WITH THE POLICE

The Council considered a proposal by Devon County Councillor Ray Bloxham regarding the future liaison between town and parish councils and Devon and Cornwall Police. The proposal included:

- a meeting every two months with the Police and one or two representatives from each town and parish in Cllr Bloxham's and Cllr Randall Johnson's division;
- venue and administration provided by one parish in turn;
- an update from Police on crime trends and issues;
- an update from the town and parishes on their key issues;
- an opportunity for constructive dialogue between the partners;
- an opportunity for Police and community to re-connect.

The Council commented that this initiative would provide a useful addition to the Cranbrook Local Action Group (LAG).

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to agree to the proposal above and to appoint the Chairman of the Cranbrook Local Action Group (LAG), Cllr Kim Bloxham as well as Cllr Barry Rogers to this initiative.

19/205 REMEDIATION OF DAMAGE TO COUNCIL PROPERTY – CREATION OF BYELAWS

On 22 July 2019, the Council had considered a recommendation to determine the Council's responses to any incidents, including out-of-hours, which were not significant enough to trigger the Council's Emergency Plan but which, nonetheless, required a coordinated response from the Council with councillor input (ref. minute 19/147).

On 16 September 2019, the Council had further discussed its approach to damage caused to its property, including the parking and driving on grass verges and how to recover any costs and resolved to collate information regarding potential civil enforcement of pavement and verge parking, the possible creation of byelaws and any associated costs (ref. minute and 19/185) which the current report covered.

The Council commented on the potential difficulties in enforcing any byelaw which the Council might create as well as any potential reputational damage to the Council.

It was proposed by Cllr Matt Osborn, seconded by Cllr Kim Bloxham and **resolved** to

a) not pursue the creation of a byelaw.

b) pursue the civil enforcement of any damage resulting from parking and driving on grass verges.

c) publicise the Council's decision to prosecute the minority of residents and visitors who damaged Council-owned verges and seek to recover remediation costs of £100.00 per incident.

19/206 REPORT BY THE EXTERNAL AUDITOR

The Council noted the report of the Council's external auditor, PKF Littlejohn LLP, following their completion of their review of the Council's Annual Governance and Accountability Return (AGAR) 2018-19.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to note the report by PKF Littlejohn LLP and note that the Council had implemented the external auditor's recommendation.

19/207 RESPONSE TO CLIMATE CHANGE

The Council considered a report discussing how the Council was already helping to combat climate change and what more could be done. The Council took the conscious decision not to declare a climate emergency and not to place an arbitrary date on the completion of any of its efforts.

Councillors suggested to contact surrounding parishes in an attempt to coordinate any efforts and also to engage with members of the community, perhaps in the form of a working group.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to

a) note the report.

b) establish a working group consisting of Cllr Colin Buchan, Phil Norgate, Steve Prime and Barry Rogers to seek community representation and input which would be coordinated by the Council's new Community Development Worker who was due to start on 4 November 2019.

c) request an update report to a future meeting to the Council.

19/208 SPENDING OF COMMUNITY INFRASTRUCTURE LEVY RECIPTS

The Council considered a report proposing the Council's policy approach on the future spending of the Community Infrastructure Levy (CIL) funds.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) develop a list of infrastructure projects for consultation with the community to ensure that these match their priorities for delivery.

b) task the Community Development Worker with engaging residents and the Community Association in the CIL process and to ensure that such processes are inclusive, that all members of the community contribute to determining how local CIL may be spent, including those who are least vocal and most vulnerable.

19/209 WHISTLE-BLOWING POLICY

The Council considered its draft whistle-blowing policy.

It was proposed by Cllr Matt Osborn, seconded by Cllr Colin Buchan and **resolved** to adopt the whistle-blowing policy.

19/210 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH SPECIAL RESPONSIBILITIES

The Council noted reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

19/211 COMMITTEE MINUTES

The Council adopted the minutes of the Amenities Committee on 30 September 2019.

19/212 STANDING ORDERS

The Council reviewed its Standing Orders 3 e-k.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to change the Council's Standing Order (e) to read

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of Council business. If any item raised as part of a public participation item on an agenda does not form part of that agenda, the Council may respond to the member of the public orally or in writing after the meeting or it might place that item on a future agenda if a formal debate and/or decision is required.

19/213 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes which featured the following additional payments:

£48.00 to East Devon District Council for room hire
£65.79 to See the Light for broadband and telephony
£128.70 to Stalite Signs for the production and installation of three signs at the closed access points along the B3174
£174.00 to East Devon District Council for room hire

19/214 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

19/215 FUTURE BUS SHELTER MAINTENANCE

The Council considered a report detailing options for the future maintenance of bus shelters and noted that all bus shelters on Devon County Council land outside of Exeter were subject to an existing overarching contract between Devon County Council and Fernbank Advertising Ltd. Fernbank Advertising Ltd funded the maintenance of bus shelters from revenue funded through advertising in bus shelters.

Initially the Town Council had raised concerns relating to some of the terms stipulated in the service level agreement by Fernbank Advertising Ltd but it recognised that it only had two options of entering into an agreement with Fernbank Advertising Ltd or fund the maintenance of bus shelters itself.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to enter into the 20-year agreement with Fernbank Advertising Ltd.

19/216 RENEWAL OF DEFIBRILLATOR LEASE

The Council considered a proposal from the South Western Ambulance Services NHS Foundation Trust for the renewal of the lease of the defibrillator installed outside the Younghayes Centre.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to renew the lease at a cost of £1,800.00 over four years.

The meeting closed at 8:51pm.

Signed: …… Date: 18 November 2019

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
08/08/2019	East Devon District Council	Room hire	48.00
16/09/2019	See the Light	Broadband and telephony	£61.82
18/09/2019	Imagin Products Ltd	Name badge for new councillor	12.78
20/09/2019	Cllr Les Bayliss	Refreshments at informal partners' meeting on 20 September 2019	32.50
25/09/2019	Youth Genesis	Streetbase youth services from September 2019 to March 2020 (first instalment)	1,009.00
26/09/2019	Tony Benger Landscaping	September 2019 Maintenance of POS Cranbrook Education Campus up to Yonder Acre Way	148.00
27/09/2019	DL Clean Windows	Window cleaning Younghayes Centre	10.00
30/09/2019	Tony Benger Landscaping	Repairs to picnic bench in Country Park and making safe rotating basked in St Martin's play area	513.23
03/10/2019	East Devon District Council	Room hire MPB2 10 July - 9 August £208.34 10 August – 9 September £208.34 10 September – 9 October £208.34	625.02
03/10/2019	East Devon District Council	Room hire	174.00
04/10/2019	M J & G M Accountancy Services Ltd	Payroll October 2019	15.00
07/10/2019	Devon County Council	Job advertising on devonjobs.gov.uk x2	240.00
09/10/2019	Devon Association of Local Councils	Clerks Essentials Course on 25/09/2019	66.00
15/10/2019	See the Light	Broadband and telephony	65.79
16/10/2019	Stalite Signs	Production and installation of three signs at the closed access points along the B3174	128.70
n/a	SLCC	2019-20 Membership	£273.00
Direct Debits			
06/09/2019	Concord	Printing Costs	1.50
n/a	Tesco Mobile	Office mobile monthly cost	7.50
n/a	Core Office IT	Monthly email hosting	165.24

Signed: ……

Date: 18 November 2019

n/a	Core Office IT	IT Support	241.20

		Staffing Costs	
n/a	n/a	Salaries for October 2019	5,027.17
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,801.85
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,523.83

Signed: …… Date: 18 November 2019

MINUTES

Committee: Town Council
Date: Monday, 18 November 2019
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Steve Prime
Cllr Barry Rogers

Also Present
One member of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

19/217 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Robin Eagle.

19/218 DECLARATION OF INTERESTS

Cllr Kim Bloxham declared a personal interest in relation to agenda item 10 (street trading licence application) by virtue of being the vice-chairman of East Devon District Council's Licensing and Enforcement Committee. Cllr Bloxham would not participate in the debate or vote.

19/219 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and resolved to accept and sign the minutes of the meeting held on 21 October 2019 as a correct record.

19/220 PUBLIC PARTICIPATION

No requests were made from the member of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

19/221 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted Cllr Ray Bloxham's written report who represented Devon County Council.

Cllr Kevin Blakey, representing East Devon District Council, reported that the first meeting of the Cranbrook Strategic Delivery Board would take place on Wednesday, 20 November 2019.

The Council noted Cllr Kim Bloxham's written report who represented East Devon District Council.

Cllr Sam Hawkins, representing East Devon District Council, reported that East Devon District Council's Overview Committee had endorsed the Gate to Plate programme in Honiton being rolled out to other towns in East Devon.

19/222 COMMITTEE MEMBERSHIPS

The Council re-appointed the membership of its Planning Committee following the co-option of Cllr Steve Prime on 21 October 2019 as follows:

i. Cllr Les Bayliss (Chairman)
ii. Cllr Colin Buchan
iii. Cllr Robin Eagle
iv. Cllr Phil Norgate
v. Cllr Matt Osborn (Vice-Chairman)
vi. Cllr Steve Prime

19/223 REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS

The Council reviewed the changes made to its Financial Regulations by its Finance & Personnel Committee on 11 November 2019.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Phil Norgate and **resolved** to adopt the Council's reviewed Financial Regulations.

19/224 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Council's Safety Working Group had met on 5 November 2019 and recommended that the Council adopts the following reviewed and up-to-date documents:

a) Health and Safety Policy

The Council considered its reviewed Health and Safety Policy.

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Osborn and **resolved** to adopt the Council's revised Health and Safety Policy.

b) Risk Management Strategy and Risk Register

The Council considered its reviewed Risk Management Strategy and Risk Register.

The Council noted that the Ingrams sports pitches had not been acquired by the Council yet as stated in the Risk Register and this would be amended. The Council also considered whether the outcome of the Brexit negotiations would have an impact on the Council and its business.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the Council's revised Risk Management Strategy and Risk Register.

c) Risk Assessments

The Council considered specific risk assessments relating to:

i. Slips and Trips Generic
ii. Manual Handling Generic
iii. Kitchen
iv. Play Parks Safety
v. Councillor
vi. Allotments Safety
vii. Volunteers

viii. Christmas Tree
ix. Country Park

The Council noted that its approach to lone working was currently under review following the arrival of the Country Park Ranger and the Community Development Worker.

The Chairman reported that because the Council now employed five employees, it needed to specify written policies relating to its legal duties as an employer. The Chairman reported further that those had been established prior to the arrival of recent postholders.

It was proposed by Cllr Matt Osborn, seconded by Cllr Ray Bloxham and **resolved** to adopt the specific risk assessments as detailed above.

19/225 CIVIL ENFORCEMENT PROTOCOL

On 16 September 2019, the Council discussed its approach to damage caused to its property, including the parking and driving on grass verges and how to recover any costs and resolved to collate information regarding potential civil enforcement of pavement and verge parking, the possible creation of byelaws and any associated costs (ref. minute and 19/185).

At its meeting on 21 October 2019, the Council resolved not pursue the creation of a byelaw and, instead, pursue the civil enforcement of any damage resulting from parking and driving on grass verges (ref. minute 19/205).

At this meeting, the Council considered a protocol to follow in cases of inappropriately driven and/or parked vehicles causing damage to verges owned and/or managed by the Town Council. The Council agreed the following amendments:

- Include a sentence clarifying the impact, i.e. additional cost incurred by the local taxpayers.
- Include a breakdown and rationale for the figure of £100.00 in the internal protocol.
- Remove spelling mistakes.
- Add that the charge of £100.00 related to the remediation of the length of one car parking space, i.e. three metres.
- Replace “reserves the right” to “will” issue the registered keeper an invoice of £100.00 per car length damaged.
- Send the proposed letters 1 and 2 four weeks apart.

It was proposed Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) approve the Civil Enforcement Protocol.

b) delegate to the Chairman of the Council’s Finance & Personnel Committee and the Clerk to finalise the Civil Enforcement Protocol in light of the agreed alterations above.

c) publicise the Council’s decision to prosecute the minority of residents and visitors who damaged the Council’s property and seek to recover remediation costs.

19/226 STREET TRADING LICENCE APPLICATION

The Council considered a renewal street licence application from a street trading business.

Councillors commented that street traders benefitted from an unfair advantage over permanently-based businesses in the town but also that residents were entitled to a choice of food outlets.

Councillors further questioned whether East Devon District Council’s licencing policy had been flawed in relation to Cranbrook which had been a designated Healthy New Town and as such, councillors argued, there should be a natural desire to limit the number of fast food outlets in the town and the licensing authority should review how it granted licences in Cranbrook.

Furthermore, the proposed location along the main local route (MLR) with six buses per hour in

addition to individual vehicular traffic at peak times meant that the proposed street trader would pose an obstruction to the free flow of traffic and should only be operating outside of peak traffic times. Furthermore, vehicle traffic along the MLR had significantly increased since the licence had been originally granted.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to object to this renewal street licence application on the basis of providing unfair competition, an obstruction to the free flow of traffic along the main local route (MLR) and of being contravening Healthy New Towns principles.

[Cllr Bloxham would not participate in the debate or vote.]

19/227 THREE-YEAR REVIEW OF PUBLIC SPACES PROTECTION ORDERS (PSPO) – CONTROL OF DOGS

The Council considered East Devon District Council's three-year review of their Public Spaces Protection Orders (PSPOs) relating to the control of dogs and noted that the following were incorrectly represented in the maps provided by the District Council:

The area in Phase 1 of the Country Park south of the B3174 was not a dog exclusion area as shown on the map; the area between the nature reserve and the orchard was a designated dog exercise area.

On the maps, the entire public open spaces at St Martin's and Southbrook Meadow featured dog exclusion areas when this should apply to the separately-fenced play areas only.

Northwood Acres play area was not referenced at all in the documents but it should be.

The Town Council requested that the above alteration be made and that an updated map should be presented to the Town Council for verification before the Public Spaces Protection Orders (PSPOs) relating to the control of dogs be renewed.

19/228 FEEDBACK TO TONY BENGER LANDSCAPING

The Town Council's grounds maintenance contractor Tony Benger Landscaping had requested customer feedback and the Chairman of the Council's Amenities Committee had suggested the following wording:

Cranbrook Town Council engage Tony Benger Landscaping as the main contractor for maintenance of a great variety of public spaces within the town.

In accordance with the detailed works prescribed in a number of planning documents, in particular the Country Park management plans, which are quite specific with a range of habitats – hedges, trees, grassland, and aquatic – the company provides an excellent service.

With a flexible attitude appropriate to an ever-changing and growing community, and approachable management and employees, the working relationship benefits all who are involved – most importantly of all, perhaps, the community of Cranbrook.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to agree the above wording.

19/229 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 11 November 2019.

19/230 COMMITTEE MINUTES

The Council considered the Committee minutes and noted that the Town Council only supports or objects to planning applications but does not approve them as stated in the minutes. Relevant changes would be made.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to adopt the following Committee minutes:

a) Finance & Personnel Committee on 21 October 2019
b) Planning Committee on 4 November 2019
c) Amenities Committee on 4 November 2019
d) Finance & Personnel Committee on 11 November 2019

19/231 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Sam Hawkins and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£10.35 to Cllr Kim Bloxham in travel expenses for attendance at the Exmouth Local Action Group (LAG)
£68.99 to See the Light for telephony and broadband

The meeting closed at 7:38pm.

Signed ---------- 16 December 2019

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 15**

18 NOVEMBER 2019

Schedule of Payments

Date	Invoice From	Description	Total Incl. VAT £
30/09/2019	Tony Benger Landscaping Ltd	Grounds maintenance October 2019 (contractor failed to invoice in October)	18,000.00
25/10/2019	DL Clean Windows	Window cleaning Younghayes Centre	10.00
25/10/2019	Imagin Products	Name badges for new councillor and employees	27.54
29/10/2019	Employee	Expenses: Christmas tree lights and decorations and building/office keys for new employees	72.78
29/10/2019	Illicit Web Design	Website upgrade	234.00
29/10/2019	Tony Benger Landscaping Ltd	Younghayes Road herbicide application (financially supported by Devon County Council)	283.20
29/10/2019	Youth Genesis	Contract to provide youth services in Cranbrook from April 2019 to March 2020 (second instalment)	4,667.50
01/11/2019	GW Shelter Solutions	Supply and installation of replacement glass for damaged bus shelter	£602.46
04/11/2019	WPS Insurance	Insurance for the Younghayes Centre	437.08
05/11/2019	Parish Online	Annual subscription	108.00
06/11/2019	East Devon District Council	Younghayes Centre Quarter 2 Service Recharge	450.06
07/11/2019	iHASCO Ltd	Manual handling training x5	108.00
08/11/2019	MJ & GM Accountancy	Payroll November 2019	15.00
12/11/2019	Tony Benger Landscaping Ltd	Grounds maintenance November 2019	12,000.00
13/11/2019	Cllr Kim Bloxham	Travel expenses	10.35
15/11/2019	See the Light	Broadband and telephony	68.99
Direct Debits			
	Concorde	Printing Costs	5.24
n/a	Tesco Mobile	Office mobile monthly cost	15.00
n/a	Core Office IT	Monthly email hosting	227.64
n/a	Core Office IT	IT Support	402.00
Staffing Costs			
n/a	n/a	Salaries for October 2019	7,595.87
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	2,773.29
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,907.80

Signed ---------- 16 December 2019

MINUTES

Meeting: Town Council
Date: Monday, 16 December 2019
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Barry Rogers

Also Present
Five members of the public
Stephen Saunders, Licensing Manager, East Devon District Council
Louise Bennett, Licensing Officer, East Devon District Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

19/232 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Matt Osborn and Steve Prime.

19/233 DECLARATION OF INTERESTS

Cllr Kim Bloxham declared a personal interest in relation to agenda item 6 (street licensing) by virtue of being the Vice Chairperson of East Devon District Council's Licensing and Enforcement Committee. Cllr Kim Bloxham would not participate in the debate for that item.

19/234 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kim Bloxham and resolved to accept and sign the minutes of the meeting held on 18 November 2019 as a correct record.

19/235 PUBLIC PARTICIPATION

One member of the public enquired regarding the construction of temporary structures in the town centre for market-type activities. The resident had approached estate agent Alder King who were marketing the town centre as well as Hallam Land Management and had received a negative response. Cllr Kevin Blakey, town councillor and portfolio holder for economy at East Devon District Council, explained that the Town Council together with a number of partner organisations continued discussions regarding the delivery of the town centre. He further explained that (forward-)funding town centre facilities as stipulated by the Section 106 agreement remained the critical issue as trigger points needed to be reached.

19/236 DISTRICT AND COUNTY COUNCIL MATTERS

Cllr Ray Bloxham, representing Devon County Council, reported in addition to his written report that saplings and landmark trees were available from Devon Country Council free of charge. Cllr Barry Rogers, Chairman of the Town Council's Amenities Committee, was aware of the offer.

It was suggested again that the Town Council's climate working group should work together with the surrounding parish councils.

Cllr Kevin Blakey, representing East Devon District Council, reported that East Devon District Council's Deputy Chief Executive would be taking redundancy at the end of March 2020. He would be replaced by two strategic leads.

The Council noted Cllr Kim Bloxham's written report.

19/237 STREET TRADING

a) Presentation from East Devon District Council's Licensing Manager

The Council considered a presentation by East Devon District Council's Licencing Manager and a Licencing Officer. East Devon District Council had designated the entire district as a consent area following extensive consultations and following the entire district having been uncontrolled in relation to street trading.

In response to questions from councillors, the Street Licensing Manager confirmed that the licensing authority was prepared to review its principles in relation to granting street trading licences in Cranbrook, e.g. by identifying unsuitable locations from the outset.

The Licensing Manager confirmed that his service had been aware and had given due regard to Cranbrook's Healthy New Town status when determining street trading applications. The Licensing Manager noted that the planning consent for the neighbourhood shops along Younghayes Road included a condition restricting the number of food outlets.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to work with the licensing team to develop guidelines aiding the future determination of street trading applications.

b) Street Trading Application

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to defer the street trading application for consideration by the Council's Planning Committee on 23 December 2019.

19/238 CRANBROOK PLAN EXAMINATION

The Council noted that the Secretary of State had appointed a Planning Inspector to conduct an examination into the soundness and legal compliance of the Cranbrook Development Plan.

Councillors suggested to advertise again the opportunity to respond to the Cranbrook Development Plan to residents.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to submit a summary of the Town Council's response on the Cranbrook Development Plan Document to the Planning Inspector highlighting the key issues contained in the Town Council's original submission dated 15 April 2019.

19/239 PLANNING APPLICATION 19/2425/FUL

The Council considered planning application 19/2425/FUL proposing the creation of a heat substation to include the construction of a building and associated infrastructure at land to the north of Tillhouse Road and west of Rush Meadow Road, Cranbrook.

Based on the necessity of the proposed structure for the capacity for heat and hot water in homes in Cranbrook's later phases, it was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to support planning application 19/2425/FUL.

19/240 BUDGET 2020-21

a) Younghayes Centre Signage

The Council considered a report setting out different options for the renewal of signage at the Younghayes Centre following the transfer of the building from East Devon District Council to Cranbrook Town Council on 22 November 2019.

The Council requested that all the options be costed before a decision regarding a particular style of signage would be made and to defer the item to a future meeting.

b) Programme of Events 2020-21 Proposal by the Country Park Ranger and Community Development Officer

The Council considered a report by the Community Development Worker and Country Park Ranger regarding a programme of events for 2020-21.

The Council endorsed the programme of events but was concerned about the number of free events, especially following a recent free wreath-making event which had been fully booked but poorly attended and the councillors felt that attendance at payable events would be better honoured.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) approve the proposal for the programme of events by the Country Park Ranger and Community Development Officer.

b) introduce nominal charges for each event and to carry forward any surplus achieved into the following years' budgets.

c) Budget 2020-21

The Council considered its budget for the 2020-21 financial year.

The budget was drafted on the premise of a stable Band D precept of £256.03 which resulted in an overall precept for the Town Council of £469,559.02.

Councillors queried whether a vehicle should be leased or purchased and whether to obtain a conventional versus an electric vehicle. The Council noted that leasing a conventional small van would cost in the region of £3,000.00 per annum and leasing a similar-size electric vehicle would cost an additional £500.00. The Council requested a detailed cost proposal.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to

a) agree the budget in principle with a stable Band D precept of £256.03 resulting in an overall precept for the Town Council of £469,559.02.

b) delegate to the Chairman of the Finance & Personnel Committee and the Town Clerk and Responsible Financial Officer to amend the budget in light of the comments above.

c) report back to the January 2020 full Council meeting with a detailed cost proposal for a Town Council vehicle.

19/241 LONE WORKING POLICY AND RISK ASSESSMENT

The Council considered its revised lone working policy. It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to adopt the Council's revised lone working policy.

The Council further considered its lone working risk assessments and suggested to change the wording in the risk assessment to say "Council staff and volunteers are issued with a Council mobile phone and are expected to send a pre-agreed signal to the office depending on the nature of their lone- working activity."

In line with the Health and Safety Executive's guidance on lone working, the Council had consulted its employees on the risk assessment.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to

a) approve the Council's lone working risk assessment.

b) purchase a second SkyGuard MySOS Man Down subscription of £218.40 for year one and £194.40 for subsequent years based on 60-month contract.

19/242 ASSET DELIVERY REPORT

The Council noted its Asset Delivery Report dated 8 December 2019.

19/243 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following:

Deletion of an invoice by Ice Watch for an annual forecasting fee
£10.00 to DL Clean Windows for window cleaning at the Younghayes Centre
£10.46 to Concorde for printing costs
£34.00 to East Devon District Council for room hire for the Board Games Club which formed part of a community grant
£140.00 to East Devon District Council for room hire
£90.00 to Ashfords covering title register and highways search fees relating to a parcel of public open space at Gate B
£218.40 for a SkyGuard MySOS Man Down subscription for year one and £194.40 for subsequent years based on 60-month contract.

19/244 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kim Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

19/245 YOUNGHAYES CENTRE SECURITY SERVICE

The Council considered a report setting out options relating to the future security service at the Younghayes Centre.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to

a) continue with the current security contractor Patronus Security on the basis of best value for money.

b) commission the security provider to cover full Council meetings and to hold Committee meetings in the building foyer.

c) commission security cover for evening hire of the main hall by third parties and to cover the associated costs by the Council's funds for the time being.

d) investigate implementing a more cost-effective solution in the future, e.g. by (self-) employing a security guard.

The meeting closed at 8:33pm.

Signed ---------- Date: 20 January 2020

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
20/11/2019	Devon Association of Local Councils	Induction training for new councillor	36.00
22/11/2019	DL Clean Windows	Window cleaning at the Younghayes Centre	10.00
29/11/2019	Ashfords	Title register and highways search fees relating to a parcel of public open space at Gate B	90.00
02/12/2019	Employee	Expenses: Outdoor electric box	12.99
03/12/2019	Ashfords	Legal advice – transfer of the Younghayes Centre	1,858.00
~~03/12/2019~~	~~Ice Watch~~	~~Annual Forecast Fee~~ – deleted	~~234.00~~
04/12/2019	Employee	Expenses: Refreshments for Christmas lights switch-on, items for the Younghayes Centre	30.32
05/12/2019	M & G Associates	Payroll December 2019	15.00
05/12/2019	Core Office IT	Setting up two new laptops for new employees	336.00
09/12/2019	Concorde	Printing costs	10.46
10/12/2019	Tony Benger Landscaping	Installation of bench at viewpoint in Phase 1 Country Park; December 2019 Younghayes maintenance; October, November and December 2019 Maintenance of POS from Cranbrook Education Campus to Yonder Acre Way	863.95
10/12/2019	Tony Benger Landscaping	December 2019 grounds maintenance	12,000.00
10/12/2019	East Devon District Council	Room hire for the Board Games Club	34.00
10/12/2019	East Devon District Council	Room hire	140.00
n/a	SkyGuard MySOS Man Down	Subscription for year one and £194.40 for subsequent years based on 60-month contract	218.40
Direct Debits			
n/a	Tesco Mobile	Office mobile monthly cost	15.00
05/12/2019	Core Office IT	Monthly email hosting	260.04
05/12/2019	Core Office IT	IT Support	402.00
Staffing Costs			
n/a	n/a	Salaries for December 2019	7,570.44
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	2,640.28
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,835.80

Signed ---------- Date: 20 January 2020

MINUTES

Committee: Town Council
Date: Monday, 20 January 2020
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Steve Prime
Cllr Barry Rogers

Also Present

One member of the public
Becki Brodest-Nott, Community Safety Accreditation Scheme (CSAS) Manager, Devon & Cornwall Police
Leanda Flower, Community Investment Manager, LiveWest
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

20/1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Matt Osborn.

20/2 DECLARATION OF INTERESTS

Cllr Kim Bloxham declared a personal interest in relation to agenda item 9 by virtue of being a member of East Devon's Gypsy and Traveller Forum which would consider the Government consultation on strengthening Police powers to tackle unauthorised encampments at their next meeting.

20/3 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 16 December 2019 as a correct record.

20/4 PUBLIC PARTICIPATION

No members of the public made representations, answered questions or gave evidence in respect of Council business under Standing Orders 3e to 3k.

20/5 COMMUNITY SAFETY ACCREDITATION SCHEME

The Community Safety Accreditation Scheme (CSAS) Manager at Devon & Cornwall Police delivered a presentation regarding the Community Safety Accreditation Scheme to the Council.

Signed ---------- 17 February 2020

In response to councillors' questions, the Community Safety Accreditation Scheme (CSAS) Manager advised that it would take approximately three months for an organisation to become accredited and that the scheme was funded by Devon and Cornwall Police in its entirety which meant that the accreditation and training was delivered at no cost.

This item would be brought back to the February meeting of the full Council at which the Council could consider whether or not it would like to apply to join the Community Safety Accreditation Scheme (CSAS).

20/6 MOBILE RESOURCE FOR CRANBROOK – CRANBUS

The Council considered a report introducing the concept of delivering a mobile resource for Cranbrook. LiveWest's Community Investment Manager attended the meeting and spoke in support of the proposed resource. LiveWest had committed a funding contribution up to £20,000.00.

Councillors commented that this project would need to be delivered in the context of all the developments locally and that detailed consideration should be given to issues including funding, health and safety, availability of the resource, storage when not in use and the development of a decision-making process for decisions regarding the use of the resource.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) agree to LiveWEst establishing a working group which would formulate detailed proposals relating to a mobile resource.

b) appoint Cllr Barry Rogers and the Council's Community Development Worker to the working group.

20/7 DISTRICT AND COUNTY COUNCIL MATTERS

The Council considered written reports by Cllr Ray Bloxham, representing Devon County Council, and Cllrs Kevin Blakey, Kim Bloxham and Sam Hawkins, representing East Devon District Council.

Cllr Ray Bloxham, representing Devon County Council, reported in addition to his written report that a police liaison group, an initiative which he had founded, had successfully met and that the minutes of the group's first meeting had been circulated to councillors.

Cllr Kevin Blakey, representing East Devon District Council, reported in addition to his written report that the Town Council's funding request to East Devon District Council had been successfully determined by that Council's Cabinet and scrutiny process and was awaiting final approval by East Devon's full Council in February 2020.

20/8 BUDGET 2020-21

On 16 December 2019, the Council had approved the 2020-21 budget in principle and delegated to the Chairman of the Finance & Personnel Committee and the Town Clerk and Responsible Financial Officer to amend the budget in light of the comments the Council had made at that meeting (minute 19/240 refers).

Before this could happen, the Council had been invited to approve the following:

a) Programme of Events 2020-21 Proposal by the Country Park Ranger and Community Development Officer

The Council had agreed to introduce nominal charges for each event and to carry forward any surplus achieved into the following years' budgets (minute 19/240 refers).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the programme of events 2020-21 by the Country Park Ranger and Community Development Officer.

b) Town Council Vehicle

The Council had also requested a detailed cost proposal for a Town Council vehicle to this meeting (minute 19/240 refers).

The councillors debated the advantages and disadvantages of leasing vs. buying a vehicle as well as an electric vs. a conventional vehicle.

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to

a) lease an electric vehicle.

b) to delegate to the Chairman of the Council's Finance & Personnel Committee and the Clerk to finalise arrangements.

The proposals relating to new signage at the Younghayes Centre would be provided to the Council's February meeting.

20/9 STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS

The Council considered its draft responses to questions which formed part of a Government consultation on strengthening police powers to tackle unauthorised encampments.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Les Bayliss and **resolved** to appoint a working group consisting of Cllrs Les Bayliss, Ray Bloxham and Colin Buchan to finalise the consultation response for approval at the next full Council meeting on 17 February 2020.

20/10 DOG EXCLUSION AREA AT THE INGRAMS SITE

The Council considered a report which recommended the creation of a Public Space Protection Order (PSPO) / dog exclusion area at the Ingrams sports pitches following the problems experienced by users of the pitches with irresponsible dog owners letting their animals defecate on the pitches.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) support the creation of a Public Space Protection Order (PSPO) / dog exclusion area covering the entire Ingrams sports pitches site.

b) commission and erect appropriate signage as soon as possible.

20/11 UNACCEPTABLE BEHAVIOUR POLICY

The Council considered its draft Unacceptable Behaviour Policy.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the Council's Unacceptable Behaviour Policy.

20/12 ASSET DELIVERY REPORT

The Council noted the Asset Delivery Report dated 12 January 2020.

20/13 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH SPECIAL RESPONSIBILITIES

The Council considered reports by its councillors appointed to outside bodies and with special responsibilities.

20/14 COUNCIL MEMBERSHIP

The Council noted that a previously co-opted councillor had ceased to be a member of the Council on the basis of not signing a declaration of acceptance of office within the legally prescribed timescale and it noted that two casual vacancies now existed on the Town Council.

20/15 COMMITTEE MINUTES

The Council considered the minutes of the Amenities Committee on 23 December 2019 and of the Finance & Personnel Committee on 13 January 2020.

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to

a) adopt the minutes of the Amenities Committee on 23 December 2019 and to authorise spending in accordance with minute A/19/48.

b) adopt the minutes of the Finance & Personnel Committee on 13 January 2020.

20/16 CRANBROOK LAG MINUTES

The Council noted the minutes of the Local Action Group (LAG) on 8 January 2020.

20/17 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payment:

£60.81 to See the Light for broadband and telephony

20/18 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Ray Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

20/19 YOUNGHAYES CENTRE SANITARY BINS

The Council considered a report recommending the appointment of a contractor for the servicing of sanitary bins at the Younghayes Centre following the comparison of several quotes in accordance with the Council's Financial Regulations.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to award the contract for the servicing of the sanitary bins at the Younghayes Centre to the current contractor PHS on the basis of best value for public money.

20/20 YOUNGHAYES CENTRE FIRE EQUIPMENT SERVICING

The Council considered a report recommending the appointment of a contractor for the servicing of fire safety equipment at the Younghayes Centre following the comparison of several quotes in accordance with the Council's Financial Regulations.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to award the contract for the servicing of the fire safety equipment at the Younghayes Centre to the current contractor Churches Fire on the basis of best value for public money.

20/21 YOUNGHAYES CENTRE WASTE MANAGEMENT

The Council considered a report recommending the appointment of a waste management contractor at the Younghayes Centre following the comparison of several quotes in accordance with the Council's Financial Regulations.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to award the Younghayes Centre waste management contract to the current contractor Viridor on the basis of best value for public money.

The meeting closed at 8:21pm.

Signed ---------- 17 February 2020

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
12/11/2019	East Devon District Council	Room hire October 2019	170.00
15/12/2019	Devon Norse	Cleaning Younghayes Centre – December 2019	857.44
24/11/2019	Johnsons Apparelmaster	Younghayes Centre monthly linen and door mat service	43.98
16/12/2019	See the Light	Broadband and telephony	63.87
30/12/2019	DL Clean Windows	Window cleaning Younghayes Centre	10.00
31/12/2019	Patronus Security	Security services at the Younghayes Centre December	562.80
31/12/2019	Ice Watch Ltd	Winter gritting on 17 and 24 December 2019	352.80
02/01/2019	South West Water	Water bill 22 November 2019 - 2 January 2020	143.58
09/01/2020	M&G Associates Accountancy Services	Payroll January 2020	15.00
09/01/2020	Tony Benger Landscaping	Repair to see-saw in St. Martin's play area	36.00
09/01/2020	First Aid Devon	L3 emergency first aid at work training for Country Park Ranger	70.00
15/01/2020	See the Light	Broadband and telephony	60.81
Direct Debits			
n/a	Concorde	Printing costs	5.42
n/a	Tesco Mobile	Office mobile monthly cost	15.00
13/01/2020	Core Office IT	Monthly email hosting	227.64
13/01/2020	Core Office IT	IT Support	402.00
Staffing Costs			
n/a	n/a	Salaries for January 2020	7,494.04
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	2,716.68
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,835.80

Signed ---------- 17 February 2020

MINUTES

Committee: Town Council
Date: Monday, 17 February 2020
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan (Chair)
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Steve Prime
Cllr Barry Rogers

Also Present

One member of the public
Tracy Simmons, Deputy Town Clerk, Cranbrook Town Council

20/22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Les Bayliss and Matt Osborn.

20/23 DECLARATION OF INTERESTS

No declarations of interest were made.

20/24 MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 20 January 2020 as a correct record.

20/25 PUBLIC PARTICIPATION

There were no comments from the member of the public in attendance.

20/26 GRANT APPLICATION – CRANBROOK YOUTH FOOTBALL CLUB

The Council considered a grant application from the Youth Football Club for £500.00 for portable floodlights. The Council noted that the application was not signed by the applicant, and no financial information had been provided.

The Council commented that Cranbrook Youth Football Club was a well-used community club and that the club had already raised a large amount of money towards the lighting.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to accept the application and award the full amount subject to the application form being signed and the financial information being verified by the Chair of Finance and Personnel Committee and the Clerk.

Signed ---------- 23 March 2020

20/27 DISTRICT AND COUNTY COUNCIL MATTERS

The Council considered written reports by Cllr Ray Bloxham, representing Devon County Council, and Cllr Kim Bloxham, Cllr Sam Hawkins and Cllr Kevin Blakey, representing East Devon District Council.

Cllr Kevin Blakey, representing East Devon District Council, commented in addition to the written report, that the Strategic Delivery Board press release regarding the Town Centre plans had been released.

Cllr Ray Bloxham, representing Devon County Council, reported in addition to his written report, that Devon County Council was starting a new Healthy Weight Directive initiative to help tackle the issues of health and weight, particularly in young people. Part of this initiative would target fast food outlets; Cranbrook was 'ahead of the curve' as fast food outlets were already limited in the town.

20/28 COMMUNITY SAFETY ACCREDITATION SCHEME

At its meeting on 20 January 2020, the Council had considered a presentation by the Community Safety Accreditation Scheme (CSAS) Manager at Devon & Cornwall Police (ref. minute 20/5).

The Council was now invited to consider whether or not it would like to apply to join the Community Safety Accreditation Scheme (CSAS).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to not apply to join the Community Safety Accreditation Scheme (CSAS) at this time.

20/29 STRENGTHENING POLICE POWERS CONSULTATION RESPONSE

The Council considered the proposed written response to the Strengthening Police Powers to Tackle Unauthorised Encampments consultation. The Council commented that East Devon District Council had set up a Gypsy and Traveller Forum and its first meeting would be next week.

It was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to submit the proposed written response.

20/30 STAGECOACH ROUTE CONSULTATION

The Council discussed the Stagecoach route consultation document. The Council considered the proposed written response.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to submit the proposed written response.

20/31 SUBSCRIPTION TO SOUTH WEST COUNCILS

The Council considered a report recommending the termination of its subscription to South West Councils. The Council discussed the cost and benefits of the subscription.

It was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to cancel the subscription to South West Councils with effect from 31 March 2020.

20/32 COMMUNITY QUESTIONNAIRE RESULTS

The Council noted the Community Development Worker's community questionnaire results.

The Council commented that the information was collated and presented in a clear and well formatted way. The Council noted that the exercise was useful and should prove to be a great source of information for the Community Development Worker to build on.

The Council questioned how the information would be used and requested an update from the Community Development Worker in 2-3 months' time on how this information had been used to benefit Cranbrook.

The Council wanted to congratulate the Community Development Worker on a very well written report and on an exceptional response figure.

20/33 ASSET DELIVERY REPORT

The Council noted the Asset Delivery Report dated 10 February 2020.

20/34 COMMITTEE MEMBERSHIPS

The Council appointed the following Councillors to the:

Amenities Committee: Cllr Steve Prime
Planning Committee: Cllr Barry Rogers

20/35 COMMITTEE MINUTES

The Council adopted the minutes of its:

a) Amenities Committee on 3 February 2020

The Council authorised spending in accordance with minute A/20/8.

b) Planning Committee on 3 February 2020

20/36 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£1,058.40 to Ice Watch for gritting on 17, 18, 19, 20, 21 and 28 January 2020
£680.40 to Patronus Security for security services at the Younghayes Centre in January 2020
£93.60 to Hanover Lifts for the annual lift servicing and maintenance
£31.27 to Employee Expenses
£659.57 to Devon Norse for the cleaning of the Younghayes Centre February 2020.

But to not approve the payment to Day and Bell - minute ref 20/39.

20/37 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

20/38 TRANSFER OF PUBLIC OPEN SPACE AT DRY CLOSE

The Council considered the future transfer of public open space at Dry Close once the land had been transferred to the council.

The Council noted that at present the Council is responsible for maintenance of the land.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Steve Prime and **resolved** to agree in principle to the transfer the land and to delegate to the Clerk to liaise with the Council's solicitors regarding the following:

- Retention of the land as garden in perpetuity:
- An overage clause to protect the council against future development:
- A red book valuation by a member of the Royal Institution of Chartered Surveyors (with costs met by the transferee).

20/39 GALLOPS COURT CAR PARK MANAGEMENT

The Council considered the Gallops Court car park management. The Council discussed that the previous arrangement with East Devon District Council was informal, without a formal contract in place.

The Council questioned the service amounts on the invoice and that no financial information or history had been provided.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Steve Prime and **resolved** to withhold payment until clarity had been obtained on the service amounts charged, and request a full formal contract with Day and Bell Surveyors Ltd governing the re-charging of maintenance costs associated with the car park at Gallops Court, subject to seeing the financial year end for last year and financial figures for this year to date.

20/40 YOUNGHAYES CENTRE EXTERNAL SIGNAGE

The Council considered the proposed designs and quotes for signage at the Younghayes Centre.

The council commented that the proposed recommendation offered good value for money and refreshed the signage already in place.

The council questioned why we need signage on the façade and ground level; it was clarified that the ground level sign included booking information and website details, while the façade sign helped locate the building.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to replace the current signage with Stalite Signs Option A façade sign and Option A double sided ground level sign and to remove the second sign.

20/41 YOUNGHAYES CENTRE CLEANING CONTRACT

The Council considered the Younghayes Centre cleaning contract.

The Council questioned the employee status of the self-employed candidate. The Council commented that it required clarity of self-employment in the form of a contract including responsibilities, insurance and a notice period of 3 months.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Steve Prime and **resolved** to agree in principle to employment of the self-employed candidate subject to clarification of their employment status and to delegate to Clerk and Chair of Finance and Personnel Committee to write a contract.

20/42 YOUNGHAYES CENTRE SHUTTER MAINTENANCE CONTRACT

The Council considered the Younghayes Centre shutter maintenance contract.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Ray Bloxham and **resolved** to award the contract for the annual servicing of the fire service shutters at the Younghayes Centre to HVP Shutters.

20/43 YOUNGHAYES CENTRE CONTRACT FOR HEATING, VENTILATION, AND AIR CONDITIONING (HVAC), FIRE ALARM AND EMERGENCY LIGHTING

The Council considered the Younghayes Centre contract for heating, ventilation, and air conditioning (HVAC), fire alarm and emergency lighting.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to award the contract for the annual servicing and maintenance for the heating, ventilation, and air conditioning (HVAC) systems, fire alarm and emergency lighting to the existing contractor Cannings.

The meeting closed at 7.55pm

Signed ---------- 23 March 2020

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL AGENDA ITEM NO. 15
17 February 2020

Date	Invoice From	Description	Total Incl. VAT £
14/05/2019	East Devon District Council	Rent for room MPB2 – November 2019 instalment	81.59
23/01/2020	Tony Benger	Phases 1 and 2 grounds maintenance	12,000.00
05/12/2019	PWB Electrical	PAT test – Christmas tree lights	40.00
22/01/2020	The Fruit Tree for Business LLP	Updating the business plan for The Tillhouse	600.00
23/01/2020	Earth Wrights	St Martins play park play equipment	5,942.40
27/01/2020	Cllr Les Bayliss	Expenses: Refreshments at informal partners' meeting on 24 January 2020	40.65
28/01/2020	Tony Benger Landscaping	Maintenance of POS Education Campus to Yonder Acre Way January 2020	148.00
28/01/2020	Tony Benger Landscaping	Remediate verge along Roman Way	91.20
28/01/2020	Tony Benger Landscaping	Extension of knee rail at Roman Way	475.20
28/01/2020	Tony Benger Landscaping	Reinstall sign in Hayes Square	67.20
29/01/2020	Employee	Expenses: Xmas tree disposal and plasters for first aid box	10.00
30/01/2020	Ice Watch	Gritting on 17, 18, 19, 20, 21 and 28 January 2020	1,058.40
03/02/2020	RoSPA	Operational Playpark Inspection Training	534.00
07/02/2020	M & G Associates	Payroll February 2020	15.00
07/02/2020	Sky Guard	MYSOS Mandown Subscription x 2 Existing subscription cancelled and being refunded	297.12
07/02/2020	Ashfords	Preparation of a template lease for the Younghayes Centre	540.00
11/02/2020	Hanover Lifts	Annual lift servicing and maintenance	93.60
17/02/2020	Employee	Parent support group supplies	31.27
Younghayes Centre Costs			
20/01/2020	Cannings Building Services	Repair to hot water cylinder	230.93
22/01/2020	E.ON	Heat bill 22 November 2019 until 22 January 2020	1,211.29
23/01/2020	Churches Fire	Fire extinguisher annual service	253.15
24/01/2020	DL Clean Windows	Window cleaning	10.00
~~24/01/2020~~	~~Day and Bell~~	~~Management/maintenance of Gallops Court car park from 23 Nov 2019 until 24 Mar 2020~~	~~515.95~~

Signed ---------- 23 March 2020

26/01/2020	Johnsons	Younghayes Centre monthly linen and door mat service	35.18
28/01/2020	Tony Benger Landscaping	Younghayes Centre maintenance January 2020	75.60
29/01/2020	Employee	Expenses: Washing up liquid for Younghayes Centre	5.00
31/01/2020	Patronus Security	Security service January 2020	680.40
15/02/2020	Devon Norse	Younghayes Centre Cleaning	659.57
Direct Debits			
05/02/2020	Concord	Printing Costs	7.22
07/02/2020	Tesco Mobile	Office mobile monthly cost	15.00
07/02/2020	Core Office IT	Monthly email hosting	222.84
n/a	Core Office IT	IT Support	402.00
Staffing Costs			
n/a	n/a	Salaries for February 2020	7,494.04
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	2,716.68
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,835.80

Signed ---------- 23 March 2020

MINUTES

Committee: Town Council
Date: Monday, 23 March 2020
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Barry Rogers

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

20/44 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Matthew Osborn and Steve Prime.

20/45 DECLARATION OF INTERESTS

Cllr Les Bayliss declared a personal interest in agenda item 12 (Charity of the Year) by virtue of being personally acquainted with the founder of one of the charities which had been nominated.

20/46 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 17 February 2020 as a correct record.

20/47 PUBLIC PARTICIPATION

There were no members of the public in attendance.

20/48 GRANT APPLICATION – CRANBROOK MOTORCYCLE RIDERS

The Council considered a grant application by the Cranbrook Motorcycle Riders for £415.00 for a refresh of equipment to cope with events following considerable growth.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to support the grant application and award the full amount of £415.00.

Signed ---------- Date:

20/49 GRANT APPLICATION – CORNERSTONE CHURCH BABY AND TODDLER GROUP

The Council considered a grant application by the Cornerstone Church baby and toddler group for £300.00 for

i. online level 2 food and hygiene training (£25.00 per person)
ii. baby and child first aid training (£20.00 per person)
iii. tabards/lanyards for leaders to make them more identifiable
iv. DBS checks if needed
v. new play equipment replacing worn out items and craft equipment

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to defer the grant application in light of the temporary closure of the Younghayes Centre and the temporary closure of the group. The application would be considered again as soon as the Council resumed normal operation.

20/50 COVID-19 RESPONSE

The Council considered the current situation in relation to the outbreak of Covid-19, the disease caused by the coronavirus.

The Council noted that a decision had been taken on 16 March 2020 to temporarily close the Younghayes Centre to the public and all social activities therein in light of Government guidance issued on that date. That decision would result in a loss of income from the hire of the multi-purpose hall and upstairs meeting room.

The Council considered whether it should also temporarily close its play parks, especially in light of similar decisions already taken by other local authorities, including East Devon District Council and Bristol City Council. The Council recognised that a closure of the Country Park would not be practicable or enforceable and that regular maintenance activities were currently ongoing both in the play parks and the Country Park.

The Council further considered

- its existing scheme of delegation and whether amendments to it were necessary in order to maintain lawful decision-making in the absence of the Council being able to convene public meetings in accordance with current Government guidance.

- whether it should postpone future meetings for the time being, beginning with the scheduled Amenities Committee meeting on 31 March 2020.

- how it would respond to consultations on future planning applications.

- whether to make available a dedicated budget for its Community Development Worker who was coordinating the local emergency response to the Covid-19 outbreak. Part or all of this funding might be supplemented via a grant from Devon County Council which, it was anticipated, would make funding available for local emergency response efforts.

The Council noted that it had no data at its disposal to identify the cohort of residents who were advised to self-isolate for 12 weeks, e.g. people aged over 70 and people with certain underlying health conditions. The Council's Community Development Worker was in the process of producing a newsletter which would be delivered to all households initially and which would encourage residents in need to contact the Council for help and support. The Cranbrook Community Association had also, in addition, organised a leaflet-drop by local volunteers offering their help which had covered almost every street in Cranbrook.

The Council also noted that its Community Development Worker was collaborating with St Martin's Primary School and the Cranbrook Education Campus to identify and assist vulnerable children and their families.

Signed ---------- Date:

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to

a) delegate authority to the Council's Proper Officer to take such actions and decisions as are required during the outbreak of Covid-19, subject to the Council's Standing Orders and Financial Regulations and in consultation with the relevant chairman of full Council or one of the Council's committees, to inform all councillors of any such actions/decisions as soon as possible, to keep a record of each action/decision taken, and to report and formally ratify those actions and decisions as soon as the Council resumes normal operation and meetings can be safely convened as per Government advice. Payments would continue to be authorised by two duly authorised payment signatories.

b) postpone all public meetings for the time being.

c) consult all town councillors on any planning applications received, to collate the councillors' comments and submit the agreed responses to the local planning authority East Devon District Council. To publish details of planning applications on the Council's website and Facebook page and ask interested individuals to submit their comments to the local planning authority directly. Any decisions to support or oppose planning applications which would be taken during this period would be formally ratified at the first Planning Committee meeting following the emergency measures.

d) close the Council's play parks at St Martin's, Hayes Square and Northwood Acres and to purchase sufficient chains and padlocks but grant access to the Council's maintenance contractors.

e) retrospectively endorse the closure of the Younghayes Centre on 16 March 2020 in light of Government guidance issued on that date and the resulting loss of income from the hire of the multi-purpose hall and upstairs meeting room.

f) utilise the income from the solar panels installed at the Younghayes Centre, which was earmarked for community purposes, as well as the balance of the 2019-20 community grants budget and carry this forward as an earmarked reserve for the Council's Community Development Worker to aid the coordination of the local emergency response. That budget would be made available to the Community Development Worker with immediate effect and payments could be made by the Community Development Worker following approval by the Clerk and the Chairman of the Finance & Personnel Committee, in accordance with the Council's Financial Regulations. That budget would be released into the Council's general reserves following the period of emergency measures.

20/51 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the reports by Cllr Ray Bloxham, representing Devon County Council, and Cllrs Kevin Blakey, Kim Bloxham and Sam Hawkins. representing East Devon District Council.

The Council noted that East Devon District Council's Strategic Planning Committee meeting on 6 April 2020 had been cancelled but that the Cranbrook Strategic Delivery Board was meeting on 24 March 2020 to discuss the consortium's town centre proposals.

20/52 REPORT BY THE COUNTRY PARK RANGER AND COMMUNITY DEVELOPMENT WORKER

The Council considered the report by the Country Park Ranger and the Community Development Worker covering their activities since their arrival in post in October/November 2019. The Council noted the report but congratulated the officers on a significant amount of work and achievements accomplished in a short period of time and requested regular update reports following the period of emergency measures

20/53 ANNUAL REPORT 2019-20

The Council considered its draft annual report 2019-20.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to agree the annual report and to delegate to the Clerk to finalise it with the outstanding information.

Signed ---------- Date:

20/54 CITIZEN OF THE YEAR

The Council considered a report nominating Matt Rowett from the Exeter College Running Club and Steve Bampton from the Cranbrook Youth Football Club for the Council's Citizen of the Year award.

In recognition of both their tireless efforts on behalf of the community throughout the entire year, it was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to award a Citizen of the Year award to both nominees and award a financial grant to both the Exeter College Running Club and the Cranbrook Youth Football Team of £100.00 each.

20/55 CHARITY OF THE YEAR

The Council considered its nominations for the Town Council's charity of the year 2020-21. Using voting slips, the Council voted the Devon Air Ambulance as its charity of the year 2020-21.

20/56 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 15 March 2020.

20/57 UNAUTHORISED ADVERTISING IN CRANBROOK

The Council considered the Deputy Clerk's report explaining that the Council had identified the issue of unauthorised advertising around the town including signage at the Younghayes Road roundabout (Gate A), the Parsons Lane roundabout (Gate B), the fence at St Martin's Primary School and other locations around the town. None of that advertising, which was not temporary, had planning consent and did require it.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to raise these concerns as an enforcement issue with East Devon District Council.

20/58 COMMITTEE MINUTES

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the Planning Committee on 9 March 2020.

20/59 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to approve the schedule appended to these minutes which included the following payments in addition to the schedule of payments which had been circulated with the agenda:

£365.76 to Stalite Signs for No Dogs Signs
£369.60 to Patronus Security for security services at the Younghayes Centre in March 2020
£62.12 to See the Light for broadband and telephony
£40.00 to the Information Commissioner's Office (ICO) for the annual subscription 2020-21

20/60 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Signed ---------- Date:

20/61 GALLOPS COURT CAR PARK MANAGEMENT

The Council considered a report recommending that the Town Council would assume responsibility for the management and maintenance of the car park at Gallops Court. Currently Day and Bell Surveyors Ltd managed and maintained that car park and the Council was confident it could deliver savings to the Gallops Court retail units and the Younghayes Centre tenants by managing it in-house.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) commence the management and maintenance of the car park at Gallops Court in-house as soon as practicable and to liaise with Day and Bell Surveyors Ltd to commence the necessary procedures.

b) settle the outstanding amount with Day and Bell Surveyors Ltd based on relevant information and financial evidence being obtained.

20/62 ADMINISTRATIVE ASSISTANT JOB REVIEW

The Council considered the Clerk's report following a review of the Administrative Assistant's role following the transfer of the Younghayes Centre in November 2019 and additional jobs that employee now carried out.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Barry Rogers and **resolved** to

a) agree the revised job description in the appendix of the report.

b) re-grade the post at spinal column points 7-10 in recognition of the discharge of additional elements in the job description.

20/63 TOWN COUNCIL INSURANCE RENEWAL

The Council considered quotes for the Town Council's insurance renewal in accordance with the Council's Financial Regulations and noted that two quotes had been received from WPS (brokers for Royal Sun Alliance Insurance Group) and the Zurich Insurance Group. WPS had quoted £3,394.80 within a three-year long-term undertaking and Zurich had quoted £2,616.73 for the same.

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to appoint the Zurich Insurance Group as the Council's insurance provider 2020-21 and to enter into a three-year long-term agreement with Zurich.

20/64 YOUNGHAYES CENTRE EXTERNAL SIGNAGE

The Council considered a report recommending the installation of the previously agreed façade sign and to remove both ground-level signs at the Younghayes Centre. The Council noted that the planning consent for both the ground-level signs at the Younghayes Centre and the signage at St Martin's Primary School, which was located on Town Council land, would expire in November 2020.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to

a) remove both the ground-level signs and the signage at St Martin's Primary School at a total cost of £382.92 + VAT.

b) install the previously-agreed façade sign (ref. minute 20/40).

20/65 YOUNGHAYES CENTRE ELECTRICITY PROVIDER

The Council considered the appointment of an electricity supplier for the Younghayes Centre in accordance with the Council's Financial Regulations.

Signed ---------- Date:

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to endorse the Chairman of the Finance & Personnel Committee and the Clerk's decision to continue with the current supplier Total Gas & Power.

20/66 YOUNGHAYES CENTRE ANNUAL WATER HYGIENE TESTING

The Council discussed to appoint a contractor in accordance with the Council's Financial Regulations.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to continue with the current provider IWS.

The meeting closed at 8:07pm.

Signed ---------- Date:

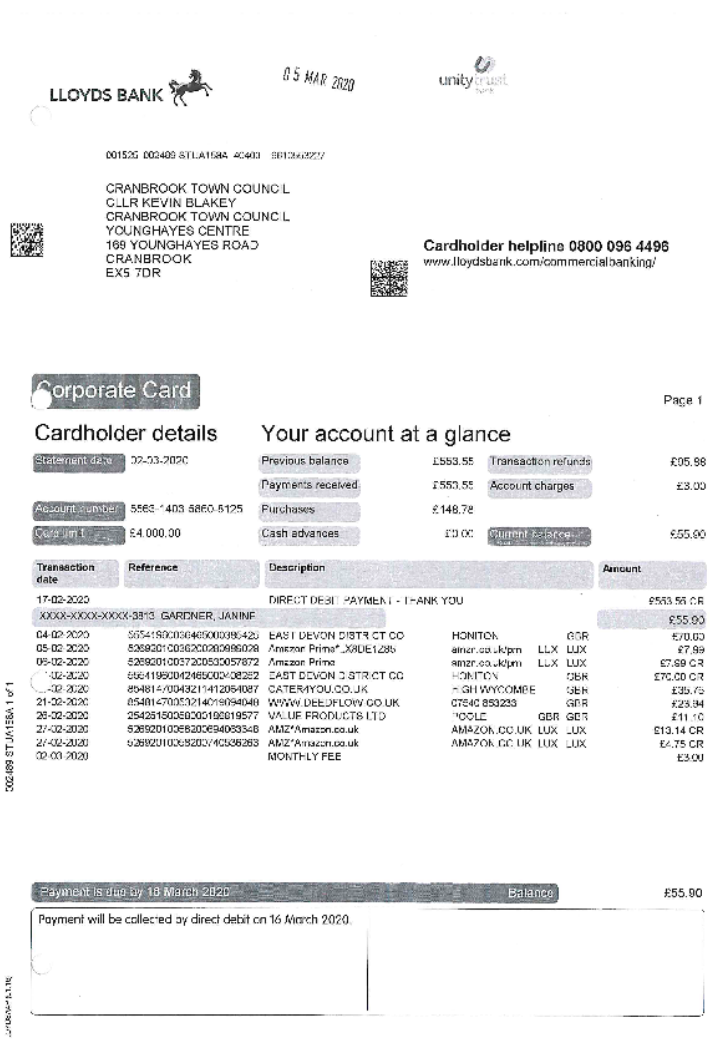
SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
01/02/2020	D C Palfrey	Manufacture and supply of two permanent barbeques	1,600.00
06/02/2020	Stalite Signs	No Dogs Allowed Signs	365.76
12/02/2020	Stevens Glass & Glazing	Polycarb supplied and fitted to noticeboard Country Park	198.00
17/02/2020	See the Light	Broadband and telephony	63.76
18/02/2020	WPS Insurance	Additions to in-year insurance schedule	49.45
25/02/2020	Tony Benger	Phases 1 and 2 grounds maintenance February 2020	6,000.00
25/02/2020	Tony Benger	Additional flail cut to hedges H25 and H39A	1,073.40
25/02/2020	Tony Benger	February 2020 POS maintenance Education Campus up to Yonder Acre Way	148.00
25/02/2020	Tony Benger	Tree works; reduction in crown size of tree T7	282.18
25/02/2020	Tony Benger	Tree works; felling of tree T3	120.59
29/02/2020	Ice Watch	Gritting service February 2020	176.40
04/03/2020	WPS Insurance	Increased contents insurance Younghayes Centre	17.49
06/03/2020	East Devon District Council	Service recharge for Younghayes Centre 1 October until 22 November 2019	22.21
09/03/2020	Cllr Barry Rogers	Expenses: Travel expenses and hardware	26.10
09/03/2020	M & G Associates	Payroll March 2020	15.00
13/03/2020	Information Commissioner	Annual subscription	40.00
16/03/2020	See the Light	Broadband and telephony	62.12
Younghayes Centre Costs			
15/02/2020	Devon Norse	Cleaning February 2020	659.57
18/02/2020	Devon Norse	Consumables January 2020	72.34
22/02/2020	E.ON	Heat bill	637.94
23/02/2020	Johnsons	Front door mat and tea towels monthly service cost	46.86
25/02/2020	Tony Benger	February 2020 maintenance at Younghayes Centre	75.60
26/02/2020	PHS	Sanitary waste collection and disposal annual cost	157.25
27/02/2020	Total	Electricity bill November 2019 - January 2020	2,715.17
28/02/2020	DL Clean Windows	Window cleaning	10.00
29/02/2020	Patronus Security	Security service February 2020	672.00
29/02/2020	Viridor	Waste management service	44.88

Signed ---------- Date:

03/03/2020	Castle CCTV	Service of Younghayes Centre CCTV	282.00
23/03/2020	Patronus Security	Security service March 2020	369.60
Direct Debits			
	Concord	Monthly printing costs	*Not received*
13/03/2020	Tesco Mobile	Two office mobiles monthly cost	15.00
16/03/2020	Core Office IT	Monthly email hosting	222.84
16/03/2020	Core Office IT	Monthly IT support	402.00
Staffing Costs			
n/a	n/a	Salaries for March 2020	7,703.04
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	2,507.68
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,835.80

Payments on the Council's credit card:



LLOYDS BANK

05 MAR 2020

unity trust bank

CRANBROOK TOWN COUNCIL
CLLR KEVIN BLAKEY
CRANBROOK TOWN COUNCIL
YOUNGHAYES CENTRE
169 YOUNGHAYES ROAD
CRANBROOK
EX5 7DR

Cardholder helpline 0800 096 4496
www.lloydsbank.com/commercialbanking/

Corporate Card

Page 1

Cardholder details

Your account at a glance

Statement date	02-03-2020	Previous balance	£553.55	Transaction refunds	£05.98
		Payments received	£553.55	Account charges	£3.00
Account number	5563 1403 6860 6125	Purchases	£148.78		
Credit limit	£4,000.00	Cash advances	£0.00	Current balance	£55.90

Transaction date	Reference	Description			Amount
17-02-2020		DIRECT DEBIT PAYMENT - THANK YOU			£553.55 CR
XXXX-XXXX-XXXX-3813 GARDNER, JANINE					£55.90
04-02-2020	55541900364500096420	EAST DEVON DISTR CT CO	HONITON	GBR	£70.00
05-02-2020	52692010037200980028	Amazon Prime*_X8DE1Z8b	amzn.co.uk/prn	LUX LUX	£7.99
05-02-2020	52692010037200530057872	Amazon Prime	amzn.co.uk/prn	LUX LUX	£7.99 CR
10-02-2020	55541900424650004C8252	EAST DEVON DISTRICT CO	HONITON	GBR	£70.00 CR
10-02-2020	554814700432114120540B7	CATERAYOU.CO.UK	HIGH WYCOMBE	GBR	£35.75
21-02-2020	55481470053214019094048	WWW.DEEDFLOW.CO.UK	07540 853233	GBR	£23.94
26-02-2020	25425150036200198819577	VALUE PRODUCTS LTD	POOLE	GBR GBR	£11.10
27-02-2020	52692010036200940933548	AMZ*Amazon.co.uk	AMAZON.CO.UK	LUX LUX	£13.14 CR
27-02-2020	52692010036200740536263	AMZ*Amazon.co.uk	AMAZON.CO.UK	LUX LUX	£4.75 CR
02-03-2020		MONTHLY FEE			£3.00

Payment is due by 16 March 2020 — Balance £55.90

Payment will be collected by direct debit on 16 March 2020.

Signed ---------- Date:

MINUTES

Committee: Town Council
Date: Monday, 01 June 2020
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Matthew Osborn
Cllr Barry Rogers

Cllr Steve Prime joined the meeting late due to a technical issue and was not able to participate in the discussions.

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

20/67 APOLOGIES FOR ABSENCE

No apologies for absence were received.

20/68 DECLARATION OF INTERESTS

No declarations of interest were made.

20/69 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 23 March 2020 as a correct record.

20/70 PUBLIC PARTICIPATION

There were no members of the public in attendance.

20/71 DEED OF VARIATION

The Council had received the engrossment deed of variation to the Section 106 agreement covering open spaces and the Ingrams pavilion.

The Council's Standing Order 23 covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to approve the execution of the deed on behalf of the Council in accordance with Standing Order 23 and to appoint Cllrs Ray Bloxham and Colin Buchan to sign the deed.

The meeting closed at 7:07pm.

Signed ---------- Date: 22 June 2020

MINUTES

Committee: Town Council
Date: Monday, 22 June 2020
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Steve Prime
Cllr Matthew Osborn
Cllr Barry Rogers

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

20/72 APOLOGIES FOR ABSENCE

No apologies for absence were received.

20/73 DECLARATION OF INTERESTS

No declarations of interest were made.

20/74 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 1 June 2020 as a correct record.

20/75 PUBLIC PARTICIPATION

There were no members of the public in attendance.

20/76 VIRTUAL PUBLIC MEETINGS PROTOCOL

The Council considered the Council's Virtual Public Meetings Protocol. It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the Virtual Public Meetings Protocol, subject to changing the reference to the chairman of a meeting setting up a meeting on Zoom, update the protocol in line with the latest software version and correct a typo in the section on public participation.

Signed ---------- Date: 20 July 2020

20/77 RECORD OF DECISIONS DURING PERIOD OF EMERGENCY MEASURES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to retrospectively approve the record of all Council decisions taken during the period of emergency measures following the outbreak of Covid-19 in March 2020.

20/78 REPORTS BY THE DISTRICT AND COUNTY COUNCILLORS

The Council noted the reports from the Devon County Councillor and the East Devon District Councillors.

20/79 COMMITTEE MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Osborn and **resolved** to adopt the minutes of the

a) Amenities Committee on 1 June 2020
b) Finance & Personnel Committee on 8 June 2020
c) Planning Committee on 15 June 2020

20/80 STATEMENT OF INTERNAL CONTROL

It was proposed by Cllr Colin Buchan, seconded by Kevin Blakey and **resolved** to approve the Council's Statement of Internal Control 2020.

20/81 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019-20

i) Year-End Adjustments and Materiality

To consider the Clerk's report proposing to adopt a level of materiality.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to

a) set the Town Council's materiality at 1.9% of actual expenditure.

b) not make any further year-end adjustments in additions to the adjustments approved by the Finance & Personnel Committee on 8 June 2020.

c) add an estimated value of £600 per laptop purchased in 2019 to the asset register.

ii) Asset Register

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the Council's asset register dated 31 March 2020 and recognise it as a work in progress.

iii) Report by the Internal Auditor

The Council noted the report by the Internal Auditor covering the 2019-20 financial year.

iv) Section 1: Annual Governance Statement 2019-20

The Council considered the eight statements in the Annual Governance Statement 2019-20 set out in Section 1 of the Annual Governance and Accountability Return Part 3. It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to respond positively to each of the statements individually listed in Section 1.

v) Section 2: Accounting Statements 2019-20

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the Council's Accounting Statements set out in Section 2 of the Annual Governance and Accountability Return.

vi) Period for the Exercise of Electors' Rights

The Government had published the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 on 7 April 2020 which not only extended the submission deadline for the approved AGAR and supporting documentation until Friday, 31 July 2020 but it also removed the requirement for a common period for the exercise of public rights. The only requirement was that the 30-working day period for the exercise of public rights should start on or before the first working day of September. The public inspection period was the statutory period during which the electors could formally inspect the Council's accounts.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to agree the period for the exercise of public rights from Monday, 29 June until Friday, 7 August 2020.

20/82 CRANBROOK TOWN COUNCIL'S FIVE-YEAR PLAN

The Council considered its five-year business plan covering the 2020-25 period. Councillors commented that the reference to the "all-weather" in "all weather pitch" on page 14 should be removed and that the timings of the delivery of the additional play areas should be reviewed to include delivery in 2021-22.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Ray Bloxham and **resolved** to approve the Council's five-year plan subject to the above amendments.

20/83 YOUNGHAYES CENTRE ELECTRIC CHARGING POINT

The Council considered a report proposing the installation of an electric vehicle charging point at the Younghayes Centre.

It was proposed by Cllr Barry Rogers, seconded by Cllr Matt Osborn and **resolved** to

a) agree to the installation of an electric vehicle charge point in the GP surgery car park.

b) agree to E.ON to erect an advertising board in the foyer of the Younghayes Centre indicating their contribution.

20/84 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Council's Safety Working Group had met on 3 June 2020 and reviewed the Council's Risk Management Strategy and Risk Register as well as the following risk assessments:

a) Slips and Trips Generic
b) Manual Handling Generic
c) Office Safety
d) Kitchen
e) Play Parks Safety
f) Councillor
g) Allotments Safety
h) Volunteer
i) Christmas Tree
j) Country Park
k) Lone Working

In addition, the Council also considered risk assessments relating to the current remote working of all employees and the phased return to the workplace following the outbreak of Covid-19, as well as the Younghayes Centre fire risk assessment.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to adopt the Council's Risk Management Strategy and Risk Register as well as all the aforementioned risk assessments.

20/85 E.ON EASEMENT AGREEMENT

The Council was in the process of finalising an easement agreement granting E.ON the right to lay and thereafter maintain a pipeline and ancillary apparatus through parts of the Country Park.

The engrossment version of the agreement had not been issued in time and this item would be added to the next meeting of the Council in July 2020.

20/86 BANK SIGNATORIES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to

a) appoint Cllr Colin Buchan as a "view and authorise" signatory, replacing Cllr Phil Norgate.

b) confirm this resolution was recorded in accordance with the rules of the organisation.

c) confirm the person named above would be an authorised individual on all accounts and would be an authorised telephone and internet banking service user.

d) acknowledge that Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory.

e) acknowledge that Unity Trust Bank's terms and conditions may vary from time to time and to agree to be bound by them.

f) provide Unity Trust Bank with instructions and changes in line with the mandate.

g) acknowledge that Unity Trust Bank should rely on this mandate until the Council would send future amends.

h) inform Unity Trust Bank in writing of any changes.

i) acknowledge that the Council shall be jointly and severally liable for any liabilities.

j) agree to use the telephone banking service to authorise transfers between the Council's Unity Trust Bank accounts and to request balance and other general account information.

k) use the internet banking service in accordance with the terms and conditions.

l) acknowledge that responsibility for all transactions performed on Unity Trust Bank's internet banking service lies with the final authorising user.

m) authorise Unity Trust Bank to make any enquiries which it considered necessary to confirm the details in the application form.

n) acknowledge Unity Trust Bank's right to suspend operation of the Council's accounts until the Council has provided Unity Trust Bank with any requested documentation or information.

o) confirm that the information the Council would provide was true to the best of the Council's knowledge.

Signed ---------- Date: 20 July 2020

20/87 PLANNING APPLICATION 20/0925/FUL

The Council considered planning application 20/0925/FUL proposing the retrospective change of use of land and buildings from agricultural to domestic, and alterations to external doors on storage buildings at Threshing Barn, Shermoor Farm, Station Road, Broadclyst EX5 3AZ. The Council was being invited to comment as a neighbouring parish council.

The Council noted planning application 20/0925/FUL and declined to comment.

20/88 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 1 June 2020.

20/89 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to

a) approve the schedule appended to these minutes in addition to the following payment: £46.86 to Johnsons for the tea towel and the front door mat service.

b) not pay the Devon Norse invoices DVN00042904 dated 15 April 2020, DVN00043315 dated 15 May 2020 and DVN00043793 dated 15 June 2020, based on the fact that the Council had not been receiving a cleaning service from 23 March 2020 until 22 June 2020. It was further agreed to make the Younghayes Centre tenants aware that they might become liable for the pro-rata payment of those invoices as part of the service recharge if the Council was not successful in contesting them.

c) redirect the invoice received from Ashfords covering the legal representation relating to the development and finalisation of the E.ON easement agreement (ref. minute 20/85 above) to E.ON.

20/90 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following items it was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

20/91 TOWN CENTRE UPDATE

The Council received an update from the Town Council representatives on the Cranbrook Strategic Delivery Board regarding the development of the town centre in Cranbrook. The Cranbrook Strategic Delivery Board had received a proposal from the consortium of developers for the development of the town centre to include a supermarket, additional retail space, a nursery, a town square, a Town Council building with café and small business units and other provisions.

It was understood that East Devon District Council's planning officers were in support of and progressing the development of a supplementary planning document relating to the town centre without timescales for delivery and available funding.

It was anticipated that East Devon District Council's Strategic Planning Committee would decide between the two proposals at a meeting in early July 2020.

The Town Council had been preparing the content for a virtual consultation exercise to gauge the residents' preference among those two options.

It was proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to

a) proceed with a virtual consultation exercise and a Facebook poll for residents to indicate their preference for either the Consortium's or East Devon District Council's proposals.
b) circulate the final wording to all town councillors.

c) publish the information on the Council's noticeboards.

20/92 INGRAMS AND OPEN SPACE DEED OF VARIATION AND INGRAMS PAVILION

East Devon District Council had withdrawn its support for a deed of variation to the Section 106 agreement relating to the delivery of the Ingrams pavilion and public open spaces after the engrossment version had been signed by all parties except the District Council on the basis of concerns relating to the potential cost of delivering the Ingrams pavilion.

Ward members would be meeting with East Devon District Council's Chief Executive on 23 June 2020 to discuss this topic.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to request that all Section 106 obligations relating to the delivery of the Ingrams pavilion are transferred to Town Council and for the Town Council to project-manage its delivery.

20/93 YOUNGHAYES CENTRE COMMERCIAL APPLIANCES ANNUAL SERVICE

The Council considered appointing a contractor for the annual servicing of its commercial kitchen appliances in the Younghayes Centre in accordance with the Council's Financial Regulations.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to appoint A W Services to carry out the annual commercial appliances servicing at the Younghayes Centre.

20/94 SPORT ENGLAND EXETER AND CRANBROOK LOCAL DELIVERY PILOT

The Council received an update from the Town Council's representative on the Sport England Exeter and Cranbrook Delivery Pilot.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Ray Bloxham and resolved to

a) support the new governance structure and respond encouragingly.

b) agree to Cllr Matt Osborn chairing the Cranbrook Steering Group.

c) requested regular updates on the tangible outcomes and funding distributed to Cranbrook.

d) review progress in six months' time.

The meeting closed at 8:27pm.

Signed ---------- Date: 20 July 2020

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
23/04/2020	Euroffice	Stationery: Labels, Blu-tack, batteries, laminating pouches	47.13
30/04/2020	Ashfords	Reviewing and amending E.ON template easement; Payable by E.ON	~~540.00~~
30/04/2020	Tony Benger Landscaping	Installation of water troughs at Crannaford Allotments	1,524.00
14/05/2020	Tony Benger Landscaping	Path construction Phase 2 Country Park	6,720.00
20/05/2020	South Western Ambulance Service NHS Foundation Trust	Defibrillator loan four-year package	2,160.00
22/05/2020	SWAP	Internal audit 2019-20	1,440.00
28/05/2020	Tony Benger Landscaping	Move bench from Phase 2 Country Park to Phase 1 and install	237.84
28/05/2020	Tony Benger Landscaping	May 2020 Maintenance of POS Education Campus to Yonder Acre Way	148.00
29/05/2020	iHASCO Ltd	Fire warden training annual licence for five users	120.00
02/06/2020	Core Office IT	Purchase and setup of tablet	408.00
05/06/2020	Devon County Council	Employee DBS disclosure	49.90
08/06/2020	M & G Associates	Payroll June 2020	15.72
10/06/2020	Tony Benger Landscaping	Grounds maintenance Phases 1 & 2 June 2020	30,000.00
11/06/2020	Employee	Expenses: Office key cutting x 4	20.00
11/06/2020	Tony Benger Landscaping	Clearing 25 meters of field ditch in Phase 1 Country Park	555.60
15/06/2020	See the Light	Broadband and telephony May and June 2020	127.78
Covid-19-Related Expenditure			
08/05/2020	J&R Foodservice	Food for the preparation of meals N.B. This will be paid for from the LiveWest donation	78.47
Younghayes Centre Costs			
29/12/2019	Johnsons	Tea towel and front door mat service	35.18
08/05/2020	Total Gas and Power	Electricity from 04/02/20 to 03/05/20 PAID 15/06/2020	2,329.77
15/03/2020	Devon Norse	Cleaning contract March 2020	659.57
15/04/2020	Devon Norse	Cleaning contract April 2020 – **CONTESTED**	~~695.85~~
15/05/2020	Devon Norse	Cleaning contract May 2020 – **CONTESTED**	~~695.85~~

Signed ---------- Date: 20 July 2020

22/05/2020	E.ON	Heat bill	356.22
28/05/2020	Tony Benger Landscaping	Grounds maintenance	75.60
04/06/2020	Employee	Expenses: Kitchen first aid supplies, cleaning products, poster prints for meeting room	19.89
07/06/2020	Euroffice	Antiseptic wipes and alcoholic hand sanitisers	£42.47
15/06/2020	P March Property Maintenance	Repair to skylight window in the Cranbrook Medical Centre	435.00
15/06/2020	Devon Norse	Cleaning contract June 2020 – **CONTESTED**	~~695.85~~
24/05/2020	Johnsons	Tea towel and front door mat service	46.86
Younghayes Centre Direct Debits			
31/05/2020	Viridor	Waste collections	38.64
31/05/2020	Viridor	Waste collection charges are for December 2019 and January 2020	346.32
Direct Debits			
	Concorde	Monthly printing costs	
13/05/2020	Tesco Mobile	Two office mobiles monthly cost	15.00
11/06/2020	Core Office IT	Monthly email hosting April 2020	222.84
01/06/2020	Core Office IT	Monthly IT support	402.00
Staffing Costs			
26/06/2020	Employees	Salaries June 2020	7,683.07
26/06/2020	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	2,768.23
26/06/2020	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,876.80

Signed ----------

Date: 20 July 2020

MINUTES

Committee: Town Council
Date: Monday, 22 June 2020
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Steve Prime
Cllr Barry Rogers

Also Present

Sarah Jenkins, Locum Town Clerk, Cranbrook Town Council

20/95 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Matthew Osborn.

20/96 DECLARATION OF INTERESTS

No declarations of interest were made.

20/97 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 22 June 2020 as a correct record.

20/98 PUBLIC PARTICIPATION

There were no members of the public in attendance.

20/99 REPORTS BY THE DISTRICT AND COUNTY COUNCILLORS

The Council considered a report from the Devon County Councillor who, by way of an update, advised that as long as Covid-19 infection, hospitalisation and death rates would continue to fall, shielding would officially end in August 2020 and with that the centrally provided support packages for food and medicines. Support, if required, would need to be provided locally. Helplines would continue to be available.

The Council noted the report from the East Devon District Councillors.

20/100 USE OF THE COUNTRY PARK POLICY

The Council considered its use of the Country Park policy and a request that the policy, including the codes for cycling and professional dog walkers, should be extended to all areas of public open space across Cranbrook.

The Council discussed the use of barbecues in other areas of public open space and the need for a Cranbrook wide policy consistent with the Country Park policy.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to extend the Use of the Country Park Policy, including the codes for cycling and professional dog walkers, to all areas of public open space across Cranbrook, to consider provision of additional Town Council barbecues in other public open spaces following a public consultation and to request that the community use only the designated barbecue areas when using their own equipment.

20/101 RISK ASSESSMENTS

a) Reopening of play areas risk assessment

The Council considered a risk assessment relating to the reopening of play areas in Cranbrook. The play areas had been reopened on Friday, 10 July 2020. The risk assessment had been publicly consulted upon from Monday, 6 July 2020 until Friday, 10 July 2020.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to retrospectively approve the risk assessment relating to the reopening of play areas in Cranbrook.

b) Reopening of the Younghayes Centre

The Council considered a risk assessment relating to the reopening of the Younghayes Centre. It was agreed that the Younghayes Centre should remain closed for the time being and that the Council would keep the reopening under review, subject to it being financially and practically viable.

20/102 TREATMENT OF WEEDS

The Council considered a report by the Clerk recommending that consideration should be given as to how the Town Council envisages the treatment of weeds, if any, once the individual developer parcels had been adopted.

The Council was invited to consider how much responsibility it would like to assume in the future in relation to the treatment of weeds across the town so that this could be budgeted for in future financial years.

It was noted that the Council's existing grounds maintenance contract covered the treatment of weeds around structures along the main local route (MLR) in Phases 1 and 2.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to request the Community Development Worker to engage volunteers to assist with the treatment of weeds, and to extend this initiative to include householders.

20/103 COMMITTEE MINUTES

It was **resolved** to adopt the minutes of the

a) Amenities Committee on 6 July 2020
b) Finance & Personnel Committee on 13 July 2020

20/104 AMENITIES COMMITTEE TERMS OF REFERENCE

The Council adopted the Amenities Committee's revised terms of reference.

Signed ---------- Date: 24 August 2020

20/105 E.ON EASEMENT AGREEMENT

The Council was in the process of finalising an easement agreement granting E.ON the right to lay and thereafter maintain a pipeline and ancillary apparatus through parts of the Country Park.

The engrossment version of the agreement had not been issued in time and this item would be added to the next meeting of the Council in August 2020.

20/106 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 6 July 2020.

20/107 PLANNING APPLICATION 19/1422/MRES

The Council considered planning application 19/1422/MRES proposing the layout, scale, appearance, landscaping and access for the construction of a foul water pumping station, two surface water basins, a shared footway and cycleway and connecting highway link and the removal and the construction of a new hedgerow at Phase 4 to the east of the Ecology Park and west of Southbrook Lane, Cranbrook.

It was **resolved** to note the application and not to respond.

20/108 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule of payments appended to these minutes in addition to the following payments:

£88.20 to See the Light for broadband and telephony
£72.00 to the SLCC for a People Management course on 20 and 27 October 2020

20/109 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following items it was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

20/110 INGRAMS AND OPEN SPACE DEED OF VARIATION AND INGRAMS PAVILION

The Council considered a report by Cllr Kim Bloxham.

The meeting closed at 7:46pm.

Signed ---------- Date: 24 August 2020

CRANBROOK TOWN COUNCIL **Agenda Item No. 14**

20 July 2020

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
25/06/2020	Tony Benger Landscaping	June maintenance of POS Cranbrook Education Campus to Yonder Acre Way	148.00
25/06/2020	Tony Benger Landscaping	Repair to vandalised noticeboard	772.80
30/06/2020	Tony Benger Landscaping	Signs removal at Younghayes Centre and St Martin's School	459.50
05/07/2020	Tony Benger Landscaping	July maintenance of POS Cranbrook Education Campus to Yonder Acre Way	148.00
05/07/2020	Tony Benger Landscaping	July grounds maintenance	24,000.00
08/07/2020	M & G Associates	Payroll July 2020	12.58
13/07/2020	Tracy Simmons	Employee Expenses	10.11
15/07/2020	See the Light	Broadband and telephony	88.20
	SLCC	People Management course 20 & 27 October 2020	72.00
Covid-19-Related Expenditure			
Younghayes Centre Costs			
22/06/2020	E.ON	Heat bill	318.02
25/06/2020	Tony Benger Landscaping	June grounds maintenance	75.60
28/06/2020	Johnsons Apparelmaster	Tea Towels and Floor Mat	37.49
05/07/2020	Tony Benger Landscaping	July grounds maintenance	75.60
06/07/2020	Stalite Signs	Younghayes Centre Facia Signage	912.00
Younghayes Centre Direct Debits			
30/06/2020	Viridor	Waste collections	44.88
Direct Debits			
	Concorde	Monthly printing costs	
13/06/2020	Tesco Mobile	Two office mobiles monthly cost	15.00
02/07/2020	Core Office IT	Monthly email hosting June 2020	222.84
02/07/2020	Core Office IT	Monthly IT support	402.00

Signed ----------

Date: 24 August 2020

Staffing Costs			
28/07/2020	Employees	Salaries July 2020	6,597.06
28/07/2020	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	2,657.20
28/07/2020	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,876.80

Signed ----------

Date: 24 August 2020

MINUTES

Committee: Town Council
Date: Monday, 24 August 2020
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Barry Rogers

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council
One member of the public

20/111 APOLOGIES FOR ABSENCE

No apologies for absence were received.

20/112 DECLARATION OF INTERESTS

Cllr Barry Rogers declared a disclosable pecuniary interest in relation to agenda item 9 (Allotment Association Proposal) by virtue of being an allotment holder. Cllr Barry Rogers would leave the meeting for the item.

Cllr Kim Bloxham declared a personal interest in relation to agenda item 13 (Planning Application 20/1653/FUL) by virtue of being a member of East Devon District Council's Planning Committee. Cllr Kim Bloxham would not participate in the debate or vote.

Cllr Matt Osborn declared a personal interest in relation to agenda item 13 (Planning Application 20/1653/FUL) by virtue of the applicant being known to him and the property subject to the application being in proximity to his own property. Cllr Matt Osborn would not participate in the debate or vote.

20/113 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and resolved to accept and sign the minutes of the meeting held on 20 July 2020 as a correct record.

Signed ---------- Date: 21 September 2020

20/114 PUBLIC PARTICIPATION

No requests from the member of the public were made to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

20/115 REPORTS BY THE DISTRICT AND COUNTY COUNCILLORS

Cllr Kevin Blakey, representing East Devon District Council, reported that East Devon District Council had recently withdrawn from the Greater Exeter Strategic Plan and was in the process of informing the other partner local authorities of its decision.

Cllr Ray Bloxham, representing Devon County Council, reported a low level of incidents of Covid-19 in Devon with one hospital patient currently and four known cases in Seaton during the previous week.

20/116 GRANT APPLICATION – BADMINTON CLUB

The Council considered a grant application from the Cranbrook Badminton Club for £1,000.00 to re-establish the Club following the outbreak of Covid-19.

Councillors commented that the application appeared to be non-specific and there was a lack of clarity regarding what the funding, if received, would be spent on. Councillors also queried the Club's financial sustainability as past funds appeared to have been depleted and not replenished. The Council's grants policy stipulated that, where possible, the Council would expect any applicant to demonstrate how financial sustainability could be achieved.

The Council supported the application in principle but required more information. In the absence of a Club representative attending the meeting to answer questions, the Council suggested that the Club could assess how it could develop financial sustainability and re-apply at a future date with a breakdown of the intended purpose of any grant funding received.

The Council also noted that the facilities at the Cranbrook Education Campus would not be available for public hire until at least the October half term.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to defer this application until more information regarding the Club's financial sustainability and the intended purpose of any grant funding was available.

20/117 GRANT APPLICATION – TRIP COMMUNITY TRANSPORT

The Council considered a grant application from TRIP for £1,250.00 towards the cost of a "ring and ride" service between Exmouth, Sidmouth and Taunton as well as ad-hoc volunteer medical car transport to Exeter.

Councillors commented that the application did not evidence the level of local need in Cranbrook and how many residents of Cranbrook benefitted from the service, now and in the future. Unless a clear local need and benefit could be evidenced, the Council would prefer to support more local causes.

The Council understood that the organisation had also made requests for grant funding from other parish and town councils.

The Council supported the application in principle but required more information.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to defer this application until more information regarding local need and benefit was available.

20/118 FUN FAIR SUPPORT LETTER REQUEST

The Council considered a letter providing feedback for the operator who had held fun fairs in Cranbrook recently.

Councillors requested that the sentence regarding the "[courteous liaison] with the Town Council throughout the preparation, operating and closing stages of to date three fun fairs in Cranbrook" be rewritten and that the statement relating to Devon and Cornwall Police and East Devon District Council's Environmental Health team be qualified to indicate that the Council was not aware of any feedback those organisations had received.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to agree the letter to the fun fair operator, subject to finalising it in light of the suggested amendments above.

Cllr Barry Rogers left the meeting.

20/119 ALLOTMENT ASSOCIATION PROPOSAL

The Council considered a letter from the Crannaford Allotment holders which contained a proposal including conditions for the allotment holders to form an allotment association.

Councillors commented how the Council had repeatedly offered support to the allotment holders to form an allotment association which still stood and that they were not in agreement with the conditions stipulated in the letter. Councillors also commented on the financial implications if the Council agreed to those conditions which they considered to be disproportionate.

The Council suggested that it would continue to manage the site and operate the current tenancy arrangements.

The next allotment site should be transferred to the Council in February 2021 which would provide an opportunity to review the existing conditions of rental.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to reject the allotment holders' proposal and review the existing conditions of rental before the next allotment site would transfer to the Council.

20/120 RISK ASSESSMENT

Cllr Barry Rogers re-joined the meeting.

The Council considered a risk assessment covering self-built play structures across the town.

In February 2019, the Council had agreed to carry out individual risk assessments in relation to each self-built play structure (ref. minute 19/29) which would prove repetitive so the Council was now invited to agree a generic risk assessment covering the currently two self-built play structures in the town.

The Council continued to follow the guidance published by the Forestry Commission (2006): *Rope Swings, Dens, Treehouses and Fires. A Risk Based Approach for Managers Facilitating Self-Built Play Structures and Activities in Woodland Settings* and it continued to subject any self-built play structures to the Council's in-house regime of play area inspections in order to ensure that they remain safe. In addition, any trees with self-built play structures attached to them were separately listed in the tree surveys which the Council commissioned every 18 months.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to adopt the risk assessment and to add it to the Council's risk portfolio which was reviewed every six months.

20/121 WEBSITE ACCESSIBILITY

The Council considered documents evidencing the compliance of the Council's website with the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to approve the documents.

20/122 COMMITTEE MINUTES

It was proposed by Cllr Phil Norgate, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the

a) Planning Committee on 3 August 2020
b) Amenities Committee on 17 August 2020

20/123 PLANNING APPLICATION 20/1653/FUL

The Council considered planning application 20/1653/FUL proposing a garage conversion at 19 Sweet Coppin, Cranbrook EX5 7FB.

The Council noted that a planning condition existed in this part of Cranbrook covering the area of 587 dwellings in Phase 2 of the development which stipulated that "garages and parking spaces shall thereafter be retained only for the parking of vehicles unless otherwise agreed in writing with the local planning authority".

The planning applicant had submitted evidence with their planning application that there was no alternative spaces to park vehicles within the boundary of their dwelling and they had submitted indicative plans showing possible alternative parking spaces which were situated outside of the boundary – over which the applicant had no control.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to object to planning application 20/1653/FUL on the basis of the loss of the parking space within the boundary of the property.

Cllrs Kim Bloxham and Matt Osborn did not participate in the debate or vote.

20/124 COMMITTEE APPOINTMENTS

The Council reviewed the Council's appointments to Committees.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to appoint Cllr Ray Bloxham to the Amenities Committee.

It was further proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to appoint Cllr Kevin Blakey to the Planning Committee.

20/125 E.ON EASEMENT AGREEMENT

The Council had been negotiating an easement agreement with E.ON UK PLC granting E.ON the right to lay and thereafter maintain a pipeline and ancillary apparatus through parts of the Country Park.

The Council approved the execution of deeds on behalf of the Council in accordance with Standing Order 23 which covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

Cllr Kim Bloxham had circulated the final version of the E.ON Easement Agreement on 20 August 2020.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to agree for two councillors to sign and execute the easement agreement with E.ON UK PLC subject to no material changes being made to the document, in which case it would be presented again to a future meeting of the Council.

Signed ---------- Date: 21 September 2020

20/126 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 14 August 2020.

20/127 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule of payments appended to these minutes in addition to the following payments:

- £24,000.00 to Tony Benger Landscaping for grounds maintenance in Phases 1 and 2 during August 2020.
- £3,140.06 to Lex Auto Lease being the first annual instalment for the five-year lease of the Council's new vehicle.
- £1,269.08 to Total Gas and Power for electricity at the Younghayes Centre.
- £120.00 to Devon County Council for advertising a vacancy on devonjobs.gov.uk.
- £79.84 to See the Light for broadband and telephony.
- 2 x £42.00 to the SLCC for attendance at a Dealing with Challenging People & Situations webinar for two employees.
- £60.00 to Graham Rook Electrical Engineer for a site visit to the Younghayes Centre to find ducting for an electrical charging point.
- £14.32 to Cllr Barry Rogers for the replacement and installation of a gate latch and mileage.
- £10.00 to DL Clean Windows for window cleaning at the Younghayes Centre in August 2020.
- £67.17 to Grow Eat Do for expenses and food processing equipment. N.B. This position would be covered by the Covid-19 Devon County Council Prompt Action Fund.

The invoice for £84.00 to the SLCC on the schedule for a training course has been cancelled and would not be processed for payment.

20/128 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

20/129 SPORT ENGLAND UPDATE

The Council considered an update regarding the Sport England Exeter and Cranbrook Local Delivery Pilot and requested that all reports should feature the name of their author(s) and a date.

Cllr Matt Osborn reported that he would assume the chairmanship of the Cranbrook Steering Group. Matt Rowett would assume the chairmanship of the Move More Cranbrook group.

Cllr Matt Osborn undertook to provide clarity on who is leading on the delivery of Cranbrook projects which formed part of the Local Delivery Pilot.

20/130 TOWN CENTRE UPDATE

The Council received a verbal update regarding the development of the town centre in Cranbrook.

The East Devon District Council ward members were in the process of arranging a briefing of all East Devon District councillors on the development of the town centre in Cranbrook ahead of East Devon District Council's Strategic Planning Committee meeting on 23 September 2020.

The Council had published information on its channels regarding a new online exhibition and survey which Persimmon, Taylor Wimpey and Hallam Land Management had launched.

20/131 WINTER SERVICE

The Council Considered three quotes from winter service contractors and had received revised quotes to reflect that the main local route (MLR) was likely to extend in time for the 2020-21 winter.

The Council instructed the revision of the routes to cover the whole of the unadopted MLR to Oakbeer Orchard and to include Court Royal.

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to appoint Grit It as the Council's winter service contractor on a per-visit basis rather than enter into a fixed-cost annual contract and to issue a revised map which incorporated the amendments above.

20/132 OFFICE IT UPGRADE

The Council considered the quotes from the Council's appointed IT service provider, Core Office of Honiton, to supply and install a server solution at the Council's office at the Younghayes Centre.

The Council noted that it already operated additional security measures for a potential cloud solution and that currently, certain software applications, e.g. the Rialtas Omega financial software, would only work for all users if the Clerk's laptop was physically in the office as that machine effectively acted as a server.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to obtain a virtual PC on the cloud at a cost of £285.00 for one-off set-up and a subsequent monthly subscription fee of £40.00.

20/133 INGRAMS AND OPEN SPACE DEED OF VARIATION AND INGRAMS PAVILION

The Council noted the report regarding the Ingrams and open space deed of variation and Ingram's pavilion.

The Clerk reported that some of the developer contributions towards the Country Park Ranger post had now been transferred to the Town Council from East Devon District Council but that two annual instalments of £35,000.00 remained outstanding which had to be invoiced and paid within a certain timeframe which the Clerk was currently trying to establish. The Council had now received the entirety of the contributions towards the Community Development Worker post.

The meeting closed at 8:19pm.

Signed ---------- Date: 21 September 2020

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 17**
24 August 2020

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
30/07/2020	SLCC	Training course	42.00
~~30/07/2020~~	~~SLCC~~	~~Training course~~	~~84.00~~
03/08/2020	M & G Associates	Payroll August 2020	12.58
10/08/2020	Outsource Engineering Services	Electrical ducting search - Younghayes car park	60.00
10/08/2020	Zurich Insurance	Van Insurance	280.00
17/08/2020	Sarah Jenkins	Locum Clerk	155.10
Younghayes Centre Costs			
15/07/2020	Devon Norse	Younghayes Centre Cleaning July	695.85
17/07/2020	DL Clean	Younghayes Centre Window Cleaning	10.00
22/07/2020	E.ON	Heat bill	307.03
28/07/2020	AW Services	Younghayes Centre Kitchen Service	288.00
15/08/2020	Devon Norse	Younghayes Centre Cleaning July	695.85
Grow Eat Do			
31/07/2020	Grow Eat Do	GED Expenses	100.78
20/08/2020	Grow Eat Do	GED Expenses	67.17
Direct Debits			
12/08/2020	Concord	Printing Costs	17.83
13/07/2020	Tesco Mobile	Office mobile monthly cost	15.00
04/08/2020	Core Office IT	Monthly email hosting	222.84
04/08/2020	Core Office IT	IT Support	402.00
Staffing Costs			
28/08/2020	Employees	Salaries August 2020	6,597.26
28/08/2020	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	2,657.20
28/08/2020	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,876.80

Signed ---------- Date: 21 September 2020

MINUTES

Committee: Town Council
Date: Monday, 21 September 2020
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Barry Rogers

Also Present

Zoe Elsdon, Youth Genesis
Rebecca Smith, Youth Genesis
Steff Holwill, Space
Sharon Thorne, TRIP Community Transport
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

20/134 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Colin Buchan and Matthew Osborn.

20/135 DECLARATION OF INTERESTS

Cllr Barry Rogers declared a disclosable pecuniary interest in relation to agenda item 14 (Allotment Association Constitution) by virtue of being an allotment holder. Cllr Barry Rogers would leave the meeting for that item.

Cllr Kim Bloxham declared a personal interest in relation to agenda item 16 (Statement of Licensing Policy 2021-26) by virtue of being a member and vice-chairman of East Devon District Council's Licensing and Enforcement Committee.

20/136 MINUTES

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 24 August 2020 as a correct record.

20/137 PUBLIC PARTICIPATION

No members of the public were in attendance.

Signed ---------- Date: 19 October 2020

20/138 REPORTS BY THE DISTRICT AND COUNTY COUNCILLORS

Cllr Ray Bloxham, representing Devon County Council, had reported that

- an interim report on Devon County Council's speed policy review following a scrutiny review had been published.
- an update on the Devon climate emergency had been provided.
- recent information about school transport in light of the return to school together with a flyer sent to parents had been provided.

Cllr Kim Bloxham, representing East Devon District Council, reported that the meeting of East Devon District Council's Strategic Planning Committee on 23 September 2020 had been postponed.

20/139 YOUTH WORK UPDATE

The Council received an update from the Town Council's youth service provider Youth Genesis and Devon County Council's provider Space.

Steff Holwill, representing Space, reported that Youth Genesis and Space were planning to work together more closely in order to widen the local offer for young people. Zoe Elsdon, representing Youth Genesis, stressed that the aim was to better coordinate both services in the future.

In response to councillors' questions, the representatives reported that

- measuring the success of the street-base provision was difficult; and that possible indicators of success included (re-)building relationships with young people; positive engagement and improved decision-making among young people.

- the services in Cranbrook placed a particular emphasis on drug use and County lines.

- one option to develop the local youth service was to develop the provision of sports e.g. a pop-up skate park.

- both providers were engaging with the Community Development Worker.

The Chair of the Local Action Group reported that she had suggested projects in the Country Park supporting ex-offenders of low- and medium-level crime and suggested additional liaison with the Country Park Ranger.

The Council noted the update.

20/140 GRANT APPLICATION – LIFE EDUCATION WESSEX

The Council considered a grant application from Life Education Wessex for £550.00 towards work to provide health, wellbeing and drug prevention education to approximately 409 children at St Martin's Primary and Nursery School during a visit scheduled on 12 October 2020.

The Council questioned if this education provision should be funded by a local council and not by the local education authority and/or the NHS. County Councillor Ray Bloxham indicated that he was prepared to part-fund the application from his Locality Budget.

The Council noted that under the previous item the youth service providers had stressed the emphasis on educating young people on drug use and this application would complement those efforts.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to award £275.00 towards the application and invite the applicant to apply to the Devon County Councillors' Locality Budget for the remainder of the funding.

20/141 GRANT APPLICATION – TRIP COMMUNITY TRANSPORT

On 24 August 2020, the Council had considered a grant application from TRIP Community Transport for £1,250.00 towards the cost of a "ring and ride" service between Exmouth, Sidmouth and Taunton as well as ad-hoc volunteer medical car transport to Exeter. The Council resolved to defer this application until more information regarding local need and benefit was available (re. minute 20/117).

The Council re-considered the grant application in light of additional information which had been provided on 10 September 2020.

Sharon Thorne, representing TRIP Community Transport, spoke in support of the application, explaining that the organisation served people in Cranbrook.

Councillors shared the perception that TRIP was not well-known in Cranbrook and the TRIP representative invited suggestions on how to raise the organisation's profile in the town. The Council suggested that TRIP contact the Council's Community Development Worker.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to support the application by awarding £500.00.

20/142 TOWN COUNCIL'S TOWN CENTRE STATEMENT

Cllr Kevin Blakey disclosed a personal interest by virtue of being a member of East Devon District Council's Strategic Planning Committee.

The Council considered its statement relating to the development of the town centre in Cranbrook to be delivered to East Devon District Council's Strategic Planning Committee meeting on 23 September 2020. That meeting had been cancelled and a new date had not been set yet.

The Council felt it could not finalise its statement until the position of East Devon District Council's planning officers was known and their revised report was published.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to agree the Town Council's statement on the town centre development in principle and to delegate authority to the Chairman of the Council and the Clerk to finalise the statement ahead of the future Strategic Planning Committee meeting.

20/143 COMMUNITY ENGAGEMENT STRATEGY

The Council noted that the Community Engagement Strategy would be submitted to the October 2020 meeting of the Council.

20/144 RE-OPENING OF THE YOUNGHAYES CENTRE

The Council considered a risk assessment covering the safe re-opening of the Younghayes Centre following the outbreak of Covid-19.

The Council noted that evening bookings had previously been operating at a loss and it was suggested that bookings should be accepted on a case-by-case basis, depending on whether each booking was financially viable.

On 16 December 2019, the Council had agreed to commission security cover for evening hire of the main hall by third parties and to cover the associated costs by the Council's funds for the time being and to investigate implementing a more cost-effective solution in the future, e.g. by (self-) employing a security guard (ref. minute 19/245).

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to approve the risk assessment covering the safe re-opening of the Younghayes Centre and to assess each booking on its merits, in particular the need for security and the associated costs and making hirers

responsible or partly responsible for the security of the building for the duration of their booking.

20/145 COUNCIL VEHICLE RISK ASSESSMENT

The Council considered the risk assessment relating to the Council vehicle in addition to the following documents:

- Driver Eligibility Statement
- Driving Council Vehicle Principles for inclusion in the Health and Safety manual
- Mileage Logbook
- Weekly Checks
- Monthly Checks

The Council requested the following amendments to the documents:

a) to keep records of full versions of driving licences of all drivers which recorded any penalties, points and motoring offences.

b) to identify the "nominated responsible driver" as the Country Park Ranger.

On a related subject and regarding the use of private vehicles for Council business, the Council requested copies of any insurance certificates showing for "employer use" or similar before any mileage claims to officers and councillors could be processed in the future.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to approve the risk assessment and associated documents with the amendments above.

20/146 ROAD MARKINGS AND STREET SIGNS

The Council considered a report recommending that Devon County Council review its decision to not provide any road markings and street signs in Cranbrook.

The Council requested that the markings at bus stops be included in the request and noted that Simon Jupp MP had requested to receive copies of all correspondence on the matter.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to

a) request a pedestrian crossing near St Martin's primary school in accordance with minute A/17/24 in order to aid partially sighted residents.

b) request yellow lines at junctions with the main local route (MLR) and at bus stops across Cranbrook in order to reduce the level of inconsiderate and – at times – dangerous parking behaviours.

Cllr Barry Rogers left the meeting.

20/147 CRANNAFORD ALLOTMENT ASSOCIATION CONSTITUTION

The Council considered the adopted Crannaford Allotment Association constitution in conjunction with the Council's tenancy agreement and conditions of rental.

The Council noted that in the absence of the Allotment Association leasing the land, its contractual relationship continued with each allotment holder and not the Association. It therefore could not be the single point of contact for the Town Council as suggested in paragraph 4.8 (iv) of the constitution.

The Council further questioned whether future Council tenants could be obliged to join the Association as indicated in paragraph 3.1 of the constitution.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) thank the Allotment Association for a sight of their constitution.

b) respond to the Allotment Association to advise that as long as the Town Council was responsible for the management of the site and contractual relationships remained between the Council and each allotment holder, the primary relationship between the Town Council and individual allotment holders were the tenancy agreements.

c) advise the Allotment Association that the Town Council could not support the principle of mandatory membership (paragraph 3.1) nor to the Association being the single point of contact for conducting negotiations with the Town Council for the use of the Crannaford Allotments (para 4.8 [iv]).

20/148 CLIMATE CHANGE WORKING GROUP UPDATE

Cllr Barry Rogers re-joined the meeting.

The Council considered a report by the Community Development Worker.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to

a) note the report.

b) recognise the impact of Covid-19 on planned events.

c) suggest to the working group that work should concentrate on Covid-safe initiatives which could be pursued throughout the current restrictions including accelerating the planting of trees and other outdoor initiatives by making use of the facilities and resources available within the town.

d) make use of the resource for local councils as indicated on the Devon Climate Emergency website.

e) take advantage of the free trees which were available through Devon County Council and other sources.

f) appoint the Country Park Ranger as a member the group.

g) request regular updates to future Council meetings.

20/149 STATEMENT OF LICENSING POLICY 2021-26

East Devon District Council as Licensing Authority under the Licensing Act 2003 was required to publish a Statement of Licensing Policy at least every five years. The District Council was currently consulting until 1 November 2020 on its draft policy and the Town Council was invited to respond to the consultation.

The Council considered its draft response to the Statement of Licensing Policy 2021-26.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to agree the Council's response.

20/150 PERSONAL USE OF COUNCIL EQUIPMENT AND ASSETS POLICY

The Council considered a draft policy covering the personal use of Council equipment and assets.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the policy.

20/151 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 13 September 2020.

Signed ---------- Date: 19 October 2020

20/152 E.ON EASEMENT AGREEMENT

The Council was in the process of finalising an easement agreement granting E.ON the right to lay and thereafter maintain a pipeline and ancillary apparatus through parts of the Country Park.

The agreement had been agreed at the last Council meeting on 24 August 2020 but the engrossment version had not been issued yet. This item would remain on Council agendas until the engrossment version was issued in order to provide an opportunity to agree any changes if needed.

20/153 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£281.00 to the SLCC covering membership in 2020-21
£72.00 to the SLCC for a People Management course
£42.00 to the SLCC for a Planning White Paper: Planning for the Future What Clerks Need to Know webinar
£695.85 to Devon Norse for cleaning services in the Younghayes Centre during September 2020
£62.48 to See the Light for broadband and telephony
£13.38 to Cllr Barry Rogers for the purchase of glue to repair the trampoline at Northwood Acres play area

The Council's bank, Unity Trust Bank, had notified the Council that it had overpaid interest by £178.16 and that it would be debiting the overpayment on 29 September 2020.

20/154 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

20/155 LOCAL GOVERNMENT SERVICE PAY

The Council noted the new rates of pay for Council employees following an agreement which had been reached on 24 August 2020 between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1 April 2020.

20/156 COUNCIL VEHICLE LIVERY

The Council considered a report recommending options for the Council vehicle's livery.

The Council requested that the vehicle should feature the "C" in the Council's logo and the words "Cranbrook Country Park".

It was proposed by Cllr Kim, seconded by Cllr Barry and **resolved** to instruct Stalite Signs to supply and apply vinyl logo graphics to both sides and the rear of van of the "C" in the Council's logo and the words "Cranbrook Country Park".

20/157 SPORT ENGLAND UPDATE

The Council considered an update by the Programme Manager (Systems), Exeter City Council.

It was proposed by Cllr Barry Rogers, seconded by Cllr Les Bayliss and **resolved** to

a) note the report.

b) advise the Programme Manager (Systems), Exeter City Council that the Council remained unaware of progress relating to projects and programme strands relating to Cranbrook.

The meeting closed at 8:35pm.

Signed ---------- Date: 19 October 2020

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
27/08/2020	Door Doctors	Repair to office door self-closing mechanism	270.00
27/08/2020	Tony Benger Landscaping	August 2020 Maintenance of POS Cranbrook Education Campus to Yonder Acre Way	148.00
27/08/2020	Tony Benger Landscaping	Cutting back fallen tree in Phase 2 Country Park	235.58
27/08/2020	Tony Benger Landscaping	Emergency tree works Phase 3 Country Park	706.80
31/08/2020	Tony Benger Landscaping	September grounds maintenance Phases 1 and 2	24,000.00
07/09/2020	Employee	Expenses: Staple gun and postage	23.08
09/09/2020	M & G Associates	Payroll September 2020	15.72
Younghayes Centre Costs			
26/07/2020	Johnsons Workwear	Tea towel and door mat service	37.49
22/08/2020	E.ON	Heat bill	624.80
23/08/2020	Johnsons Workwear	Tea towel and door mat cleaning	46.86
27/08/2020	Tony Benger Landscaping	Grounds maintenance	75.60
28/08/2020	PHS Group	Annual duty of care Environmental Protection Act	91.80
11/09/2020	Devon Norse	August Consumables	27.06
Younghayes Centre Direct Debits			
31/08/2020	Viridor	Waste collections	£49.08
Direct Debits			
03/09/2020	Concord	Printing Costs	£5.88
14/08/2020	Tesco Mobile	Office mobile monthly cost	15.00
September	Core Office IT	Monthly email hosting	222.84
September	Core Office IT	IT Support	402.00

Signed ---------- Date: 19 October 2020

Staffing Costs			
28/09/2020	Employees	Salaries for September 2020	8,089.44
28/09/2020	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	2,657.00
28/09/2020	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	2,403.24

Signed ---------- Date: 19 October 2020

MINUTES

Committee: Town Council
Date: Monday, 19 October 2020
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Barry Rogers

Also Present

One member of the public
Alice Lloyd, Country Park Ranger, Cranbrook Town Council
Aynsley Jones, Community Development Worker, Cranbrook Town Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

20/157 APOLOGIES FOR ABSENCE

No apologies for absence were received.

20/158 DECLARATION OF INTERESTS

No declarations of interest were made.

20/159 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 21 September 2020 as a correct record.

20/160 PUBLIC PARTICIPATION

No requests were made from the member of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

The member of the public did, however, introduce himself with a view to potentially applying for co-option onto the Town Council.

Signed ---------- Date: 23 November 2020

20/161 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Ray Bloxham, representing Devon County Council, who added that Devon County Council's "Covid in Devon" dashboard online presented a summary of the coronavirus situation in Devon.

The Council also noted the report by Cllr Kevin Blakey, Cllr Kim Bloxham and Cllr Sam Hawkins, representing East Devon District Council.

20/162 COMMUNITY GOVERNANCE REVIEW

The Council considered the report recommending that a community governance (boundary) review is undertaken by East Devon District Council relating to the parish boundary of Cranbrook.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** that the Town Clerk write to the Chief Executive of East Devon District Council to request that a community governance review be conducted to revise the parish boundary of Cranbrook to properly reflect the planned expansion of the town.

20/163 DELIVERY OF THE INGRAMS PAVILION

The Council considered a report by the Clerk regarding the delivery of a pavilion at the Ingrams sports pitches in Cranbrook.

The Council noted that approximately 100 children used the site every weekend and recently two adult teams had been established.

The Town Council had been in negotiations with the local planning authority East Devon District Council and the developers regarding a deed of variation to the Section 106 agreement covering the delivery of the Ingrams pavilion for more than two years. The negotiations currently being led by East Devon District Council did not appear to be resulting in an agreement and the Town Council recognised that a different approach might be required.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to

a) request that the East Devon New Community Partners deliver their Section 106 obligation for four changing rooms plus car park and associated landscaping at the Ingrams site, in the absence of East Devon District Council being able to reach an agreement with them.

b) request that the remaining monies relating to the Country Park Resource Centre, the provision of youth play areas, the public art contribution as well as the Sport England contribution be transferred to the Town Council so that the Town Council can deliver the extension of the four changing rooms into a pavilion.

c) enter into negotiations with the East Devon New Community Partners to either jointly deliver the entire building at the same time or design the changing rooms in a way which would facilitate the extension of the facility in a cost efficient manner in the future.

20/164 COMMUNITY ENGAGEMENT STRATEGY

The Council considered its draft Community Engagement Strategy.

Councillors suggested to

- remove the reference to the Community Infrastructure Levy.
- change "less" to "fewer" complaints on page 7.
- reference "Success will be seen through better health" on page 7.
- remove the reference to Facebook meetings which the Council had not agreed.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to adopt the Community Engagement Strategy and delegate the final draft to the Community Development Worker in conjunction with Cllr Ray Bloxham taking account of the amendments suggested.

20/165 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The Council noted the report by the Community Development Worker.

20/166 REPORT OF THE COUNTRY PARK RANGER

The Council received the report of the Country Park Ranger.

In response to a question by a councillor, the Country Park Ranger confirmed that she would be developing her role towards the increased physical management of the Country Park following receipt of confirmation from the local planning authority East Devon District Council that the Town Council was at liberty to review and change the Country Park Management Plan in the future, without the need to seek East Devon District Council's approval.

Councillors raised that the Country Park had been left damaged following the recent grass-cutting and hay-baling activities. The Country Park Ranger reported that she would meet with Tony Benger Landscaping, the Council's grounds maintenance contractor, on 27 October 2020 and agreed to obtain photographic evidence before that date with a view to instruct the contractor to remediate any damage.

Councillors also commented that the Council would need to negotiate management plans for the significant additional areas of public open spaces, e.g. the Ecology Park and the sustainable alternative natural greenspaces (SANG), which would transfer to the Town Council in the future with the local planning authority East Devon District Council in light of experience to date.

The Council noted the report of the Country Park Ranger.

20/167 STREAMING COUNCIL MEETINGS ON FACEBOOK LIVE

The Council considered the report recommending the live streaming of Town Council meetings on Facebook.

Councillors did not support streaming meetings live on that particular platform but noted that the principal authorities had recently commenced live streaming on other social media platforms. The Council also noted that Facebook required users to own an account whereas other platforms such as YouTube were freely accessible.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to agree to the live-streaming of Town Council meetings on social media in principle and to request a further report to a future meeting of the Council appraising the live-streaming of Council meetings on social media platforms used by the principal authorities.

20/168 CCTV WORKING GROUP REPORT

The Council considered a report by its CCTV working group.

It was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to work further with Castle CCTV to bring a costed proposal to a future meeting of the full Council.

20/169 DEPARTMENT OF TRANSPORT CONSULTATION ON PAVEMENT PARKING

The Council considered the report draft consultation response.

The Council commented that the roads in Cranbrook were of a standard width for urban areas and that issues associated with inappropriate parking, including on pavements, appeared widespread in

the town. Inappropriately parked vehicles caused obstructions and could hinder access by the emergency services and by delivery and refuse collection vehicles**.** The Council recognised the importance of challenging and improving drivers' behaviours.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to submit the responses to the online consultation as drafted.

20/170 COMMITTEE MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to adopt the minutes of the

a) Amenities Committee 28 September 2020
b) Planning Committee on 21 and 28 September 2020
c) Finance & Personnel Committee on 12 October 2020

20/171 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

- £720.00 to Stephen Scown for legal advice relating to the car park located between the Younghayes Centre and the Gallops Court complex.
- £149.85 to G.J.Waller & Co - Plumbing & Heating for the replacement of toilet syphons and a repair of the waste pipe leak
- £22.85 to G.J.Waller & Co - Plumbing & Heating for a water pressure test
- £253.51 to South West Water for water and sewage charges from April until October 2020. This replaced the invoice on the original schedule of payments for 312.71
- £695.85 to Devon Norse for cleaning the Younghayes Centre in October 2020
- £650.00 for the Halloween trail and treat in the Country Park with two performers (LUAK Fire Tribe and Flotsom). This amount would reduce to £150.00 if a Devon County Council locality budget application would be approved.
- £142.00 to Field (compost) Ltd for compost and grit for seed beds at St Martin's primary school. N.B. This position will be reimbursed by the Tree Council.
- £142.00 to Field (compost) Ltd for compost and grit for seed beds at the Education Campus. N.B. This position will be reimbursed by the Tree Council.
- £57.85 to Gardening Naturally for seed bed protection for Tree Council project with schools. N.B. This position will be reimbursed by the Tree Council.
- £181.22 to Norris & Fisher Insurance Brokers Ltd covering insurance for Grow Eat Do for the period 14 October 2020 until 13 October 2021. N.B. This position will be covered by Devon County Council's Prompt Action Fund which Grow Eat Do had secured earlier this year.

The gross monthly pay for one of the Council's employees had been calculated incorrectly and the new salary payments are:

Salaries: £9,114.78
HMRC: £1,604.15
Peninsula Pensions: £2,249.68

20/172 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

20/173 TOWN CENTRE MEMORANDUM OF UNDERSTANDING

The Council commented on the latest draft of the memorandum of understanding relating to the proposal for the delivery of the town centre in Cranbrook by the East Devon New Community partners.

The Council noted that the East Devon New Community partners had submitted a refined offer by letter on 15 September 2020 and as a result, East Devon District Council's Strategic Planning Committee meeting had been postponed until 22 October 2020. The Council also noted that that letter had not been responded to by East Devon District Council, evidencing a lack of negotiation on the District Council's behalf.

A meeting had been held between the ward members, East Devon District Council planning officers and the East Devon New Community partners on 15 October 2020 at which three items had been highlighted in particular: The usage of additional land for sale on parcel TC4, district heating in the town centre and the modest offer towards the Town Council's town centre building. Since then, a further contribution towards the Town Council's town centre building had been offered on 19 October 2020 which was received well by the Town Council.

The Chairman of the Council had previously raised unsatisfactory provisions in the draft memorandum of understanding relating to the contributions towards the Town Council's town centre building only being payable 18 months following the grant of a town centre planning consent.

20/174 LOCAL ACTION GROUP (LAG) MINUTES

The Council received the minutes of the Local Action Group (LAG) meeting on 15 September 2020.

20/175 YOUNGHAYES CENTRE ROOF MANSAFE SYSTEM ANNUAL SERVICE

The Council considered a report recommending the appointment of a contractor in accordance with the Council's Financial Regulations.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to award the annual servicing to A2M on the basis of value for money and them being the company who originally installed the mansafe system in 2012.

20/176 YOUNGHAYES CENTRE WATER COOLER SERVICE

The Council considered a report recommending the appointment of a contractor to service the water cooler in the Younghayes Centre.

Since the agenda and supporting documents had been issued, an additional quote had been circulated to the Council.

It was proposed by Cllr Les Bayliss and seconded by Cllr Colin Buchan to award the water cooler rental option to Aquaid on the basis of value for money long-term. The proposal was not supported.

It was further proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to remove the water cooler and to provide tap water for drinking water.

The meeting closed at 8:39pm.

Signed ---------- Date: 23 November 2020

SCHEDULE OF PAYMENTS

Town Council Costs			
Date	**Invoice From**	**Description**	**Total Incl. VAT £**
21/09/2020	Euroffice	Office supplies	342.43
29/09/2020	Euroffice	Office Supplies	£21.34
30/09/2020	DALC	Training regarding changes in planning law for the Chairman of the Planning Committee and the Deputy Clerk	36.00
01/10/2020	Youth Genesis	Annual service level agreement – second instalment	6,090.02
07/10/2020	Gardening Naturally	Seed bed protection for Tree Council project with schools	57.85
13/10/2020	Field (compost) Ltd	Compost and grit for seed beds at St Martin's CofE	142
14/10/2020	Field (compost) Ltd	Compost and grit for seed beds at CEC	142
08/10/2020	Core Office IT	Initial setup of cloud-hosted Rialtas including duo enhanced login security	342.00
09/10/2020	Tony Benger Landscaping	Grounds maintenance Phases 1 and 2 October 2020	18,000.00
12/10/2020	M & G Associates	Payroll October 2020	15.72
Younghayes Centre Costs			
22/09/2020	E.ON	Heat bill	317.23
22/09/2020	DL Clean Windows	Window cleaning	10.00
23/09/2020	G.J. Waller & Co - Plumbing & Heating	Replace toilet syphons & repair waste pipe leak	149.85
24/09/2020	Tony Benger Landscaping	Grounds maintenance	75.60
27/09/2020	Johnsons Workwear	Tea towel and front door mat cleaning	37.49
06/07/2020	South West Water	Water charges April - July 2020	312.71
05/10/2020	G.J. Waller & Co - Plumbing & Heating	Replaced hot tap in the ladies' toilets	42.85
09/10/2020	Day and Bell	Car park maintenance June-Sept 2020	360.00
09/10/2020	Day and Bell	Car park maintenance Oct-Dec 2020	360.00
Younghayes Centre Direct Debits			
30/09/2020	Viridor	Waste collections	44.88

Signed ----------

Date: 23 November 2020

Direct Debits			
07/10/2020	Concorde	Printing Costs	6.24
01/10/2020	Tesco Mobile	Office mobile monthly cost	15.00
08/10/2020	Core Office IT	Monthly email hosting	270.84
08/10/2020	Core Office IT	IT Support	402.00
Staffing Costs			
28/10/2020	Employees	Salaries	8,945.61
28/10/2020	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	1,485.08
28/10/2020	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	2,178.62

Signed ----------

Date: 23 November 2020

MINUTES

Committee: Town Council
Date: Monday, 23 November 2020
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Barry Rogers

Also Present

Naomi Harnett, Principal Project Manager, East Devon District Council
Simon Bates, Green Infrastructure Project Manager, East Devon District Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council
Tracy Simmons, Deputy Town Clerk, Cranbrook Town Council

20/177 APOLOGIES FOR ABSENCE

No apologies for absence were received.

20/178 DECLARATION OF INTERESTS

Cllr Kim Bloxham declared a personal interest in relation to agenda item 15 (planning application 19/0554/MFUL) by virtue of being a member of East Devon District Council's Planning Committee. Cllr Kim Bloxham would not participate in the debate relating to that item or vote.

Cllr Ray Bloxham declared a personal interest in relation to agenda item 19 (expansion of the Cranbrook Medical Centre) by virtue of being the Patient Participation Group's secretary.

20/179 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 19 October 2020 as a correct record.

20/180 PUBLIC PARTICIPATION

No members of the public were in attendance.

Signed ---------- Date: 14 December 2020

20/181 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the reports received from the district and county councillors.

20/182 CLYST VALLEY REGIONAL MASTERPLAN CONSULTATION

East Devon District Council was currently running a public consultation on proposals for new public green spaces around the Clyst Valley until 7 January 2021.

East Devon District Council's Green Infrastructure Project Manager introduced the Clyst Valley Regional Masterplan consultation and highlighted that open space at Cranbrook would form the heart of the regional park, that it constituted the main reason why the proposals were developed and that future links to and from the Country Park in Cranbrook were crucial.

The Green Infrastructure Project Manager recognised the high council tax rates in Cranbrook which had been highlighted in the Town Council's draft consultation response and added that East Devon District Council could add value by partnership working between e.g. the Country Park Ranger and East Devon's countryside team. The latter had kindly offered their resources to the Town Council and were implementing solutions elsewhere including grazing GPS-controlled cattle.

The Green Infrastructure Project Manager also referenced conversations between the Town Council and East Devon District Council's planning team regarding the future funding and maintenance arrangements for the Country Park in Cranbrook. The Town Council confirmed that those conversations had not taken place and that the funding and maintenance arrangements for the Country Park in Cranbrook were not subject to discussion.

The Council highlighted a section on page 3 of the Masterplan which asserted that East Devon District Council was working with landowners to deliver a Country Park at Cranbrook. The Green Infrastructure Project Manager agreed that this section of the Masterplan required amending because the Country Park in Cranbrook had already been delivered.

The Council further highlighted again its frustration and irritation that East Devon District Council appeared to continue to install controls locally without agreement with local partners and without any accompanying investment. As an example, the councillors highlighted again the future funding and maintenance arrangements for the suitable alternative natural greenspaces (SANG) which East Devon District Council currently sought to implement against the Town Council's wishes.

The Town Council had communicated in July 2019 that it had agreed to the long-term maintenance of SANG in Cranbrook by the Town Council's precept and to enter into negotiations with the local planning authority and the developers regarding the formal implementation of that solution (ref. minute 19/153). East Devon District Council's Principal Project Manager advised that the officers were merely implementing Natural England requirements – which the Town Council had previously advised it fulfilled.

East Devon District Council's ward members had met with the Portfolio Holder Coast, Country and Environment on 28 October 2020 to discuss the future funding and maintenance arrangements for SANG and the Principal Project Manager agreed to follow this up with the Portfolio Holder.

In response to councillors' questions:

- regarding the County Council's involvement in the Clyst Valley Regional Masterplan, the Green Infrastructure Project Manager confirmed that the County Council had contributed circa £40,000 over the past three years towards design work.

- it was noted that a footbridge over the railway line required installation.

It was proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to approve the Town Council's draft response to the Clyst Valley Regional Masterplan consultation for submission to East Devon District Council.

20/183 REPORT BY THE COUNTRY PARK RANGER

The Council considered the report by the Council's Country Park Ranger.

In response to councillors' questions, the Country Park Ranger reported that:

- further liaison with the Probation Service regarding volunteering opportunities would commence in the New Year

- remediation work to the sustainable urban drainage (SUDS) basins in Phase 3 of the Country Park would be carried out as soon as ground conditions allowed.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to request monthly reports via email from both the Country Park Ranger and the Community Development Worker beginning in January 2021 and that those reports would be circulated at the end of each month so that any items of importance could be added to the following month's Council agenda.

20/184 COUNTRY PARK MANAGEMENT PLAN REVIEW WORKING GROUP

The Country Park Management Plan was due for review in 2021 and the local planning authority had confirmed that the Town Council was at liberty to review the Plan. The Council was invited to convene a working group to assist the Country Park Ranger in the review of the Plan.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to appoint Cllrs Kim and Ray Bloxham and Barry Rogers to a working group reviewing the Country Park Management Plan and to encourage that working group to agree its terms of reference at its first meeting.

20/185 REPORT BY THE COMMUNITY DEVELOPMENT WORKER

The Council noted the Community Development Worker's report.

20/186 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019-20 – REPORT BY THE EXTERNAL AUDITOR

The Council noted the report by the external auditor which highlighted two findings:

a) Section 2 had not been signed by the Responsible Finance Officer before approval.

b) The Council had not restated the 2018-19 figure when revaluing assets in Section 2, Box 9. The Practitioners' Guide allowed smaller authorities to use any reasonable valuation method, provided that the prior year figure was restated for consistency and comparability.

The Council noted the external auditor's report.

20/187 CRANBROOK STRATEGIC DELIVERY BOARD

The Council considered a report by the Chair of the Cranbrook Strategic Delivery Board who introduced his report.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to

a) continue to support the Cranbrook Strategic Delivery Board if the Board was enabled in the future to fulfil its terms of reference which may require amendments to enable the Board to function effectively.

b) give its representative authority to negotiate on behalf of the Town Council in relation to the future of the Board and any changes to the future terms of reference and to withdraw the Town Council's representation if its representatives consider this appropriate.

20/188 LIVE STREAMING OF COUNCIL MEETINGS ON YOUTUBE

The Council considered a report by the Deputy Clerk and suggested a soft launch of the live-streaming of meetings.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to stream Council meetings on You Tube, via encoder streaming, using the Open Broadcaster Software (OBS) encoder system and to turn off the live chat option on the You Tube feed.

20/189 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH SPECIAL RESPONSIBILITIES

The Council considered reports from its councillors appointed to outside bodies and with special responsibilities as detailed on the agenda.

In relation to the report by Cllr Matt Osborn, the Council requested proposals to future meetings regarding a pop-up event space and a roller rink. The latter would require a deed of variation to the Section 106 agreement which made provision for a skateboard park.

The Council noted the reports.

20/190 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 3 November 2020.

20/191 PLANNING APPLICATION 19/0554/MFUL

The Council considered the amended planning application 19/0554/MFUL proposing the change of use of existing agricultural land to Suitable Alternative Natural Greenspace (SANG) with associated infrastructure for use and access at land at Elbury Meadows, north of the Cranbrook Country Park

The revised applications did not address the concerns which the Council had raised when it had commented on this application previously on 20 May 2019.

It was proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to support planning application 19/0554/MFUL, subject to a response to the Council's concerns dated 20 May 2019 (ref. Planning Committee minute P19/20) and clarification on the details of the management plan and financial arrangements of the proposed SANG (ref. minute 20/182 above).

20/192 COMMITTEE MINUTES

It was proposed by Cllr Matt Osborn, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the following:

a) Amenities Committee on 9 November 2020
b) Planning Committee on 14 October 2020, 26 October 2020 and 9 November 2020

20/193 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£35.57 to Euroffice for stationery
£42.00 to the SLCC for staff training on creating accessible Excel documents
£62.03 to Grow Eat Do for travel expenses and purchase of groceries N.B. This position would be paid out of the Devon County Council Prompt Action Fund which the Council administered on behalf of Grow Eat Do
£81.02 to See the Light for Broadband and telephony
£180.00 to Phase Electrical for PAT testing appliances in the library

Signed ---------- Date: 14 December 2020

The invoice to the SLCC for £36.00 covering staff training on 8 December 2020 would not be paid immediately because the SLCC advised that the booking might be cancelled due to lack of attendees.

On 19 November 2020, the Clerk had circulated a quote from the Council's IT service provider Core Office IT for the replacement of two laptops for £2,394.00 covering the supply, system configuration and three-year on-site warranty of two laptops to replace the Clerk's and Deputy Clerk's machines. Cllr Kevin Blakey had obtained a second quote for laptops which compared favourably. The Council approved the spending but would invite its IT service provider to submit a revised quote and delegated to the Clerk and the Chairman of the Finance & Personnel Committee to finalise and agree the quote.

20/194 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kim Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

20/195 EXPANSION OF THE CRANBROOK MEDICAL CENTRE

Mark Knight, Practice Manager at the Cranbrook Medical Centre joined the meeting for this item.

The Council's Finance & Personnel Committee had considered a report on this subject at its 12 October 2020 meeting (ref. minute F&P/20/38).

The Council considered a report by its Clerk and Responsible Financial Officer who had circulated three additional quotes since the agenda had been published on 17 November 2020.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to agree to the internal expansion of the Cranbrook Medical Centre within the Younghayes Centre, subject to a firm commitment and agreement in writing from the NHS Devon Clinical Commissioning Group that the Council would receive reimbursement for any professional fees and construction work costs and to request a further report to a future Council meeting which would include a detailed proposal regarding a way forward.

Mark Knight, Practice Manager at the Cranbrook Medical Centre left the meeting.

20/196 CCTV WORKING GROUP

The Council considered a report from its CCTV working group.

At its meeting on 19 October 2020, the Council had resolved to work further with Castle CCTV to bring a costed proposal to a future meeting of the full Council (ref. minute 20/168).

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve a budget figure of £6,720 to upgrade the CCTV system, and award a contract when finalised to Castle CCTV.

20/197 INSTALLATION OF AN ELECTRIC VEHICLE CHARGE POINT

The Council considered a report recommending the installation of an electric vehicle charge point and to appoint a contractor in accordance with the Council's Financial Regulations.

It was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to

a) decline the E.ON offer of a charge point in the Cranbrook Medical Centre car park and to install a public charge point in Gallops Court car park.

b) instruct Outsource Engineering Services to install a Rolec electric vehicle charging charge point with the premium management plan from EV Charge Online for £2,940.00, and to revert any additional costs for approval in accordance with the Council's Financial Regulations.

20/198 YOUNGHAYES CENTRE LIGHTNING PROTECTION

The Council considered a report by its Property Administrator.

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to award the annual servicing to J Redpath Buchanan & Co Ltd on the basis of value for money and the firm having completed the previous annual service.

20/199 YOUNGHAYES CENTRE ROLLER SHUTTER SERVICE

The Council considered a report by its Property Administrator.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to award the annual servicing to All Doors, based on value for money, even if it was agreed for two visits per year. They also include a logbook and wallet which will be installed at each roller shutter which lists dates of service and repair visits. If the Council were to consider the option of continuing with the company annually, it would have a visual record of all the works carried out.

The meeting closed at 9:41pm.

Signed ---------- Date: 14 December 2020

SCHEDULE OF PAYMENTS

Date	**Invoice From**	**Description**	**Total Incl. VAT £**
15/10/2020	See the Light	Broadband and telephony	74.55
23/10/2020	Tony Benger Landscaping	Supply and fit new centre bolt to see-saw at St Martin's; Dismantle swing, supply and fit new toddler swing seat	242.40
23/10/2020	Stalite Signs	Van Livery	117.60
26/10/2020	DALC	Developing an effective communications strategy webinar	36.00
28/10/2020	Stalite Signs	Close the Gates Signage	184.80
29/10/2020	Stephens Scown	Fees for advice relating to E.ON EV charge point	1,560.00
02/11/2020	Employee	Expenses: Pumpkins for Halloween event and document wallets	16.18
03/11/2020	Employee	Expenses: Refreshments for volunteer group, duct tape and lining for raised beds	27.65
05/11/2020	Parish Online	Annual subscription	108.00
06/11/2020	Complete Weed Control	Weed Treatment Along Adopted Roads/ Pavements	168.00
09/11/2020	SLCC	Staff training on 8 December 2020	36.00
10/11/2020	Tony Benger Landscaping	Grounds maintenance Phases 1 and 2 November 2020	12,000.00
11/11/2020	iHasco	Staff training courses	240.00
12/11/2020	M & G Associates	Payroll November 2020	15.72
13/11/2020	PKF Littlejohn	External audit 2019-20	1,200.00
Younghayes Centre Costs			
22/05/2020	DL Clean Windows	Window cleaning May 2020	10.00
24/07/2020	DL Clean Windows	Window cleaning July 2020	10.00
19/10/2020	DL Clean Windows	Window cleaning October 2020 – entire building	20.00
22/10/2020	Eon	Heat Bill October 2020	402.64
25/10/2020	Johnsons Workwear	Tea towel and door mat service October 2020	37.49
29/10/2020	Tony Benger Landscaping	Grounds maintenance	75.60
30/10/2020	A2M Safety Ltd	Annual Mansafe Roof Inspection	300.00
31/10/2020	Aquaid	Water Cooler removal	100.50
07/11/2020	Total Gas and Power	Electricity	1,853.65
09/11/2020	Phase Electrical	PAT testing and kitchen light replacement	225.60

Signed ---------- Date: 14 December 2020

Grow Eat Do Costs			
15/11/2020	Devon Norse Ltd	Cleaning service November 2020	695.85
06/11/2020	Virtual College Ltd	food and hygiene certificate	14.40
Direct Debits			
	Concorde	Printing Costs	
	Tesco Mobile	Office mobile monthly cost	15.00
13/11/2020	Core Office IT	Monthly email and cloud services hosting	270.84
13/11/2020	Core Office IT	IT Support	402.00
Staffing Costs			
27/11/2020	Employees	Salaries	7,862.37
27/11/2020	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	2,859.77
27/11/2020	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	2,249.73
Younghayes Centre Direct Debits			

At the last Council meeting on 19 October 2020, a payment of 2,178.62 was authorised to Peninsula Pensions but the actual contribution rate was £2,249.68. The contribution rates to the Local Government Pension Scheme had not been updated following the processing of the revised salaries following the NJC agreement. The correct contribution was made to Peninsula Pensions in October 2020.

Signed ---------- Date: 14 December 2020

MINUTES

Committee: Town Council
Date: Monday, 21 December 2020
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Matthew Osborn
Cllr Barry Rogers

Also Present

Cllr Sara Randall-Johnson, Devon County Council
Matt Rowett, Exeter Running Club
Tracy Simmons, Deputy Town Clerk, Cranbrook Town Council

20/200 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ray Bloxham.

20/201 DECLARATION OF INTERESTS

Cllr Matthew Osborn declared a personal interest in agenda item 7 by virtue of being a member of the Football Club as a coach.

20/202 MINUTES

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 23 November 2020 as a correct record.

20/203 PUBLIC PARTICIPATION

There were no members of the public in attendance.

20/204 DISTRICT AND COUNTY COUNCIL MATTERS

Devon County Council's Cllr Sara Randal-Johnson reported

Devon County Council's draft budget for the coming year had been announced, including £277 million to be spent on adult social care and health, an increase of 6.2%. There would also be an increase to £157.23 million for children's services, a rise of 7.1%. And the revenue budget for highways would reduce by 1.4% to just over £57 million.
These will be refined and will go the Full Council in February when the Budget is agreed.
The Council Tax increase that will trigger the need for a referendum has been announced as 2%;

The Police liaison meeting last month was a success, attendees found the platform helpful and all parties intended to hold future meetings every 6 to 8 weeks.

Cllr Sara Randal-Johnson stated her disappointment at East Devon District Council decision regarding the outcome for the Cranbrook Town Centre at the latest Strategic Planning Committee meeting.

The Council noted the report received from the district councillors.

The District Councillors stated that the submitted report did not include the outcome of the Strategic Planning Committee meeting on the 15th December as the report had been written before that date. The Ward members commented that they were dismayed at the decision made by East Devon District Council's Strategic Planning Committee, and that the decision was not in Cranbrook's best interest. The Ward members will continue to progress the issue and fight for the residents of Cranbrook at the next East Devon District Council Cabinet Meeting on 6th January 2021.

20/205 ADULT PARK RUN PROPOSAL

The Council considered a proposal from Cranbrook Running Club requesting permission to use the country park for the Adult Park Run 2021. Matt Rowett, from Exeter Running Club, explained that the proposal was to introduce an adult version of the Junior Park Runs, to be held on a Saturday. It would bring benefits to the health and wellbeing of Cranbrook residents and the surrounding areas, as well as other benefits through volunteering, socialisation and additionally would help promote the Country Park.

The Council raised the following questions.

1. What were the travel arrangements for the events – Matt Rowett clarified that participants would be advised to park away from the Main Local Route where possible. The Park Run would promote the use of buses, walking and trains to get to the events.
   It was suggested that the start point be moved to point closer to the railway station to alleviate parking issues.

2. The proposal mentioned that Coffee and Cake would be available, where and how would these be provided – it was clarified that the Park Run was not only a sporting activity but also a social event, and participants would be encouraged to use local amenities for Coffee and Cake, rather than trying to organise a Park Run catering the event .

3. How would the routes be monitored and controlled to reduce wear and tear on the Country Park – it was explained that to mitigate any wear and tear there were two proposed routes, one predominantly on the paths and the other across the Country Park on the grass. Park Run would be happy to look at alternates routes to reduce wear and tear or to move a route a few meters one way or another as long as the total distance remained 5km.

4. When would the Adult Park Runs aim to start – Due to Covid restrictions a start date had not been finalised. The aim was to put the background administration in place prior to a start date announcement.
   The Junior Park Run was expected to start again early in 2021 as there was a clear Covid-19 structure in place that could be followed.

5. What are the expected figures – Based on the 5 local East Devon Park Runs, held at Exeter's Quay, Haldon Forest, Exmouth, Teignmouth, Seaton, and Killerton where these runs were all over subscribed, the estimated figures would be 100-250 people, averaging at around 200 once numbers had settled.

It was proposed by Cllr Matt Osborn, seconded by Cllr Kevin Blakey and **resolved** to accept the proposals from the Cranbrook Running Club for the Adult Park Run 2021 subject to a review of the start point.

20/206 ADVERTISEMENT AT INGRAMS SPORTS PITCH

The Council considered the report on permissions for advertisement at the Ingrams site. The Council questioned if the signage would be easily removed as the current entrance would be moved in the future – it was clarified that the signs would be easily removed and that they were already in position.

The council noted that they do not own the land outside of the Ingrams site and that permission would be required by the landowners. It was proposed that the Town Council inform the Cranbrook Football Club that additional permissions would be required for any signage erected which is not on Town Council land.

It was clarified that the lease currently in place between the Town Council and the Cranbrook Football Club included a clause to allow temporary signage on the perimeter and that this would suffice in addition to written permission from the Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to grant permission for the Cranbrook Football Club to erect a specified number of signs on land managed by the Town Council at the Ingrams site but that these would be taken down on demand from the Council.

Cllr Matt Osborn abstained from voting on this item.

20/207 BROADCLYST PARISH NEIGHBOURHOOD PLAN CONSULTATION

The Council considered the proposed response to Broadclyst Parish Neighbourhood Plan consultation. The Council noted that they were very supportive of the proposed Neighbourhood Plan.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to answer the Broadclyst Parish Neighbourhood Plan consultation with the proposed response.

20/208 COMMITTEE MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to adopt the minutes of the following:

(a) Planning Committee 7 December 2020
(b) Finance & Personnel Committee 14 December 2020

20/209 BUDGET 2021-22

The Council considered its budget for the 2021-22 financial year.

At the Finance and Personnel Committee meeting on the 14 December 2020, minute ref **F&P/20/33**, the question posed in the draft budget of - should budget codes be in place for path reparation in the Country Park and Younghayes Centre security had been addressed. The Council agreed with the Finance and Personnel Committees recommendations.

The budget was drafted on the premise of a stable Band D precept of £256.03 which resulted in an overall precept for the Town Council of £505,403.22.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to agree the 2021-22 draft budget with a precept demand of £505,403.22, to include a budget code for resurfacing paths in the Country Park and to not include a budget code for Younghayes Centre security.

20/210 RISK MANAGEMENT ARRANGEMENTS

The Council considered the Safety Working Group recommendations to adopt the following reviewed and up-to-date documents:

a) Health and Safety Policy
b) Emergency Plan – change of name on electronic file from Honiton to Cranbrook
b) Risk Management Strategy and Risk Register

c) Risk Assessments as follows:
(1) Slips and Trips Generic
(2) Manual Handling Generic
(3) Office Safety
(4) Kitchen
(5) Playground Safety & Play Parks Safety 2018 (5a) Hayes Square
(6) Councillor
(7) Allotments Safety
(9) Christmas Tree
(10) Country Park
(11) Lone Working
(12) General Tasks Country Park
(13) Driving
(14) Risk Assessment Temp A – Home Working All Staff (temp)
(15) Risk Assessment Temp B – Return to Work Post Covin-19 (temp)

The Council considered the Safety Working Group recommendations to archive the following documents:
(8) Risk Assessment 08 - Volunteer
(16) Risk Assessment Temp C - Re-opening Playgrounds (temp)

It was noted that the name of the Emergency Plan stated Honiton and that this needed to be altered to Cranbrook.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to accept the recommendations and alterations made by the Safety Working Group.

20/211 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 7 December 2020.

20/212 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Osborn and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Redpath Buchanan – Test of the lightning protection system at the Younghayes Centre – £174.00
All Doors – Service on the two roller shutters at the Younghayes Centre – £134.40
PHS Group – Annual Sanitary Waste Disposal – £165.46
GJ Waller & Co. – Removal of water pipe, Younghayes Centre water cooler – £46.85
DL Clean Windows – December Younghayes Centre window cleaning – £20.00
IWS Water Hygiene – Legionella water testing Younghayes Centre – £42.00
Paul Watkins Maintenance – Jet wash fire escape rear of Younghayes Centre – £130.00
MJS Vertical Blinds – Office Bind Repair - £85.00
GW Shelter Solutions – Bus Shelter Repair – £722.46 – funds would be reimbursed from CJL through the Consortium
See the Light – Broadband and Telephony – £62.04

Mobile Music Hub Christmas Event Show was fully funded by the Devon County Council Locality Budget.

20/213 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and resolved to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public

interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

20/214 EXPANSION OF THE CRANBROOK MEDICAL CENTRE

The Council considered the report on the expansion of the Cranbrook Medical Practice.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osborn and **resolved:**

a) To appoint studio four to develop the initial concept design into a technical design and specification for tendering purposes in accordance with the Council's Financial Regulations once the funds for that piece of work has been received from the NHS Devon Clinical Commissioning Group.
b) To delegate to the Town Clerk and Chair of Finance & Personnel to approve a tender document detailing the necessary construction works to enable the expansion of the Cranbrook Medical Centre and to publish the tender document in accordance with the Public Contracts Regulations 2015.
c) To accept a reduction in rental income and service re-charge recovery during any periods during which the additional surgery space (room MPB3) would remain unoccupied.

20/215 ANNUAL PLAY PARK INSPECTIONS

The Council considered the report on annual play park inspections.

It was proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to instruct ROSPA to carry out the annual playground inspections in March/April for £275.50.

20/216 ACTION EAST DEVON LEASE

The Council's Standing Order deals with the execution and sealing of legal deeds as follows:

a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was noted that a few minor errors were present in the draft lease.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Barry Rogers and **resolved** to approve and execute the attached lease covering Action East Devon's occupancy of office space in the Younghayes Centre subject to the wording of the lease being completed including dates and contents error rectification.

20/217 SOUTH WEST WATER AERIAL LEASE

The Council's Standing Order deals with the execution and sealing of legal deeds as follows:

a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The Council noted that the legal costs were being covered by South West Water.

The Council discussed that the lease was only received on the morning of the 21 December 2020 and that members had not had time to read the information thoroughly.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Osborn and **resolved** to defer the decision of this lease and return the item to the 18 January 2021 Full Council Meeting.

20/218 PHASE 2 PATH EXTENSION

The Council considered the report on the path extension in Phase 2 of the Country Park.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to note and approve the installation of the path in Phase 2 of the Country Park with full funding from the Devon County Councillors 'locality budget.

The meeting closed at 20.04 pm.

Signed ---------- Date: 18 January 2021

SCHEDULE OF PAYMENTS

AGENDA
CRANBROOK TOWN COUNCIL **ITEM NO. 13**
21 DECEMBER 2020

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
03/11/2020	Tony Benger Landscaping	December 2020 Maintenance (credit note received 10/11/2020 for £180 to be taken off, Total = £11,820.00)	£ 12,000.00
03/11/2020	Tony Benger Landscaping	Removal of Trampoline at Northwood Acres Play area.	£ 938.40
26/11/2020	Tony Benger Landscaping	Maintenance of POS Cranbrook Education Campus to Yonder Acre Way November 2020	£ 153.91
01/12/2020	Core Office IT	Supply and configuration of two replacement laptops	£ 2,220.00
03/12/2020	Tony Benger Landscaping	Maintenance of POS Cranbrook Education Campus to Yonder Acre Way December 2020	£ 153.91
04/12/2020	Apex Tree Care Ltd	Tree Surgery to Ash Trees	£ 390.00
08/12/2020	M & G Associates	Payroll December 2020	£ 15.72
18/12/2020	Mubile Music Hub	Christmas Event Show	£ 55.75

Town Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
N/A	Concorde	Printing Costs	£ 8.29
N/A	Tesco Mobile	Office mobile monthly cost	£ 15.00
N/A	Core Office IT	Monthly email and cloud services hosting	£ 270.84
N/A	Core Office IT	IT Support	£ 402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/12/2020	Employees	Salaries	£ 7,825.77
23/12/2020	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 2,896.37

Signed ---------- Date: 18 January 2021

23/12/2020	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 2,249.73

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/11/2020	Johnsons Workwear	Tea towel and door mat cleaning	£ 46.86
26/11/2020	Tony Benger Landscaping	Grounds maintenance November 2020	£ 78.60
30/11/2020	Cannings	Fire Alarm and Emergency Lighting Test	£ 474.00
30/11/2020	Cannings	Hot Water Repair	£ 69.60
30/11/2020	Phase Electrical	Repair to outside electrics	£ 163.20
03/12/2020	Tony Benger Landscaping	Grounds maintenance December 2020	£ 78.60
15/12/2020	Devon Norse	Younghayes Centre Cleaning	£ 695.85

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/11/2020	Eon Heat	Younghayes Centre Heating	£ 637.87
25/11/2020	DL Clean Windows	Younghayes Centre Window Cleaning	£ 20.00
30/11/2020	Viridor	Waste Collections	£ 47.97

Signed ---------- Date: 18 January 2021

MINUTES

Committee: Town Council
Date: Monday, 18 January 2021
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Sam Hawkins
Cllr Matthew Osborn
Cllr Barry Rogers

Also Present

Carey Mackenzie, Grants & Appeals Officer, Hospiscare
Alice Lloyd, Country Park Ranger, Cranbrook Town Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Colin Buchan and Phil Norgate.

21/2 DECLARATION OF INTERESTS

Cllr Kim Bloxham declared a personal interest in relation to agenda item 13 (planning application 20/2830/FUL) by virtue of being a member of East Devon District Council's Planning Committee. Cllr Kim Bloxham would refrain from taking part in the debate under that item and would refrain from voting.

21/3 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 21 December 2020 as a correct record.

21/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

21/5 GRANT APPLICATION – HOSPISCARE

The Council considered a grant application from Hospiscare for £500.00 towards the purchase of technological equipment to be used in Hospiscare's East Devon community nursing hub.

Carey Mackenzie, Grants & Appeals Officer at Hospiscare, attended the meeting in support of the application and explained that the organisation was expecting to lose at least £1m in income as a

result of the Covid-19 pandemic. The total cost of the technological equipment would be £2,500 and Hospiscare was obtaining grants from other grant-giving organisations to reach that total. If that was unsuccessful, the Grants & Appeals Officer explained that Hospiscare could redirect other voluntary income, e.g. legacy income. Hospiscare had already secured £1,000 towards the total from Honiton Town Council.

The councillors queried whether Cranbrook was covered by Hospiscare's East Devon team on the basis that Cranbrook belonged to an Exeter primary care network. The Grants & Appeals Officer agreed to provide that confirmation.

It was proposed by Cllr Matt Osborn, seconded by Cllr Kevin Blakey and **resolved** to support the grant application and to award £500.00 to Hospiscare subject to confirmation in writing that Cranbrook was covered by Hospiscare's East Devon team.

21/6 DISTRICT AND COUNTY COUNCIL MATTERS

Cllr Ray Bloxham, representing Devon County Council, added to his written report that Devon County Council was in the process of finalising its 2021-22 budget which currently featured a shortfall of circa £8m. At its current level, this represented a 6.6% increase in precept which would trigger a public referendum. Work was now ongoing to arrive at a budget which balanced without triggering the need for a referendum at increases above 2% for the County Council and an additional 3% in respect of adult social care. Cllr Ray Bloxham had also circulated a note to the town councillors regarding Covid-19 vaccines ahead of the meeting.

Cllr Sam Hawkins, representing East Devon District Council, reported that the District Council was also in the process of preparing its budget and was currently working towards a £5 increase in the precept.

21/7 MODEL CODE OF CONDUCT

The Council considered the new national Model Code of Conduct published by the National Association of Local Councils.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to adopt the new Model Code of Conduct published by the National Association of Local Councils.

21/8 CRANBROOK STRATEGIC DELIVERY BOARD

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to appoint Cllrs Les Bayliss and Matt Osborn as its representatives on the Cranbrook Strategic Delivery Board.

21/9 RE-DESIGNATION OF EXISTING NATURE RESERVE AND FUTURE SUITABLE ALTERNATIVE NATURAL GREENSPACE (SANG)

The Council considered a report recommending the re-designation of the existing nature reserve and future suitable alternative natural greenspace (SANG) in Cranbrook.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osborn and **resolved** to approach the local planning authority East Devon District Council to agree to redesignate the proposed area of SANG located within the flood relief area between Bluehayes Lane and Best Park as a nature reserve and, in exchange, designate the existing nature reserve in Phase 1 County Park as SANG.

21/10 COUNTRY PARK NATURAL REGENERATION (REWILDING) OF NATURE RESERVE

The Council considered a report to regenerate (rewild) the nature reserve in Cranbrook.

Councillors commented that if the Cranbrook Development Plan Document would be adopted as currently drafted, then the proposed Treasbeare expansion area would be located directly to the west of the nature reserve which would result in substantial future demand into the area known as Phase 1 of the Country Park, including by dog walkers.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osborn and **resolved** to

a) agree that the area known as the nature reserve is no longer cut and baled, but a path is mown through the area to allow access for people.

b) approve planting of the 420 whips in this area and allow natural regeneration of the remainder of this space.

21/11 COUNTRY PARK MANAGEMENT PLAN REVIEW WORKING GROUP TERMS OF REFERENCE

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the terms of reference.

21/12 DEVON INTERIM CARBON PLAN CONSULTATION

The Council considered its draft response to Devon County Council's Interim Carbon Plan.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to submit the consultation response as drafted.

21/13 PLANNING APPLICATION

The Council considered planning application 20/2830/FUL proposing a single-storey rear extension at 44 Yarlington Mill, Cranbrook EX5 7FJ.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to support planning application 20/2830/FUL.

21/14 COMMITTEE MINUTES

It was proposed by Cllr Barry Rogers, seconded by Cllr Sam Hawkins and **resolved** to adopt the minutes of the meeting of the Finance & Personnel Committee on 11 January 2021.

21/15 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£1,209.60 to GRITIT for winter gritting between 7 December 2020 until 31 December 2020
£59.34 to See the Light for broadband and telephony
£402.16 to Eon Heat for heating the Younghayes Centre
£103.71 to South West Water for water and sewage charges
£42.00 to Integrated Water Services for legionella testing at the Younghayes Centre
£6.78 for dairy-free milk for the Food Bank

21/16 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

21/17 IMPROVEMENT TO PLAY AREAS

The Council considered a report covering the:

a) replacement of gates at Hayes Square

b) replacement of trampolines with other pieces of play equipment at Hayes Square and Northwood Acres

An additional quote had been received from the Town Council's grounds maintenance contractor Tony Benger Landscaping Ltd and circulated to councillors on 12 January 2021.

The councillors debated the suitability of different types of play equipment, especially those with a higher weight capacity in order to protect any future equipment as much as possible from damage and misuse.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osborn and **resolved** to

a) await the execution of the deed of variation and instruct Wicksteed to install four NFLGATE10 single self-closing gates with hydraulic unit, including removal of the old gates, supply, install and carriage for the total price £4,444.20 plus VAT, subject to formal quotation and any potential savings from combining with the delivery of the next play areas.

b) await the execution of the deed of variation and meanwhile to consult with Wicksteed to identify the most suitable pieces of play equipment for the two play areas.

c) not repair the maintenance gate, have it remain locked and used only as a maintenance access point.

21/18 SOUTH WEST WATER

The Council considered a draft lease governing the location of a South West Water aerial on the roof of the Younghayes Centre in Cranbrook.

The Council's Standing Order 23 dealt with the execution and sealing of legal deeds as follows:

a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Ray Bloxham and **resolved** to approve and execute the lease covering South West Waters occupancy of roof space on the Younghayes Centre, subject to

a) the insertion of a premium of £2,500 over the lease period;
b) amending the date on the document.

21/19 RIALTAS FACILITIES BOOKINGS SOFTWARE

The Council considered a report recommending the purchase of additional facilities bookings software from the Council's existing financial software provider RBS Rialtas. The councillors considered the implementation of proper booking system as essential.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to subscribe to the Rialtas facilities bookings software in-year at a total cost of £1,036.83, meaning that budget code 4110 (Finance Package) would be overspent by £783.83 at year end.

21/20 YOUNGHAYES CENTRE GUTTER CLEANING

The Council considered a report recommending a preferred contractor for cleaning the gutters at the Younghayes Centre in accordance with the Council's Financial Regulations.

It was proposed by Cllr Matt Osborn, seconded by Cllr Kevin Blakey and **resolved** to commission Clear and Shine to carry out the gutter clearing at the Younghayes Centre.

The meeting closed at 8:06pm.

Signed ---------- Date: 15 February 2021

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL

AGENDA ITEM NO. 15

21 JANUARY 2021

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
06/01/2021	Stalite Signs	Nothwood Acres Sign Installation	£	404.54
07/01/2021	M & G Associates	Payroll January 2021	£	15.72
09/01/2021	Tony Benger Landscaping Ltd	Grounds maintenance Phases 1 and 2 January 2021	£	9,600.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
N/A	Concorde	Printing Costs	£	-
N/A	Tesco Mobile	Office mobile monthly cost	£	15.00
14/12/2020	Core Office IT	Monthly email and cloud services hosting	£	270.84
14/12/2020	Core Office IT	IT Support	£	402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
28/01/2021	Employees	Salaries	£	7,785.00
28/01/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	2,869.18
28/01/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	2,232.97

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
27/12/2020	Johnsons Workwear	Tea towel and door mat cleaning	£	37.49
30/12/2020	Cannings	Fire alarm test and service	£	66.60

Signed ----------

Date: 15 February 2021

15/01/2021	Devon Norse	Younghayes Centre Cleaning	£ 695.85

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £ INC
31/12/2020	Viridor	Younghayes Centre rubbish collection	£ 47.97

Signed ---------- Date: 15 February 2021

MINUTES

Committee: Town Council
Date: Monday, 15 February 2021
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Barry Rogers

Also Present

Dr Sharon Jewell, Leader, 2nd Cranbrook Brownies
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/21 APOLOGIES FOR ABSENCE

No apologies for absence were received.

21/22 DECLARATION OF INTERESTS

Cllr Phil Norgate declared a personal interest in relation to agenda item 5 (grant application) by virtue of his wife and daughter being involved with the Brownies and Guides.

Cllr Kim Bloxham declared a personal interest in relation to agenda item 13 (planning application 21/0247/FUL) by virtue of being a member of East Devon District Council's Planning Committee. Cllr Kim Bloxham would not participate in the debate relating to this item nor vote.

Cllr Ray Bloxham declared a personal interest in relation to agenda item 15 (expansion of the Cranbrook Medical Centre) by virtue of being the Secretary of the Patient Participation Group.

21/23 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 18 January 2021 as a correct record.

21/24 PUBLIC PARTICIPATION

There were no members of the public in attendance.

Signed ---------- Date: 22 March 2021

21/25 GRANT APPLICATION – 2ND CRANBROOK BROWNIES

The Council considered a grant application from the 2nd Cranbrook Brownies for £370.00 to assist with ongoing costs associated with delivering girl guiding activities virtually during lockdown.

Dr Sharon Jewell attended the meeting in support of the application and explained that approximately 60 girls were currently engaging virtually in Cranbrook with a further 20 girls expecting to return to the provision in person as soon as circumstances would allow. The organisation had not charged for sessions from March until September 2020 and had been charging a reduced rate since then. The majority of groups had been able to fund their activities from their reserves but some of the newer groups had not been able to build sufficient reserve funds, all the while overheads, e.g. insurance and DBS disclosure fees, had remained and there had been no fundraising opportunities.

In response to a question from a councillor, Dr Jewell confirmed that charging would commence on a per-term basis so that a similar grant request would not be necessary in the future.

Cllr Ray Bloxham in his capacity as Devon County Councillor offered a further funding opportunity in case of any hardship issues.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to support the grant application and award £370.00 to the 2nd Cranbrook Brownies.

21/26 DISTRICT AND COUNTY COUNCIL MATTERS

In response to a question from a councillor, Cllr Ray Bloxham, representing Devon County Council, undertook to ascertain whether gritting salt had a use-by date.

In response to another question from a councillor, Cllr Kim Bloxham, representing East Devon District Council, reported that a response from Historic England regarding the listed Tillhouse Farm remained outstanding.

21/27 LONG-TERM MAINTENANCE OF SUITABLE ALTERNATIVE NATURAL GREENSPACES (SANG) IN CRANBROOK

The Council considered a report regarding the long-term maintenance of suitable alternative natural greenspaces (SANG) in Cranbrook.

Cllrs Les Bayliss, Kevin Blakey, Kim Bloxham and Ray Bloxham declared personal interests in this agenda item by virtue of being members of the Cranbrook Strategic Delivery Board.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) write to the Chief Executive of East Devon District Council requesting that the District Council's Cranbrook Team be properly resourced and that the planning officers engage positively with the ward members and the Town Council to resolve the long-term maintenance of suitable alternative natural greenspaces (SANG) in Cranbrook to the satisfaction of all involved parties.

b) request an item regarding the long-term maintenance of suitable alternative natural greenspaces (SANG) on the agenda for the next Cranbrook Strategic Delivery Board meeting in March 2021.

21/28 REPORT BY THE CCTV WORKING GROUP

The Council considered a report by its CCTV working group.

Cllr Barry Rogers, member of the working group, reported that the installation of a CCTV system at the Younghayes Centre had commenced on 15 February 2021.

Signed ---------- Date: 22 March 2021

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to carry out further research by the working group towards the provision of CCTV on dedicated columns and that a further report be brought to the full Council in due course.

21/29 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH SPECIAL RESPONSIBILITIES

In addition to his written report, Cllr Les Bayliss reported that he had attended a meeting of the Airport Consultative Committee on 10 February 2021.

In addition to his written report, Cllr Barry Rogers reported that he had had attended a Larger Councils meeting on 11 February 2021.

In addition to his written report, Cllr Matt Osborn reported that he had attended a Sport England Local Delivery Pilot Board meeting on 15 February 2021 chaired by Karime Hassan, the Chief Executive Officer at Exeter City Council. Cllr Osborn further reported a current underspend in the programme which he anticipated would be reappropriated to other strands of the programme, including Cranbrook.

In response to a question from a councillor, Cllr Colin Buchan undertook to ascertain any feedback to the Council regarding the government's response to the consultation on the effectiveness of enforcement against unauthorised encampments (ref. minute 20/29).

The Council noted the reports by the councillors appointed to outside bodies and with special responsibilities.

21/30 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 4 February 2021.

21/31 COMMITTEE MINUTES

It was proposed by Cllr Les Bayliss, seconded by Cllr Matt Osborn and **resolved** to adopt the minutes of the Planning Committee on 1 February 2021.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the Amenities Committee on 8 February 2021 with particular reference to minute A/21/7 (iv) recommending to Council to delegate to the Chairman of the Finance and Personnel Committee and the Town Clerk to authorise the payment difference of up to £1,000 for the provision of additional barbeque facilities.

21/32 TOWN COUNCIL'S RESPONSE TO EAST DEVON DISTRICT COUNCIL'S NEW LOCAL PLAN ISSUES AND OPTIONS CONSULTATION

The Council considered its draft response to East Devon District Council's issues and options report relating to its new Local Plan covering the period 2021-2040 and noted that the draft response had been debated in detail at the meeting of the Council's Planning Committee on 1 February 2021 (ref. minute 21/31).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the Town Council's response to East Devon District Council's issues and options report relating to the new Local Plan 2021-2040 for submission to the local planning authority East Devon District Council.

21/33 PLANNING APPLICATION 21/0247/FUL

The Council considered planning application 21/0247/FUL, proposing the construction of a loft conversion with two front dormers at 22 Crabtree Close, Cranbrook EX5 7GA.

Signed ---------- Date: 22 March 2021

The planning application proposed adding a third floor to this particular property and the Council satisfied itself that the application did not warrant any concerns in relation to the material planning consideration of overlooking. The distances to the front and rear between this and neighbouring properties, including ones to be built in the future, were considered sufficient to not warrant concerns on the basis of overlooking.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to support planning application 21/0247/FUL.

21/34 LOCAL ACTION GROUP (LAG) MINUTES

The Council received the minutes of the Local Action Group (LAG) on 25 November 2020.

21/35 EXPANSION OF THE CRANBROOK MEDICAL CENTRE

The Council considered the draft tender documents relating to construction works for the proposed spatial expansion of the Cranbrook Medical Centre into an existing part of the Younghayes Centre.

The Council's Finance & Personnel Committee had considered a report on this subject at its 12 October 2020 meeting (ref. minute F&P/20/38), followed by reports to full Council on 23 November 2020 (ref. minute 20/195) and 21 December 2020 (ref. minute 20/214) when the Council had agreed to the internal expansion of the Cranbrook Medical Centre within the Younghayes Centre, subject to reimbursement from the NHS Devon Clinical Commissioning Group for any professional fees and construction work costs.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to agree the tender documents relating to the expansion of the Cranbrook Medical Centre for publication in accordance with the Council's Financial Regulations and public procurement legislation.

21/36 SPENDING OF COMMUNITY INFRASTRUCTURE LEVY RECEIPTS

The Council considered a report by the Council's Community Development Worker.

The Council noted that the only source of the Community Infrastructure Levy (CIL) was the development of South Whimple Farm because the strategic development site at Cranbrook was zero-rated for CIL and subject to a Section 106 regime. Any CIL contributions would need to be spent by October 2024.

It was proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to accumulate the Community Infrastructure Levy receipts and spend those on larger projects due to emergent infrastructure assets and review this position annually.

21/37 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£360.00 to Rolec EV Vend Electric for the VendElectric subscription plan and remote commissioning
£695.85 to Devon Norse for cleaning services in February 2021
£5.75 to Devon Norse for consumables

21/38 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public

interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

21/39 SPORT ENGLAND LOCAL DELIVERY PILOT UPDATE

The Council considered a report by the Active & Healthy People Programme Lead at Exeter City Council which included a proposed service level agreement for part-funding the Council's Community Development Worker role at 0.3 full-time equivalent (FTE). The Community Development Worker was currently employed at 0.8 FTE.

Councillors would welcome additional details in the service-level agreement, including on the objectives and proposed deliverables as well as (line-)management arrangements.

The Community Development Worker role was currently funded by Section 106 contributions which, if the service-level agreement would be agreed, would have an impact on how the salary would be funded and accounted for.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to defer the decision on the service level agreement to enable further work regarding its objectives and deliverables and how the salary would be funded and accounted for.

21/40 BUSINESS MOBILE PHONES

The Council considered a report recommending the purchase of additional mobile phones for its officers.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to purchase three new Alcatel U3 phones from Amazon for £99.96 total plus VAT and to purchase ten SIM cards for £20.00 a month from 3hree.

The meeting closed at 7:57pm.

Signed ---------- Date: 22 March 2021

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 17**

15 FEBRUARY 2021

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
19/01/2021	Tony Benger Landscaping Ltd	Repair to toddler Swing at St. Martin's play area	£	19.24
25/01/2021	Grow Eat Do	Expenses	£	87.62
25/01/2021	Grow Eat Do	Expenses	£	14.90
26/01/2021	Tony Benger Landscaping Ltd	Planting of POS on Whiteways	£	583.44
26/01/2021	Tony Benger Landscaping Ltd	Plant Whips in the space between the closed access gate to Phase 1 CP	£	50.86
31/01/2021	Tony Benger Landscaping Ltd	Grounds maintenance Phases 1 & 2	£	9,600.00
31/01/2021	Gritit Ltd	For winter gritting between 1 January 2021, 31 January 2021	£	2,570.40
08/02/2021	M & G Associates	Payroll February 2021		
09/02/2021	Peoplesafe	MYSOS Mandown annual subscription x 2	£	285.12

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
N/A	Concorde	Printing Costs	£	-
N/A	Tesco Mobile	Office mobile monthly cost	£	15.00
18/01/2021	Core Office IT	Monthly email and cloud services hosting	£	270.84
18/01/2021	Core Office IT	IT Support	£	402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
00/01/1900	Employees	Salaries	£	7,790.69

Signed ---------- Date: 22 March 2021

00/01/1900	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	2,897.47
00/01/1900	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	1,725.72

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
21/01/2021	ITD Consultants	Mechanical and Electrical Consultancy Services	£	3,360.00
18/01/2021	DL Clean Windows	Window cleaning	£	20.00
24/01/2021	Johnsons Workwear	Door matt and tea towel cleaning service	£	37.49
07/02/2021	E.ON	Heat bill	£	1,088.40
07/02/2021	IWS	Legionella Monthly Testing	£	42.00
08/02/2021	Total Gas & Power	Electricity	£	2,149.25

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
31/01/2021	Viridor	Waste Collections	£	42.84

Signed ---------- Date: 22 March 2021

MINUTES

Committee: Town Council
Date: Monday, 22 March 2021
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Barry Rogers

Also Present

One member of the public
Matt Rowett, Cranbrook Running Club
Lythan Nevard, Minister for Cranbrook
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council
Aynsley Jones, Community Development Worker, Cranbrook Town Council
Alice Lloyd, Country Park Ranger, Cranbrook Town Council

21/41 APOLOGIES FOR ABSENCE

No apologies for absence were received.

21/42 DECLARATION OF INTERESTS

Cllr Sam Hawkins declared a personal interest in relation to agenda item 22 (water storage tank maintenance) by virtue of having professional involvement relating to one of the companies which had provided a quote for tank maintenance in his professional capacity as a chartered accountant.

21/43 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Osborn and **resolved** to accept and sign the minutes of the meeting held on 15 February 2021 as a correct record.

21/44 PUBLIC PARTICIPATION

a) Public Participation

The member of the public who was in attendance did not make any requests to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

Signed ---------- Date: 26 April 2021

b) Grant Application – Cranbrook Running Club

The Council considered a grant application from the Cranbrook Running Club for £1,750.00 to purchase equipment to support the safe weekly operation of the new adult parkrun which had been approved by the Town Council on 21 December 2020 (ref. minute 20/205).

Matt Rowett from the Cranbrook Running Club attended the meeting in support of the application and explained that the Club would need to purchase items including a first aid kit and a portable defibrillator. Because of the size of the grant, the Council requested that the Club provide a costed list of items bought as part of the grants feedback procedure six months after the grant award as per the Council's grant policy.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to support the grant application and award the full amount of £1,750.00 to the Cranbrook Running Club.

c) Grant Application – Cornerstone Church Baby and Toddler Group

The Council considered a grant application from the Cornerstone Cranbrook Baby and Toddler Group for £300.00 for

i. online level 2 food and hygiene training (£25.00 per person)
ii. baby and child first aid training (£20.00 per person)
iii. tabards/lanyards for leaders to make them more identifiable
iv. DBS checks if needed
v. new play equipment replacing worn out items and craft equipment

in anticipation of the group restarting following the outbreak of Covid-19. This application had been considered by the Council on 23 March 2020 and the Council decided at the time to defer the grant application in light of the temporary closure of the Younghayes Centre and the temporary closure of the group. The Council had advised at the time that the application would be considered again as soon as the Council resumed normal operation (ref. minute 20/49).

The Minister for Cranbrook attended the meeting in support of the application and explained that the Group would like to provide the training and purchase the items in anticipation of the group restarting in June 2021.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Osborn and **resolved** to support the grant application and award the full amount of £300.00 to the Cornerstone Church Baby and Toddler Group.

21/45 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report from Cllr Ray Bloxham, representing Devon County Council. In response to councillors' questions, Cllr Ray Bloxham further reported that:

an in-land route rail route from Exeter to Okehampton and from Okehampton to Bere Alston would be reinstated towards the end of the year;
he would approach the local bus service provider Stagecoach to enquire whether the existing Exeter pricing zone would apply to the whole of Cranbrook in the future;
the e-bikes at the Younghayes Centre were heavily used and their number had increased; the same usage levels were anticipated for the e-bikes installed at the train station. The co-car had been removed due to a lack in use and he was having ongoing conversations regarding the Section 106 contribution towards the provision of the co-car.

The Council noted the report by Cllrs Kevin Blakey, Kim Bloxham and Sam Hawkins, representing East Devon District Council.

21/46 TOWN COUNCIL'S FIVE-YEAR PLAN 2021-26

The Council considered the five-year plan for the period 2021-26.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the Council's five-year plan for the period 2021-26.

21/47 CAPITAL PROGRAMME 2021-26

The Council considered its new capital programme and noted that following its adoption, the Council's budget document would be presented in a new format separating capital and revenue items.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the Council's capital programme 2021-26.

21/48 CLIMATE CHANGE WORKING GROUP UPDATE

The Council considered a report by the Climate Change Working Group.

The Council suggested that the working group benchmarked against the actions of other town councils in Devon, that it considers the document *Adapting to climate change: A guide for local councils* by the Department for Environment, Food and Rural Affairs, and that it considers how Devon County Council's *Interim Devon Carbon Plan* impacts Cranbrook.

The Council disagreed with the first recommendation in the report, that the working group have control of the content for the climate change webpage on the Town Council's website, and instead suggested that this should extend to editorial control only.

The Council noted the climate change working group's support for the proposal to instal a community fridge (ref. minute 21/54 below).

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to

a) grant the climate change working group editorial control of the content for the climate change webpage on the Town Council's website.

b) add the Grow Eat Do leaflet on food waste to the climate change webpage.

c) use the Carbon Footprint Tool by the Centre for Sustainable Energy and the University of Exeter when conducting research for new projects.

21/49 DELIVERY OF THE INGRAMS PAVILION

The Council considered a report on the delivery of the Ingrams Pavilion.

The Council noted that any proposals relating to the delivery of the Pavilion would need to take account of the proposed provisions under planning application reference 19/2675/MRES.

The Council had previously obtained quotes for modular buildings on site and was aware of existing draft design for a pavilion building by the East Devon New Community Partners. Any design would need to take into consideration the mandatory requirements by the relevant football and cricket governing bodies.

The Council was in the process of inaugurating the Ingrams Management Committee which would have input into any developing proposals relating to the delivery of the Pavilion.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to

a) note the indicative location, car park and landscaping proposed under planning application reference 19/2675/MRES.

b) liaise with the East Devon New Community Partners to ensure that the delivery of the pavilion is coordinated with the delivery of the adjacent parcel.

c) review the existing draft design for a pavilion building by the East Devon New Community Partners and to develop further proposals for the Council's consideration at a future meeting.

21/50 DELIVERY OF A WHEELED SPORTS FACILITY

The Council considered a report on the delivery of a wheeled sports facility and noted that the larger-scale location plan was inaccurate.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) approve the document, subject to the correction of the location plan, and to publish it once all signatories have signed the deed of variation.

b) finalise any information provisions in the meantime, including in relation to underground services and the limitations the culverted ditch might provide.

21/51 FUTURE OF THE YOUNGHAYES CENTRE LIBRARY PROVISION

The Council considered a report on the future of the library provision in the Younghayes Centre.

Councillors commented that Libraries Unlimited were likely to implement a mobile library in Cranbrook in the future and conversations with them should progress. Councillors commented further that the provision of an IT suite should continue and that the layout of the library should be reviewed with a view to providing appropriate office accommodation for Town Council employees until The Tillhouse, the Town Council's town centre building, would be delivered.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to

a) transfer the library service to Devon Libraries as they provided a fully functioning mobile service which would visit Cranbrook.

b) continue to research options for secondary use of the library and internet suite room, including the reconfiguration of office accommodation for Town Council employees.

21/52 ELECTRIC VEHICLE CHARGE POINT PRICING STRUCTURE

The Council considered a report on the future of the electric vehicle charge point pricing structure.

The Council suggested that the pricing structure should be consistent across Cranbrook and suggested to charge the same as the charging point installed at the Cranberry Farm public house.

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to reduce the tariff to £0.18 per kWh, approximately £1.25 per hour charge.

21/53 COUNTRY PARK MANAGEMENT PLAN REVIEW

The Council noted the interim report by its working group reviewing the Country Park Management Plan and the observations made therein in anticipation of the review of the Country Park Management Plan.

21/54 COMMUNITY FRIDGE PROPOSAL

The Council considered the proposal for the installation of a community fridge

The Council voiced its concern relating to possible vandalism of the provision and that the fridge would need to be suitably secured and robust. The Council further queried whether planning consent was required.

The Council noted that East Devon District Council's Community Building Fund did not cover town councils, hence recommendations (a) in the report was not applicable.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to

a) support the installation a community fridge at the proposed location outside the Younghayes Centre in principle.

b) present a fully costed proposal to the next meeting of the Council, taking into consideration the comments made by councillors and including possible grant funding avenues.

21/55 CITIZEN OF THE YEAR 2020-21

The Council considered a report on the Citizen of the Year 2020-21.

Following a secret ballot, the following result was announced:

Claire Cross: Five votes
Adam Prowse: Three votes
Andrea Bomanson: One vote

The Council congratulated its citizen of the year 2020-21, Claire Cross.

21/56 CHARITY OF THE YEAR 2021-22

It was proposed by Cllr Kevin Blakey as per the covering note on the agenda, seconded by Cllr Kim Bloxham and **resolved** to appoint the Devon Air Ambulance as the Council's charity of the year 2021-22 for a second year because of the limited fundraising opportunities during 2020-21 due to the outbreak of Covid-19.

21/57 MOBILE PHONE POLICY

The Council considered a mobile phone policy governing the use of Council mobile phones.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to adopt the Mobile Phone Policy.

21/58 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 9 March 2021.

21/59 COMMITTEE MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the Planning Committee 1 and 15 March 2021.

21/60 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osborn and **resolved** to

a) approve the schedule appended to these minutes in addition to the following payments:

£1,814.40 to Handcrafted Steel Solutions, for the installation of barbeques in the Country Park
£330.60 to Rospa Playsafety Limited for the annual play par inspections
£264.00 to the Chartered Institute of Public Finance & Accountancy (CIPFA) for a Certificate In International Public Sector Accounting Standards training course
£181.39 to Independent Fire and Security for the replacement of a manual call point in the Younghayes Centre kitchen
£20.00 to DL Clean Windows for window cleaning at the Younghayes Centre

£55.61 to See the Light for broadband and telephony
£42.00 to the SLCC for a website training course (Getting the Best from your Wordpress-based Website)

three payments of £2.50 each to the DVLA for registered keeper checks on inappropriately parked vehicles in the last month.

b) renew the Council's cybercrime insurance at £521.23 for 2021-22.

c) invite Devon and Cornwall Police's Cyber Protect Unit to review the Council's processes and advise of any recommendations for improvements.

21/61 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

21/62 TAYLOR WIMPEY PHASE 5 – WATER STORAGE TANK MAINTENANCE

The Council considered a report to appoint a contractor to carry out underground water storage tank maintenance in the future in accordance with the Council's Financial Regulations.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) agree to assume responsibility for the underground water storage tank in Taylor Wimpey's Phase 5 on the basis that the Town Council objects to management companies being installed and that the Council had been planning to assume responsibility for all elements of sustainable urban drainage (SUDS) in the town.

b) To appoint Clearflow to carry out the maintenance of the attenuation tanks at £1,039.80 plus VAT per annum.

c) clarify with Taylor Wimpey the 12-month maintenance period following the installation of the tank in question.

21/63 TOWN CLERK AND DEPUTY CLERK JOB EVALUATION

The Council considered a report by the Chairman of the Council's Finance & Personnel Committee and a report by the Society of Local Council Clerks' Local Council Consultancy.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) grade the post of Town Clerk and Responsible Financial Officer at the LC3 Above Substantive benchmark range (spinal column points 42-45), equating to a salary of between £45,859 and £49,213 from 1 April 2021.

b) progress the role to a grade at the LC4 Below Substantive benchmark range in three years' time at spinal column points 46-49, equating to a salary of between £50,451 and £54,323 if the growth and responsibilities continue as currently envisaged on the basis that this arrangement should provide a suitable grading for the post for at least the next 5-6 years, subject to unexpected issues arising, as per the Local Council Consultancy's recommendation.

c) link the training, development and mentoring of the Deputy by the Clerk to the career grade suggested above with the aim to bring the Deputy Clerk up to the role of a "true" Deputy, suitably

recompensed at 75% of the Clerk's salary, and with the intention of enabling certain responsibilities and work areas to be devolved from the Clerk within the agreed timeframe as set out in the report.

d) determine the Deputy Clerk's salary at spinal column point 26, equating to a salary of £30,451 from 1 April 2021, with a view to increasing it to the spinal column points 29-32, equating to a salary between £32,910 - £35,745 from 2022-23 if deemed appropriate.

e) monitor the Deputy Clerk post development and undertake a review of the post salary and job description in the autumn 2021.

21/64 LOCAL GOVERNMENT PENSION SCHEME

The Council noted an employee's request to join the Local Government Pension Scheme and noted the resulting budget implications.

21/65 SPORT ENGLAND / EXETER CITY COUNCIL SERVICE-LEVEL AGREEMENT

The Council considered a draft service level agreement with Exeter City Council for the latter to provide a 0.3 full-time equivalent contribution to the Town Council's Community Development Worker post.

The Council suggested that the termination clause be reinstated in the draft agreement and to include the walking and cycling objective.

On 15 February 2021, the Council had considered a report which included a proposed service level agreement for part-funding the Council's Community Development Worker role at 0.3 full-time equivalent. The Council had decided to defer the decision on the service level agreement to enable further work regarding its objectives and deliverables and how the salary would be funded and accounted for (ref. minute 21/39).

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the service level agreement in principle and to delegate to Cllr Matt Osborn and the Clerk to agree the final service level agreement subject to no material amendments being made.

21/66 YOUNGHAYES CENTRE GUTTER CLEANING

The Council considered a report proposing to appoint a contractor to carry out the gutter cleaning at the Younghayes Centre in accordance with the Council's Financial Regulations.

On 18 January 2021, the Council had appointed a contractor to carry out the gutter clearing at the Younghayes Centre (ref. minute 21/20). Following two cancelled visits, the contractor recommended that the Council appoint a different contractor.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to contract Prestige Professional Cleaning to carry out the gutter cleaning at the Younghayes Centre.

Cllr Colin Buchan voted against this proposal.

The meeting closed at 9:02pm.

Signed ---------- Date: 26 April 2021

SCHEDULE OF PAYMENTS

AGENDA ITEM NO.

CRANBROOK TOWN COUNCIL **20**

22 MARCH 2021

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL £	INC VAT
13/01/2021	Adams Apples	Fruit trees for Country Park - PAID in February, authorised by RFO and Chair of F&P	£	591.50
15/02/2021	See the Light	Broadband and telephony	£	61.06
18/02/2021	Castle CCTV Ltd	CCTV Installation, Younghayes Centre - PAID	£	7,444.00
23/02/2021	Hartwood Trees	Christmas Tree errection, decoration and disposal	£	540.00
24/02/2021	Outsource Engineering	Installation of EV charge points	£	2,940.00
24/02/2021	Zurich	Insurance premium 2021-22	£	3,014.95
25/02/2021	Tony Benger Landscaping	Laying of hedgerow at Best Park	£	540.00
25/02/2021	Tony Benger Landscaping	Maintenance of POS Education Campus to Yonder Acre Way	£	307.82
26/02/2021	Rialtas Business Solutions Ltd	Facilities Bookings Management software licence and setup and Bookings Software Annual Support and Maintenance up to 5 users	£	1,525.20
26/02/2021	Windrush Willow	Willow dome erection in Country Park	£	380.00
26/02/2021	ITD Consultants	Mechanical and Electrical Consultancy Services, Younghayes Centre Expansion	£	9,060.00
26/02/2021	Stalite Signs	EV Charge Point Signage	£	276.12
28/02/2021	Gritit	Road Gritting	£	1,512.00
28/02/2021	Infinity Electrical	Installation of electrical sockets for CCTV	£	130.50
02/03/2021	Concord	Printing Costs	£	9.09
03/03/2021	GED Expenses	GED Expenses	£	38.45
05/03/2021	Tony Benger Landscaping	Grounds maintenance March 2021	£	10,232.70

Signed ---------- Date: 26 April 2021

08/03/2021	M & G Associates	Payroll March 2021	£	15.72
08/03/2021	APSE Training	Managing Allotments Course	£	334.80
09/03/2021	SLCC	Local Council Consultancy fee for job evaluation	£	336.00
11/03/2021	Broxap	Bins for the Country Park	£	718.68
12/03/2021	Rialtas Business Solutions Ltd	Facilities bookings Google Calendar website integration	£	102.00
no date	Kerry Jones Dip. Couns. MBACP	Provision of mental health sessions at the Cranbrook Education Campus N.B. This position is grant-funded	£	800.00
n/a	Information Commissioner's Office	Data protection renewal fee due on 2 April 2021	£	40.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL £	INC VAT
N/A	Concorde	Printing Costs	£	-
N/A	Tesco Mobile	Office mobile monthly cost	£	-
09/03/2021	Core Office IT	Monthly email and cloud services hosting	£	270.84
09/03/2021	Core Office IT	IT support monthly fee	£	402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL £	INC VAT
28/03/2021	Employees	Salaries	£	7,803.89
28/03/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	2,884.27
28/03/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	2,241.36
28/02/2021	Peninsula Pensions	Employees' contributions to Local Government Pension Scheme in February 2021 - Underpayment in February 2021 - PAID ON 28/02/2021	£	515.64

Younghayes Centre Costs

Signed ---------- Date: 26 April 2021

DATE	INVOICE FROM	DESCRIPTION	TOTAL £	INC VAT
18/02/2021	DL Clean Windows	Window cleaning	£	20.00
21/02/2021	Johnsons Workwear	Tea towel and door mat cleaning	£	49.80
23/02/2021	Eon	Heating	£	1,036.00
25/02/2021	Tony Benger Landscaping	Grounds maintenance January and February 2021	£	157.20
26/02/2021	Day & Bell	Car Park Quarterly Service Charge in Advance	£	360.00
08/03/2021	IWS	Monthly Legionella testing	£	42.00
15/03/2021	Ashfords	Production of CPSE3 and CPSE7 documents	£	180.00
15/03/2021	Devon Norse	Younghayes Centre Cleaning	£	695.85

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL £	INC VAT
28/02/2021	Viridor	Waste Collections	£	47.97

Signed ---------- Date: 26 April 2021

MINUTES

Committee: Town Council
Date: Monday, 26 April 2021
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Karen Thomas, Cranbrook Festival Committee
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/67 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Phil Norgate and Matt Osborn.

21/68 DECLARATION OF INTERESTS

Cllr Ray Bloxham declared a personal interest in relation to agenda item 15 (expansion of the Cranbrook Medical Centre – tender evaluation) by virtue of being the secretary of the patient participation group at the Cranbrook Medical Centre.

21/69 MINUTES

It was proposed by Cllr Barry Rogers, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 22 March 2021 as a correct record.

21/70 PUBLIC PARTICIPATION

No requests were made to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

21/71 DISTRICT AND COUNTY COUNCIL MATTERS

Due to the period of purdah ahead of the elections in May 2021, the district and county councillors had not submitted reports for the Council's consideration.

Signed ---------- Date: 24 May 2021

21/72 GRANT APPLICATION – CRANBROOK FESTIVAL

The Council considered a grant application by the Cranbrook Festival Committee for £2,000.00 towards the cost of providing the Cranbrook Festival in 2021.

Karen Thomas attended the meeting on behalf of the Cranbrook Festival Committee in support of the grant application. In 2019, the Committee had partnered with the Cranberry Farm public house which had subsequently been providing the venue for the one-day event.

In response to councillors' questions, Karen Thomas confirmed that:

- the scheduled date for this year's Cranbrook Festival was Saturday, 4 September 2021.
- the Committee envisaged that excess funds would be donated to charity and only a small amount would be retained by the Committee towards the cost of future events. The Council suggested that any surpluses achieved should be retained in order to help fund future events and make the Festival financially sustainable for years to come.

The grant application indicated that the application was a recurring request. The Council's grants policy stipulated that any initiatives should demonstrate or achieve financial sustainability.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to support the grant application of £2,000 towards the provision of Cranbrook Day 2021 in principle and subject to:

a) delegating authority to the Clerk and the Chairman of the Council to further discuss and agree with the Cranbrook Festival Committee a plan for future funding and long-term sustainability of the event;

b) delegating authority to the Clerk and the Chairman of the Council to further agree with the Cranbrook Festival Committee an agreed approach about how the proceeds would support charitable causes;

c) a further report to the Council regarding the outcome of discussions at a) and b) above.

21/73 LOCAL AUTHORITY REMOTE MEETINGS: CALL FOR EVIDENCE

The Council considered the draft response to a call for evidence by the Ministry of Housing, Communities and Local Government relating to remote meetings.

The Council requested that the draft response be reworded to reflect that it was a collective rather than an individual's response on behalf of the full Council.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and submit the amended response.

21/74 YOUNGHAYES PLACE CAR PARK MANAGEMENT AND MAINTENANCE

The Council considered the report on the management and maintenance of the car park at Younghayes Place.

The car park was owned by the Town Council but managed by a management company without direct oversight of the car park on a daily basis against the Town Council's wishes because of a historic legacy issue. The Council continued to support the car parking principles on the basis of which the car park was currently being managed, including the maximum length of stay of two hours.

In particular, the Council was concerned about the level of cost to both the Council and the owners of the retail units which it considered unnecessary. The Council debated whether it should fund the management and maintenance of the car park from its precept in the future if its current endeavours to dismiss the management company were successful for the following reasons:

- The residents and not the owners of the retail units used the car park.
- The businesses situated in the Gallops Court retail units already incurred higher rents and higher business rates than in the vicinity, including in Exeter city centre and the current arrangement represented an unnecessary additional charge.
- The Town Council was opposed to the installation of management companies.

A quote had been received by East Devon District Council's Streetscene service which would look to charge £31.83 per week for them to litter pick the car park twice a week.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to:

a) continue to pursue the future management and maintenance of the car park at Younghayes Place in-house.

b) fund the management and maintenance of the car park at Younghayes Place from the balance associated with operating the Younghayes Centre.

21/75 ASSET DELIVERY REPORT

The Council noted the Asset Delivery Report dated 19 April 2021.

21/76 UNAUTHORISED ENCAMPMENTS REASSURANCE SCHEME

The Council considered the report on a reassurance scheme relating to unauthorised encampments which was offered by the Council's appointed preferred provider for responding to any unauthorised encampments on Council land, Devon Investigations.

On 19 August 2019, the Council had adopted its unauthorised encampment protocols and appointed Devon Investigations as its preferred contractor for responding to any unauthorised encampments on Council land (minute ref. 19/174).

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to stay with the current scheme, whereby the Council continued to appoint Devon Investigations on an ad-hoc basis, according to how often they are used.

21/77 REPURPOSING THE LIBRARY BOOKS

The Council considered the report on repurposing the library books.

Response from BT had been received regarding the repurposing of heritage red phone boxes which were available to purchase online.

The Council noted that St Martin's primary school had previously proposed installing a book exchange in Cranbrook and because of concerns relating to any potential locations, ongoing maintenance requirements and possible vandalism the proposal was never fully supported. For these reasons, the Council did not support the installation of a heritage red phone box or other structure which would serve as a book exchange.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to repurpose the existing book stock using options 1-4 in the report.

21/78 COMMITTEE MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the Planning Committee on 29 March 2021.

The Council noted that the minutes of the Amenities Committee on 29 March 2021 contained a proposal relating to the resurfacing of the area under the swings at the Northwood Acres play area of up to £7,000.00 (ref. minute A/21/22). It was proposed by Cllr Barry Rogers, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the Amenities Committee on 29 March 2021 and to endorse the provisions set out in minute A/21/22.

The Council requested that any future items for full Council approval contained in committee minutes be highlighted as agenda items on full Council agendas.

21/79 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£24,000.00 to Tony Benger Landscaping for grounds maintenance in April 2021
£6,608.35 to Youth Genesis for the provision of youth services in Cranbrook (N.B. This was the first of two instalments covering the service in 2021-22)
£1,800.00 to Stephens Scown for legal services in relation to the Younghayes Place car park
£20.00 to DL Clean Windows for window cleaning at the Younghayes Centre
£23.27 to Three for the office mobile contracts
£54.00 to the Younghayes Centre for AngELs Hall Hire to be paid from EMR 330
£18.00 to the Younghayes Centre for Cranbrook Additional Needs Hall Hire to be paid from EMR 330
£72.00 to the Younghayes Centre for Veterans Support Group Hall Hire to be paid from EMR 330
£90.00 to the Younghayes Centre for Veterans Support Group Hall Hire to be paid from EMR 330
£36.00 to the Younghayes Centre for Veterans Support Group Hall Hire to be paid from EMR 330

The amount payable to E.ON should be £1,769.73 and not £1,913.37 as listed on the schedule of payments.

21/80 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

21/81 EXPANSION OF THE CRANBROOK MEDICAL CENTRE – TENDER EVALUATION

The Council considered the attached report on the outcome of the recent tender exercise. On 15 February 2021, the Council agreed the tender documents relating to the expansion of the Cranbrook Medical Centre for publication in accordance with the Council's Financial Regulations and public procurement legislation (minute ref 21/35). Since then, a tender evaluation panel had evaluated all tenders received, shortlisted them, hosted presentations by the shortlisted bidders and arrived at a recommendation to full Council regarding their preferred contractor.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to

a) appoint SML Contracts on the basis of the outcome of the tender evaluation and to enter into a JCT standard building contract with them as per the original tender document.

b) appoint studio four architects ltd to project-manage the construction stage.

21/82 ACTION EAST DEVON DEED OF SURRENDER

The Council considered a deed of surrender relating to one of its commercial tenants which had been occupying Room MPB3 in the Younghayes Centre which was earmarked as the space into which the Cranbrook Medical Centre would expand.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to approve the deed of surrender.

21/83 HIGH CLEANING OF THE YOUNGHAYES CENTRE

The Council considered the report on cleaning at height at the Younghayes Centre.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to

a) instruct Prestige Clean to high-clean the inside of the Younghayes Centre multi-use hall.

b) instruct DL Clean Windows to clean the exterior of the Younghayes Centre.

21/84 RECOMMISSIONING THE DISHWASHER IN THE YOUNGHAYES CENTRE

The Council considered the report on the dishwasher at the Younghayes Centre.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to

a) continue utilising the existing dishwasher without a water softener.

b) instruct AW Services Devon Limited to carry out the works as they had previously serviced the catering equipment within the Younghayes Centre.

The meeting closed at 8:17pm.

Signed ---------- Date: 24 May 2021

SCHEDULE OF PAYMENTS

AGENDA ITEM NO.

CRANBROOK TOWN COUNCIL
26 APRIL
2021

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
01/03/2021	SLCC	Training course - PAID ON 23/03/2021	£	42.00
24/03/2021	Ashley House	GED leaflets - PAID ON 26/03/2021	£	208.00
26/03/2021	Zurich	Car park insurance	£	87.09
30/03/2021	Devon Association of Local Councils	Membership fee 2021-22	£	791.26
01/04/2021	Cllr Expenses	Play park equipment repair	£	17.00
13/04/2021	Building Contractors	Removal of furniture from Room MPB18 in the Younghayes Centre	£	288.00
14/04/2021	Gritit	Winter gritting	£	604.80
15/04/2021	M & G Associates	Payroll April 2021	£	15.72
26/04/2021	Zoom	Annual subscription fee	£	119.90

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
N/A	Concorde	Printing Costs	£	-
N/A	Tesco Mobile	Office mobile monthly cost	£	-
06/04/2021	Core Office IT	Web hosting annual fee	£	172.80
06/04/2021	Core Office IT	Monthly email and cloud services hosting	£	270.84
06/04/2021	Core Office IT	IT Support	£	402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
00/01/1900	Employees	Salaries	£	8,414.56

Signed ---------- Date: 24 May 2021

00/01/1900	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	3,475.18
00/01/1900	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	3,189.10

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
22/03/2021	Eon	Younghayes Centre Heat	£	1,913.37
26/03/2021	Churches Fire Service	Annual Fire Extinguisher Service	£	140.10
28/03/2021	Johnsons	Tea towel and door mat cleaning	£	39.84
15/04/2021	Devon Norse	Younghayes Centre Cleaning	£	705.65
12/04/2021	IWS	Legionella Testing	£	42.00

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
31/03/2021	Viridor	Waste Collections	£	69.39

Signed ---------- Date: 24 May 2021

MINUTES

Committee: Town Council
Date: Monday, 24 May 2021
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Barry Rogers

Also Present

Steph Harvey, Acting Headteacher, St Martin's C of E Primary School
Naomi Ziewe Palmer, Grow Eat Do
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/85 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2021-22 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Kevin Blakey proposed that Cllr Les Bayliss be elected Chairman of the Council for 2021-22. This was seconded by Cllr Colin Buchan and **resolved**. It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

21/86 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2021-22 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Ray Bloxham proposed that Cllr Kevin Blakey be elected Vice-Chairman of the Council for 2021-22. This was seconded by Cllr Colin Buchan and **resolved**. It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

21/87 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Matt Osborn.

21/88 DECLARATION OF INTERESTS

No declarations of interest were made.

21/89 MINUTES

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 26 April 2021 as a correct record.

Signed ---------- Date: 28 June 2021

21/90 PUBLIC PARTICIPATION

No requests were made from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

21/91 TOWN SQUARE RIGHTS

The Council discussed a request by Henry Davidson Developments to obtain the Council's agreement in principle to rights in relation to the future town square, which will be transferable to the Town Council, as follows:

1. Rights for units to use parts of the Square for outside seating?
2. Rights of overhang of canopies etc.
3. Rights of way (pedestrian only)
4. right to repair and maintain

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to agree to the following rights being retained for the benefit of the Developer's adjoining retained land:

a) A right of way (on foot only) over the Town Square at all times and for all purposed in connection with access to and from the Developer's adjoining retained land.

b) A right of support and protection from the Town Square for the benefit of the Developer's adjoining retained land.

c) The right to keep and use on adjoining parts of the Town Square any Projections (all foundations, footings, chimneys, flues, eaves, guttering, drainpipes, spouts, fence, posts, wall, piers, and similar projections) from the Developer's adjoining retained land

d) Subject to compliance with the Conditions for Entry, the right to enter such parts of the Town Square as are reasonably necessary (with or without workmen and equipment):

i. to inspect or carry out works to the Developer's adjoining retained land;
ii. to inspect, repair, maintain, install, re-route or replace any Service Media serving the Property;
iii. to erect, temporarily retain and then remove scaffolding on the Town Square where necessary for the purpose of inspecting or carrying out works to the Developer's adjoining retained land.

e) A right to use specific areas (to be identified on a plan) of the Town Square as seating areas where customers of the tenants of the Developer's adjoining retained land may consume food and/or drink supplied from retail units on the Developer's adjoining retained land.

The person exercising the right would be required to:

f) effect entry at a reasonable time (or at any time in an emergency);

g) giving reasonable notice to the person whose premises are being entered (but no notice needs be given in an emergency);

h) cause as little physical damage as possible to the premises being entered and promptly making good any such damage caused to the reasonable satisfaction of the person whose premises are being entered; and

i) complying with any reasonable requirements of the person whose premises are being entered in relation to the exercise of the right of entry.

The following covenants would be imposed upon the Developer's adjoining retained land in connection with the exercise of the above-mentioned rights:

j) to comply with all laws (including local by-laws) when exercising the said rights;

k) at its own cost and to the reasonable satisfaction of the Town Council, to make good any damage caused to any part of the Town Square by the exercise of the rights;

l) not to do or omit to do anything which might vitiate any insurance in respect of the Town Square of which the persons exercising the rights have been made aware by the Town Council;

m) to only use the designated seating areas during the hours as defined in the planning consent;

n) in the event that any service media in future needs to be installed or re-routed through the Town Square, the route would be first approved by the Town Council and not to be unreasonably withheld or delayed. However, the Town Council would be permitted to refuse consent where the service media could be installed via a different route at a cost which is not significantly higher than the proposed route);

o) the persons using the designated seating area must remove all rubbish and must keep such areas in a clean and tidy condition.

21/92 GRANT APPLICATIONS

a) St Martin's C of E Primary School

The Council considered a grant application by the St Martin's C of E Primary School for £2,000.00 towards the development of an Inclusion Bus for use of the school and the wider community.

The Acting Headteacher attended the meeting in support of the application and introduced the application. The development of an Inclusion Bus had been necessary because of the lack of well-ventilated spaces within the existing school building and the need for such spaces while Covid restrictions remained in place. Because the school featured large proportions of children who were disadvantaged and/or who had special educational needs, providing an additional safe space, especially during break times, was considered beneficial. The bus had been gifted to the school by the Cranbrook Education Campus and had been prepared for use by Year 6 children and donations in kind by LiveWest.

In response to councillors' questions, the Acting Headteacher clarified that:

- the school's Parents, Teachers and Friends Association (PTFA) had not been able to fundraise in the past year and hence external, one-off financial support was required.
- maintenance costs would be covered by the school's budget and PTFA fundraising.
- the bus would be able to accommodate seating for a maximum of 10-15 people internally, complemented by external tables and seating.
- some children and their families resided outside Cranbrook who could also use the bus despite the application stating that non-residents would not benefit.
- enrichment sessions would be offered to all children and not just those who were disadvantaged and/or those with special educational needs.
- the grant would enable the school to connect the bus to the mains electricity which was needed to operate a kitchenette on board as well as heating and operating an internet connection.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to support he application and aware the full amount of £2,000.00

b) Grow Eat Do

The Council considered a grant application by Grow Eat Do for £200.00 for replenishing the planters outside the Younghayes Centre.

A representative from Grow Eat Do attended the meeting in support of the application and introduced the application. The organisation's aim was to expand on their ethos of community resilience, growing local organic food in the planters and using them in the kitchen at the Younghayes Centre as much as possible where Grow Eat Do had been preparing meals for residents in need since the Covid-19 pandemic had started. With the grant, the organisation would purchase compost and plants.

In response to councillors' questions, the Grow Eat Do representative clarified that:

- Grow Eat Do could assist with repairing the planters which were in a bad state of repair after recruiting additional volunteers.
- the beautification of the planters and subsequently the entire Younghayes Place would help to prevent vandalism.

The Council queried the ownership of the planters which were believed to have been installed by the Community Helpers in Cranbrook (CHIC) before the Town Council had been created.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to support the grant application and to award the full amount of £200.00.

21/93 REPORTS BY DISTRICT AND COUNTY COUNCILLORS

The Council noted the report by the district councillors representing Cranbrook.

21/94 REVIEW OF THE CODE OF CONDUCT

The Council reviewed its Code of Conduct. The Council had only adopted the new national model Code on 18 January 2021 (minute ref. 21/7) and was aware of issues which remained to be resolved, including any sanctions relating to breaches and the definition of co-opted members which differed from the definition of co-opted members in local councils. The Council noted that the District and County Councils had not adopted the new model Code.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to adopt the Town Council's Code of Conduct and await further guidance from government and upper-tier authorities relating to the further evolution of the national model Code of Conduct.

21/95 REVIEW OF FINANCIAL REGULATIONS

a) Review of the Council's Financial Regulations

The Council reviewed its Financial Regulations dated 18 November 2019.

The Chairman of the Council's Finance & Personnel Committee suggested the following changes to the Regulations:

The inclusion of a section "1.16 The RFO/Clerk may delegate any or all of their powers under the regulations to the Deputy Clerk to cover periods of temporary absence (e.g. annual leave)."

The inclusion of a final bullet point to 4.1: "The Clerk for items at or below £50".

An adjustment to paragraph 5.5(a) in light of the above.

Paragraph 5.2 to read: “The RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for meetings and present the schedule to the Finance & Personnel Committee or to the Council. The relevant supporting invoices will be made available to Members on request and are provided to the Council’s duly authorised bank signatories prior to those authorising payments.” The remainder of the clause would remain the same.

An addition at the end of 10.3: “except for repeat maintenance and other minor works carried out on the Council’s fixed assets where lead contractors can be appointed in accordance with the underlying principle of obtaining best value for public money.”

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to adopt the Town Council’s Financial Regulations with the amendments listed above and to confirm the delegation arrangements.

b) Review of the Council’s Regular Payments

The Council also reviewed its regular payments (ref. section 5.6 of the Financial Regulations).

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the Council’s regular payments.

c) Bank Signatories

The Council reviewed the current duly authorised bank signatories as follows:

i. “View and Submit” level of access: Janine Gardner and Tracy Simmons
ii. “View and Authorise” level of access: Cllrs Kevin Blakey, Ray Bloxham and Colin Buchan

It was proposed by Cllr Sam Hawkins, seconded by Cllr Les Bayliss and **resolved** to confirm the Council’s duly authorised bank signatories.

21/96 REVIEW OF STANDING ORDERS

The Council considered its Standing Orders dated 21 October 2019.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to adopt the Town Council’s Standing Orders.

21/97 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO TOWN COUNCIL COMMITTEES AND WORKING GROUPS

The Council appointed councillors to its committees and working groups as follows:

Amenities Committee
Cllr Les Bayliss
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Barry Rogers
Vacancy

Finance & Personnel Committee
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Barry Rogers

Planning Committee
Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Phil Norgate
Cllr Barry Rogers

Asset Delivery
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Town Clerk

CCTV Working Group
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Barry Rogers

Climate Change Working Group
Cllr Colin Buchan
Cllr Phil Norgate
Cllr Barry Rogers
Community Development Worker
Community Representatives

Safety Working Group
Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan
Town Clerk

21/98 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF TOWN COUNCIL COMMITTEES

The Council appointed the following Chairmen and Vice-Chairmen of each Committee:

Amenities Committee
Cllr Barry Rogers (Chair)
Cllr Kim Bloxham (Vice-Chair)

Finance & Personnel Committee
Cllr Sam Hawkins (Chair)
Cllr Kevin Blakey (Vice-Chair)

Planning Committee
Cllr Ray Bloxham (Chair)
Cllr Les Bayliss (Vice-Chair)

21/99 APPOINTMENT OF COUNCILLORS WITH LEAD RESPONSIBILITIES

The Council appointed the following councillors with lead responsibilities:

Gypsy and traveller liaison: Cllr Colin Buchan
Highways issues: Cllr Ray Bloxham
Risk management, emergency planning and health and safety: Cllr Les Bayliss
Street naming suggestions: Cllr Les Bayliss

Signed ---------- Date: 28 June 2021

The Council removed the lead responsibility for external funding opportunities.

21/100 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

The Council appointed the following councillors to the following outside bodies:

Catchment-Sensitive Communities: Cllr Barry Rogers
Cranbrook Strategic Delivery Board: Cllr Les Bayliss
Cranbrook and Ottery St Mary Community Safety Group: Cllr Kim Bloxham
East Devon Arts and Culture Forum: Cllr Colin Buchan
Exeter Airport Consultative Committee: Cllr Les Bayliss
Exeter University Geography Research Programme: Cllr Barry Rogers
Ingrams Management Committee: Cllr Kevin Blakey, Cllr Sam Hawkins
Larger Councils Forum: Cllr Barry Rogers
Police and Crime Commissioner Councillor Advocate: Cllr Kim Bloxham
Sky Park / Hayes Farm Liaison Group: Cllr Ray Bloxham
Sport England Local Delivery Pilot Board: Cllr Kevin Blakey
Sport England Local Delivery Pilot Cranbrook Steering Group: Cllr Les Bayliss
Tree Warden Forum: Cllr Barry Rogers

The Council removed its appointment to Citizens Advice East Devon. The Parish and Town Councils Police Liaison Group would be included in the new Cranbrook and Ottery St Mary Community Safety Group. The Council appointed its Community Development Worker as its representative on the Move More Group.

21/101 TERMS OF REFERENCE AND REVIEW OF DELEGATION ARRANGEMENTS

The Council reviewed the terms of reference for its committees and working groups as well as the associated delegation arrangements where applicable and agreed that the committees and working groups should determine their own terms of reference and report back to the full Council in June 2021.

21/102 REVIEW OF COUNCIL POLICIES

a) Review of Council Policies

The Council reviewed the following Town Council policies:

- Accessibility Policy and Roadmap
- Publication Scheme
- Use of Public Open Spaces Policy

The Council agreed to add one additional sign relating to motorised vehicles to the proposed Open Space poster.

Regarding the Use of the Public Open Space document:

- The word “offence” occurred twice in the bullet point regarding fishing on page 1;
- The number of barbeques needed amending to four;
- In the Code for Dog Walkers the sentence “such as attacking other dogs or pets, fouling or continually, […]” required amending;
- In the Code for Cyclists the word “defence” was spelled wrong;
- The date of the Public Space Protection Order PSPO needed amending from 2017 to 2020.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the Council’s policies as listed above, subject to the above amendments.

Signed ---------- Date: 28 June 2021

b) Amendment of the Review Date for the Council's Maternity Policy

The Council amended the review date of the Council's Maternity Policy from May 2020 to May 2023.

21/103 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Council reviewed the Risk Management arrangements and, in particular, the following documents:

a) Risk Management Strategy and Risk Register

b) Risk Assessments as follows:

i. Slips and Trips Generic
ii. Manual Handling Generic
iii. Office Safety
iv. Kitchen
v. Playground Safety
vi. Councillor
vii. Allotments Safety
viii. Christmas Tree
ix. Country Park
x. Lone Working
xi. General Tasks Country Park
xii. Driving
xiii. Risk Assessment Temp A – Home Working All Staff (temp)
xiv. Risk Assessment Temp B – Return to Work Post Covin-19 (temp)
xv. Opening the Younghayes Centre
xvi. Council Meetings
xvii. Younghayes Centre Fire Risk Assessment

The Council's Safety Working Group had reviewed the above documents during the week commencing 10 May 2021.

c) Younghayes Centre Fire Management Plan

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** adopt the Council's Risk Management arrangements as listed above.

21/104 RETURNING TO WORKING IN THE COUNCIL OFFICE SAFELY

The Council considered a report on returning to working in the Council office safely.

Councillors queried whether staff could use alternative accommodation within the building rather than continue to work from home on a rota basis, especially members of staff whose job was location-specific e.g. to engage with the community or be a first point of contact for members of the public during office opening hours. Councillors suggested that the library could be used as additional office space if it was not going to be used to provide an additional income stream for the Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to

a) purchase a "Doorguard" to allow the Council office fire door to be propped open to aid ventilation at a cost of circa £99.00 excluding installation.

b) defer the decision regarding the proposed staff rota attached to the report until the meeting of the full Council in June 2021 when a report on the wider future uses of the Younghayes Centre would feature on the agenda.

21/105 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Council had been provided with a breakdown of its insured risks at the Council meeting on 22 March 2021 as part of the schedule of payments, which included the risks which had been added to the Council's insurance schedule during 2021-22. At that meeting, the Council had satisfied itself that the insurance cover is adequate by way of authorising the payment of the premia.

21/106 TOWN COUNCIL MEETINGS CALENDAR 2021-22

The Council noted the time and place of ordinary meetings of the full Council up to and including the next annual meeting of the Council.

21/107 REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OTHER BODIES

The Council confirmed that it was a member of the Devon (and National) Association of Local Councils and that the Clerk was a member of the Society of Local Council Clerks.

21/108 PUBLIC OPEN SPACE DEED OF VARIATION

The Council considered the engrossment deed of variation to the Section 106 agreement covering open spaces and the Ingrams pavilion.

The Council's Standing Order 23 covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the execution of the deed of variation to the Section 106 agreement relating to open spaces and the Ingrams pavilion on behalf of the Council in accordance with the Council's Standing Order 23.

21/109 CRANBROOK FESTIVAL

The Council noted the update report regarding the Cranbrook Festival.

21/110 EAST DEVON LEISURE FACILITIES STRATEGIC PLANNING

The Council considered the draft response to a consultation by East Devon District Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to approve and submit the consultation response.

21/111 DEVELOPMENT OF THE SERVICE COMMUNITY RISK MANAGEMENT PLAN

The Council considered the draft response to a consultation by the Devon and Somerset Fire and Rescue Service.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to approve and submit the consultation response.

21/112 COMMITTEE MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to adopt the minutes of the Planning Committee on 29 March 2021.

21/113 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£30,000.00 to Tony Benger Landscaping for grounds maintenance in May 2021
£119.35 to See the Light for Broadband and telephony for April 2021 and May 2021
£5,760.00 to Studio Four Architects for the development of the technical design for the GP Practice expansion to be paid out of EMR 332
£2,667.60 to Youth Genesis to provide Heads Up provision in Cranbrook for 12 months to be paid out of EMR 330
2,321.32 to Youth Genesis to provide Heads Up provision in Cranbrook for 12 months to be paid out of EMR 330
£231.90 to Stalite Signs for signage for the Mindfulness Trail to be paid out of EMR 334
£500.00 to Parental Minds C.I.C. for a mental health consultation in Cranbrook

21/114 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

21/115 PROPOSAL BY A THEATRE COMPANY

The Council considered a proposal by a theatre company to spend two days in the Country Park in Cranbrook in August 2021 where the company would provide theatre performances and workshops on the basis of tickets paid for by attendees.

The Council would support the proposal if the venue changed to a suitable location, e.g. town centre land.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to not support this proposal on the basis of

- unsuitable proposed locations in the Country Park which appeared furthest from the public highway which would result in vehicle movements and likely damage to the Country Park,
- the proposed fencing being intrusive in the Country Park and potentially causing damage to the ground;
- the proposed locations of the Country Park being located in flood zone three with the highest risk of flooding and the proposed overnight stays would put people and equipment at risk;
- closing a section of the Country Park and only admitting fee-paying attendees was unacceptable to the Town Council because the Park was a public open space which was funded by the residents for their enjoyment and should be open to all.

Cllr Barry Rogers abstained from voting.

21/116 TOWN CENTRE MEMORANDUM OF UNDERSTANDING

The Council considered a memorandum of understanding relating to the development of the town centre in Cranbrook.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to agree the memorandum of understanding relating to the development of the town centre in principle for signing and to delegate to the Clerk together with the Chairman of the Council and the asset delivery working group to agree the final document.

The meeting closed at 8:50pm.

SCHEDULE OF PAYMENTS

Signed ---------- Date: 28 June 2021

CRANBROOK TOWN COUNCIL
24 MAY 2021

AGENDA ITEM NO. 29

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
27/04/2021	Tony Benger Landscaping	Grounds maintenance Education Campus to Yonder Acre Way March and April 2021	£	307.82
27/04/2021	Tony Benger Landscaping	Instillation of 2 bins on concrete pads	£	299.75
29/04/2021	Stephens Scown	Legal advice relating to the Younghayes Centre Car Park	£	1,596.00
30/04/2021	Younghayes Centre	Hall Hire, Heads Up Group EMR 330	£	48.00
30/04/2021	Younghayes Centre	Hall Hire, Veterans Group EMR 330	£	48.00
06/05/2021	Rialtas Business Solutions Ltd	Year-end closedown	£	432.00
07/05/2021	Stalite Signs	BBQ Sign	£	220.78
07/05/2021	M & G Associates	Payroll May 2021	£	15.72
10/05/2021	Tracy Simmons	Expenses	£	20.40
13/05/2021	Kerry Jones Dip. Couns. MBACP	CEC Councelling provision - EMR 330	£	60.00
29/05/2021	Rialtas Business Solutions Ltd	Omega and annual support and maintenance licence	£	464.40

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
N/A	Concorde	Printing Costs	£	5.29
N/A	Three Mobile	Office mobile monthly cost	£	19.99
N/A	Core Office IT	Monthly email and cloud services hosting	£	270.84
N/A	Core Office IT	IT Support	£	402.00

Staffing Costs

Signed ---------- Date: 28 June 2021

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/05/2021	Employees	Salaries	£ 8,416.36
28/05/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 3,473.38
28/05/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 3,189.10

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
06/04/2021	South West Water	Yougnhayes Centre Water	£ 211.78
25/04/2021	Johnsons Workwear	Tea towel and door mat cleaning	£ 39.84
27/04/2021	Tony Benger Landscaping	Grounds maintenance March and April 2021	£ 157.20
30/04/2021	Prestige Professional	High Cleaning deposit	£ 498.00
30/04/2021	Prestige Professional	Gutter Clearing Deposit	£ 537.00
07/05/2021	Total Gas and Power	Electricity bill	£ 1,501.39
07/05/2021	AW Services	Dishwasher repair	£ 81.00
12/05/2021	Independent Fire and Security	re-programming Fire Control Panel	£ 333.32
17/05/2021	Devon Norse	Yougnhayes Centre Cleaning	£ 705.65
18/05/2021	IWS	Legionella Testing	£ 42.00

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
04/05/2021	Viridor	Waste Collections	£ 52.30

Signed ---------- Date: 28 June 2021

MINUTES

Committee: Town Council
Date: Monday, 28 June 2021
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Matt Rowett, Cranbrook Running Club
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/117 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Phil Norgate.

21/118 DECLARATION OF INTERESTS

Cllr Ray Bloxham declared a personal interest in relation to agenda item 21 (letter of support for the Cranbrook Medical Centre) by virtue of being the secretary of the Patient Participation Group at the Cranbrook Medical Centre.

21/119 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and resolved to accept and sign the minutes of the meeting held on 24 May 2021 as a correct record.

21/120 PUBLIC PARTICIPATION

No requests were made from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

21/121 DISTRICT AND COUNTY COUNCIL MATTERS

The Council considered and noted a report from the three district councillors representing Cranbrook.

In addition to the written report, Cllr Kim Bloxham, representing East Devon District Council, reported that some waste and recycling collections were experiencing issues due to staff shortages at present.

Cllr Kim Bloxham further reported that a deed of variation to the Section 106 agreement relating to open spaces had been engrossed on 25 June 2021.

21/122 COUNCILLOR RECRUITMENT

The Council considered a report by the Deputy Clerk suggesting ideas on how to recruit more councillors.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) agree to actively seek out new councillors.
b) create a new webpage for the purpose of actively seeking new councillors.
c) produce short video clips by volunteer councillors of why they became a councillor to be uploaded to the webpage and social media.
d) agree to adopt a mentoring system for new councillors to aid them during their induction period.
e) create a draft welcome pack for the Council's approval at a future meeting including distribution costs.

21/123 CRANBROOK RUNNING CLUB PROPOSAL

The Council considered the request by the Cranbrook Running Club to hold a 24-hour charity run in the Country Park in Cranbrook among the Club members.

A Cranbrook Running Club representative attended the Council meeting in support of the proposal.

The Cranbrook Running Club had raised £600.00 during 2020 for the Council's charity of the year, the Devon Air Ambulance Trust. The Council thanked the Club for their continued commitment and support.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to grant permission to the Cranbrook Running Club to hold a 24-hour charity run in the Country Park.

21/124 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020-21

a) Report by the Internal Auditor

The Council noted the report by the Council's internal auditor covering the 2020-21 financial year.

b) Section 1 – Governance Statement

The Council considered the eight statements in the Annual Governance Statement 2019-20 set out in Section 1 of the Annual Governance and Accountability Return Part 3.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to respond positively to each of the statements individually listed in Section 1 of the Annual Governance and Accountability Return 2020-21.

c) Asset Register

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to approve the Council's asset register dated 31 March 2021.

d) Section 2: Statement of Accounts 2020-21

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to approve the Council's Accounting Statements set out in Section 2 of the Annual Governance and Accountability Return, subject to changing the date to reflect that the Responsible Finance Officer needed to sign the Statement before approval.

e) Period for the Exercise of Electors' Rights

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to agree the period for the exercise of public rights from Thursday, 1 July until Wednesday, 11 August 2021.

f) Statement of Internal Control

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to approve the Council's Statement of Internal Control.

21/125 COMMUNITY GOVERNANCE REVIEW

The Council considered the Council's response to East Devon District Council's consultation on the proposed boundary changes of the parish of Cranbrook.

The Council suggested that a post should be published on social media with a link to the consultation response for residents' reference.

Cllr Kevin Blakey, representing East Devon District Council, reported that the District Council was preparing a press release regarding the community governance review and the Council noted that the district councillors representing Cranbrook were also preparing their own response which they would circulate to the town councillors when completed.

The District Council was under an obligation to complete the review within 12 months of the commencement date and any resulting changes would come into effect on the date of the local elections in May 2023.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the consultation response and submit it to East Devon District Council.

21/126 INGRAMS PAVILION TENDER DOCUMENTS

The Council considered tender documents relating to the delivery of the Ingrams Pavilion for launching the tender in accordance with the proposed timetable and in accordance with relevant public procurement regulations.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to approve the tender document for publication on the Council's website and the government's Contracts Finder platform.

21/127 FUTURE OF THE YOUNGHAYES CENTRE

The Council considered the report on the future of the Younghayes Centre.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to appoint a working group consisting of Cllrs Les Bayliss and Ray Bloxham and relevant officers to consider the recommendations in the report in detail, including any potential costs and to report to a future meeting of the Council.

21/128 NHS STRUCTURAL CHANGES: BRIEFING FOR COUNCILLORS

The Council considered whether the Council wished to sign and send a proposed letter to the MP.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to not send the letter.

Cllr Colin Buchan abstained from the vote.

21/129 REPORT OF THE COUNTRY PARK RANGER

The Council noted the report by the Country Park Ranger and commented that it was a worthwhile report demonstrating to the community how many outcomes the officer was achieving.

21/130 RISK ASSESSMENT

The Council considered a new risk assessment relating to working in water in the Country Park.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the risk assessment.

21/131 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The Council noted the report by the Community Development Worker and commented that it was a worthwhile report demonstrating to the community how many outcomes the officer was achieving.

21/132 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 8 June 2021.

21/133 COMMITTEE AND WORKING GROUP TERMS OF REFERENCE

On 24 May 2021, the full Council agreed that its committees and working groups should determine their own terms of reference and report back to the full Council on 28 June 2021 (minute 21/101 refers).

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to endorse the terms of reference of Council committees and working groups.

21/134 COMMITTEE MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the:

a) Planning Committee on 24 May 2021 and 7 June 2021
b) Amenities Committee on 7 June 2021
c) Finance & Personnel Committee on 21 June 2021

21/135 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£1,198.80 to Tony Benger Landscaping for an addition to a path in the Country Park
£1,390.00 to Table Tennis England for a table tennis table and anchorage kit
£65.87 to See the Light for broadband and telephony
£39.84 to Johnsons Workwear for the tea towel and door mat cleaning service at the Younghayes Centre
£498.00 to Prestige Professional Cleaning for the high cleaning of the hall
£83.88 to Mole Avon via an employee expenses claim for the analysis of six soil samples from different locations in the Country Park

Upgrade the Council's subscription to Zoom from the current £119.90/year/license to a £192/year/license to enable officers and members to use the account.

21/136 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

21/137 LETTER OF SUPPORT FOR THE CRANBROOK MEDICAL CENTRE

The Council considered issuing a letter of support to the Cranbrook Medical Centre.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to approve and send the letter.

21/138 SURFACING REQUIREMENTS NORTHWOOD ACRES

The Council considered a report recommending resurfacing an area under the swings in the Northwood Acres play area in accordance with the Council's Financial Regulations.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to instruct Wicksteed to resurface the area under the swings in the Northwood Acres play area.

21/139 YOUNGHAYES CENTRE CLEANING PROVIDER

The Council considered a report recommending the appointment of a contractor for the cleaning of the Younghayes Centre in accordance with the Council's Financial Regulations.

It was proposed by Cllr Barry Rogers, seconded by Cllr Sam Hawkins and **resolved** to award the cleaning contract to Green Machine on the basis that the company offered a more environmentally-friendly solution and the most economically advantageous service.

The meeting closed at 8:07pm.

Signed ---------- Date: 26 July 2021

SCHEDULE OF PAYMENTS

AGENDA ITEM NO.

CRANBROOK TOWN COUNCIL **19**

28 JUNE 2021

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
07/04/2021	EDDC	Litter bin emptying and street cleansing 2019-20	£	9,504.77
16/04/2021	Greg Waller Plumbing	Repaired pipes at Crannaford	£	28.85
25/05/2021	Ashfords	Legal fees E.ON easement	£	900.00
25/05/2021	Tony Benger Landscaping	Grounds maintenance Education Campus to Yonder Acre Way May 2021	£	153.91
25/05/2021	Tony Benger Landscaping	Supply and plant whips in St Martins Play Area	£	110.40
31/05/2021	Younghayes Centre	Hall Hire - Veterans Group - to be paid from EMR 330	£	48.00
31/05/2021	Younghayes Centre	Hall Hire - Heads Up - to be paid from EMR 330	£	96.00
31/05/2021	Younghayes Centre	Hall Hire - CAN - to be paid from EMR 330	£	48.00
03/06/2021	Studio Four Architects	Survey and Map fees	£	159.60
08/06/2021	Employee	Expenses	£	24.36
08/06/2021	M & G Associates	Payroll June 2021	£	15.72
11/06/2021	Younghayes Centre	Hall Hire - Veterans Group - to be paid from EMR 330	£	408.00
11/06/2021	Younghayes Centre	Hall Hire - Lions Club - to be paid from EMR 331	£	180.00
11/06/2021	Younghayes Centre	Hall Hire - Heads Up - to be paid from EMR 330	£	504.00

Signed ---------- Date: 26 July 2021

14/06/2021	SLCC	Operation London Bridge Webinar Training	£	42.00
15/06/2021	HCI Data	Renew domain for two years	£	102.00
15/06/2021	Employee	Expenses	£	5.09
17/06/2021	Greg Waller Plumbing	Water Trough Repair Crannaford	£	28.85
21/06/2021	Devon Association of Local Councils	Training (Strategies to Recruit New Councillors)	£	36.00
21/06/2021	Tony Benger Landscaping	Grounds maintenance June 2021	£	24,000.00
21/06/2021	Tony Benger Landscaping	Grounds maintenance Education Campus to Yonder Acre Way June 2021	£	153.91

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
N/A	Concorde	Printing Costs	£	-
N/A	Three Mobile	Office mobile monthly cost	£	19.99
N/A	Core Office IT	Monthly email and cloud services hosting	£	270.84
N/A	Core Office IT	IT Support	£	402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL £	INC VAT
28/06/2021	Employees	Salaries	£	8,415.16
28/06/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	3,474.58
28/06/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	3,189.10

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
23/05/2021	Johnsons Workwear	Tea towel and door mat cleaning	£	49.80
25/05/2021	Tony Benger Landscaping	Grounds maintenance May 2021	£	78.60
04/06/2021	EON	Heating	£	596.33
03/06/2021	Day and Bell	Car Park Maintenance	£	360.00
15/06/2021	Devon Norse	Younghayes Centre Cleaning	£	705.65
16/06/2021	IWS	Legionella Testing	£	42.00
17/06/2021	Prestige Professional	Gutter cleaning Younghayes Centre	£	537.00
21/06/2021	Tony Benger Landscaping	Grounds maintenance June 2021	£	78.60

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
31/05/2021	Viridor	Waste Collections	£	52.30

Signed ---------- Date: 26 July 2021

MINUTES

Committee: Town Council
Date: Monday, 26 July 2021
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/140 APOLOGIES FOR ABSENCE

No apologies for absence were received.

21/141 DECLARATION OF INTERESTS

No declarations of interest were made.

21/142 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 28 June 2021 as a correct record.

21/143 PUBLIC PARTICIPATION

There were no members of the public in attendance.

21/144 DISTRICT AND COUNTY COUNCIL MATTERS

In addition to their written report, the district councillors reported that the land value for the purpose of the town centre memorandum of understanding had not been agreed. They further reported that East Devon District Council's Cabinet would be meeting on Wednesday, 28 July 2021 to consider a number of reports relating to Cranbrook.

21/145 TOWN COUNCIL'S ANNUAL REPORT 2020-21

The Council considered the Town Council's annual report for the period 1 April 2020 until 31 March 2021.

Signed ---------- Date: 23 August 2021

It was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to approve the Town Council's annual report 2020-21.

21/146 FUTURE OF THE YOUNGHAYES CENTRE

a) Future of the Younghayes Centre

The Council considered a report appraising the recommendations in detail which the full Council had considered at its last meeting on 28 June 2021, including any future costs of the services and facilities within the Younghayes Centre (ref. minute 21/127).

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to agree to install the existing glass-fronted fridge for use as a Community Fridge in front of room MPB3.

It was further proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to:

i) agree to extend Cranbrook Town Council's office into the library.

ii) to suspend the Council's Standing Orders and to appoint a contractor to deliver this work as a matter of urgency.

It was further proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to:

iii) agree in principle to improve the security of the first-floor offices, to provide a storage area for the Food Bank under the stairs and to bring a further detailed report with options and costings to a future meeting of the Council.

It was further proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to:

iv) investigate options for improving the acoustics in the main hall and to bring forward a further report with costings.

v) investigate longer-term options for the use of the main hall and for the working group to bring forward a detailed business proposal in due course.

b) Car Parking Strategy

The Council had previously resolved to continue to pursue the future management and maintenance of the car park at Younghayes Place in-house on 26 April 2021 (ref. minute 21/74).

A car parking strategy had been agreed in May 2015 between the then building and car park owner East Devon District Council and the owners of the Gallops Court complex, Devonfields Limited & CJL Rogers Properties Limited.

The Council considered a proposed revised car parking strategy which was based on the principles governing the management and maintenance of the car park at Younghayes Place contained in the strategy dated May 2015.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to approve the revised car parking strategy.

21/147 PARKING ISSUES PHASES 3 AND 4 OF THE MAIN LOCAL ROUTE (MLR)

The Council considered a report on parking issues in Phases 3 and 4 of the main local route (MLR).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** that the Town Council write to the East Devon New Community Partners, Devon Highways and the local planning authority East Devon District Council requesting that, at the time of the uplift works to the main local route (MLR) in Phases 3 and 4, parking laybys be installed to provide greater levels of on-street

parking. The letter should also relate to the effectiveness of the design and layout of Phase 2 MLR (Tillhouse Road) as a template.

21/148 MOURNING PROTOCOL

The Council considered a mourning protocol and suggested that the protocol should only apply to the death of a sovereign and immediate members of the Royal Family. The Council also commented that the proposed opening hours for signing a book of condolence might be too restrictive.

Cllr Ray Bloxham would redraft the protocol and re-submit it to the August 2021 meeting of the Council.

21/149 REPORT OF THE COUNTRY PARK RANGER

The Council noted the report by the Country Park Ranger.

21/150 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The Council noted the report by the Community Development Worker.

21/151 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 16 July 2021.

21/152 COMMITTEE MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the:

a) Planning Committee on 12 and 19 July 2021
b) Amenities Committee on 12 July 2021
c) Finance & Personnel Committee on 19 July 2021

21/153 HEDGE CUTTING IN INNER WESTLAND

The Council considered a report regarding the repeated cutting of a hedge in Inner Westland by third parties without the Town Council's consent and not in accordance with the relevant hedgerow management plan. The Council had previously written to residents of adjacent households to advise that if this hedge would be unlawfully cut again, the Town Council would seek an injunction, any breach of which would be contempt of court.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to seek legal advice regarding how any injunction could be progressed and enforced, together with an estimate of legal costs.

21/154 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£288.00 to AW Services for the annual inspection of the kitchen equipment
£70.45 to See the Light for broadband and telephony
£90.00 to DL Clean Windows for facia cleaning of the Younghayes Centre
£3,140.06 to Lex Autolease for the Council van lease
£8.24 in employee expenses for community café supplies

£4,500.00 to Football Development South West for the delivery of summer holiday programme sessions N.B. This is funded by the HAF fund which the Council successfully applied for

It was noted that the E.ON bill this month was £333.11 not the £929.44 noted in the Schedule of Payments below, this was because £596.33 was paid on 2 July 2021 which had not been taken into consideration when E.ON had produced its latest invoice.

The meeting closed at 7:59pm.

Signed ---------- Date: 23 August 2021

SCHEDULE OF PAYMENTS

AGENDA ITEM NO.

CRANBROOK TOWN COUNCIL **15**

26 JULY 2021

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
24/06/2021	Tony Benger Landscaping	Removal of knee rail St Martin's play area	£	156.00
29/06/2021	SWAP	Internal audit 2020-21	£	1,440.00
30/06/2021	Younghayes Centre	Hall Hire - CAN Group - to be paid from EMR 330	£	96.00
06/07/2021	M&G Associates	Payroll July 2021	£	15.72
08/07/2021	Total Weed Control	MLR Weed Treatment	£	168.00
09/07/2021	Raceworld	PAID Go karting - summber holiday programme HAF funded	£	975.00
12/07/2021	Neil Sercombe	Door Guard Installation	£	45.00
13/07/2021	Furniture at Work	Whiteboads for the younghayes Centre Hall - to be paid by EMR 330	£	396.00
14/07/2021	Café 143	Mindfulness trail to be paid from EMR 334	£	155.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
N/A	Concorde	Printing Costs	£	6.19
N/A	Three	Office mobile monthly cost	£	19.99
N/A	Core Office IT	Monthly email and cloud services hosting	£	256.44
N/A	Core Office IT	IT Support	£	402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
28/07/2021	Employees	Salaries	£	8,415.16

Signed ---------- Date: 23 August 2021

28/07/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	3,474.58
28/07/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	2,447.81

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
22/06/2021	Eon	Younghayes Centre Heat	£	929.44
06/07/2021	IWS	Legionella Testing	£	42.00
15/07/2021	Devon Norse	Younghayes Centre Cleaning	£	705.65

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
30/06/2021	Viridor	Waste Collections	£	40.14

Signed ---------- Date: 23 August 2021

MINUTES

Committee: Town Council
Date: Monday, 23 August 2021
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Two members of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/155 APOLOGIES FOR ABSENCE

No apologies for absence were received.

21/156 DECLARATION OF INTERESTS

Cllr Ray Bloxham declared a personal interest in relation to agenda items 18 and 19 by virtue of serving as secretary to the patient participation group at the Cranbrook Medical Practice.

21/157 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 26 July 2021 as a correct record.

21/158 PUBLIC PARTICIPATION

A member of the public addressed the Council expressing concerns that a proposed infrastructure fund which had recently been considered by East Devon District Council had not featured on Town Council agendas.

The Council responded that the item, which related to the District rather than the Town Council, had featured in the regular reports by the district councillors who represented Cranbrook.

21/159 DISTRICT AND COUNTY COUNCIL MATTERS

The Council considered the report by the district councillors representing Cranbrook.

Signed ---------- Date: 20 September 2021

Cllr Kim Bloxham declared a personal interest by virtue of serving as the vice-chair of East Devon District Council's Licensing and Enforcement Committee.

Cllr Kevin Blakey reported that the future town centre supermarket provider in Cranbrook, Morrisons, had submitted an application for a premises licence.

In response to a question by a councillor, the district councillors confirmed that the future provision of public conveniences in Cranbrook remained under consideration, not least because the provision of public conveniences represented a developer obligation under the Section 106 agreement.

The Council also noted that Cllrs Kevin Blakey and Sam Hawkins had met with East Devon District Council's Climate Change Officer that afternoon.

In relation to the delivery of modular commercial space in the town centre ("Cranbox"), the Council noted that the Cranbrook Strategic Delivery Board would consider a relevant item at its next meeting on Monday, 13 September 2021 and the Town Council representatives on that body could report at the next meeting of this Council on 20 September 2021.

21/160 REMEDIATION OF DAMAGE TO COUNCIL PROPERTY – CREATION OF BYELAWS

The Council considered a report regarding the remediation of damage of Council property caused by third parties by way of creating and subsequently enforcing one or more byelaws.

The Council noted that it could not enforce byelaws itself and that it would need to incur expenditure in order to do so – hence it would need to balance any costs against the benefit(s) of creating and enforcing one or more byelaws. Councillors also expressed the desire to consider all the potential areas which byelaws could cover, including parking and driving on grass verges, fishing and metal detecting in the Country Park as well as the cutting of hedgerows owned and maintained by the Council.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to

a) establish a working group with terms of reference to develop detailed proposals regarding the creation and enforcement of byelaws considering all areas of Council business.

b) appoint Cllrs Les Bayliss, Colin Buchan and Ray Bloxham to the working group.

21/161 INTRODUCTION OF PARKING RESTRICTIONS IN CRANBROOK

The Council considered a report suggesting the introduction of parking restrictions in parts of the town which were worst affected by inconsiderate and/or dangerous parking.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** for the Town Council to write to the highway authority Devon County Council, the county councillors representing Cranbrook and the developer consortium East Devon New Community Partners requesting parking restrictions at the locations identified in the plans attached to the report with a request that these matters be included in the Local Waiting Restrictions Programme referred to the East Devon Highways and Traffic Orders Committee.

21/162 YOUNGHAYES PLACE CAR PARK RISK ASSESSMENT

The Council considered a risk assessment relating to the car park at Younghayes Place which the Council owned, managed and maintained.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve and adopt the risk assessment.

21/163 SAFEGUARDING POLICY

The Council considered a draft safeguarding policy.

Councillors questioned the document's ability to safeguard vulnerable individuals in practice and considered a document which Cllr Ray Bloxham had tabled as a template for a handout/poster summarising the policy with the safeguarding principles contained in the policy for ease of reference.

A suggestion was made for the safeguarding policy to be included in the Council's health and safety manual in the future.

Council employees with exposure to vulnerable individuals were already subject to enhanced DBS disclosures and a suggestion was made for those employees to also undergo annual safeguarding training.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) to adopt the policy.

b) to provide clear information by way of signage and/or handouts to ensure users of the Council's property have safeguarding as an embedded part of their events in accordance with the safeguarding policy.

21/164 MOURNING PROTOCOL

The Council considered a revised mourning protocol following consideration of the item at the last full Council meeting on 26 July 2021 (ref. minute 21/148).

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the revised mourning protocol.

21/165 EVENTS IN THE COUNTRY PARK WORKING GROUP

The Council considered a report recommending a working group to consider policy changes to enable more events in and vehicular access to the Country Park.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to

a) form a working group with terms of reference to identify a suitable location in which events may take place, with formal vehicle access and a vehicle standing area which would provide year-round all-weather use which would not impact other uses or users of the Country Park and could also be secured against unauthorised use.

b) appoint Cllrs Les Bayliss and Ray Bloxham to the working group.

21/166 REPORT OF THE COUNTRY PARK RANGER

The Council noted the report of the Country Park Ranger.

21/167 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES

The Council noted the reports of councillors appointed to outside bodies and with lead responsibilities.

Cllr Kevin Blakey reported that the Ingrams Management Committee had met on Thursday, 19 August 2021 to discuss the tender submissions received for the design and build of the Ingrams sports pavilion. A report summarising the tender process and recommending a way forward would be submitted to the next meeting of this Council on 20 September 2021.

21/168 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 13 August 2021.

21/169 COMMITTEE MINUTES

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the

a) Planning Committee on 9 August 2021

b) Amenities Committee on 16 August 2021

By adopting the minutes of the Amenities Committee on 16 August 2021, the Council authorised the expenditure recommended to it by the Amenities Committee in minutes A/21/56 and A/21/57.

21/170 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to

a) approve the schedule appended to these minutes in addition to the following payments:

£1,547.20 to Stephens Scown for legal representation during the land transfer process N.B. this position would be re-charged net VAT to the East Devon New Community partners
£85.67 to See the Light for broadband and telephony

b) approve the schedule of payments to SML Contracts relating to the construction works to extend the Cranbrook Medical Centre (ref. minute 21/81) covering the contract period from 31 August 2021 until 22 November 2021.

21/171 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

21/172 LEASE OF ROOM MPB3 IN THE YOUNGHAYES CENTRE

The Council considered the draft lease relating to room MPB3 in the Younghayes Centre which was to be executed as a deed.

According to the Council's Standing Order 23, a legal deed should not be executed on behalf of the Council unless authorised by a resolution and, in that case, any two councillors may sign on behalf of the Council any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to approve the lease relating to room MPB3 in the Younghayes Centre and to execute it as a deed.

21/173 EXPANSION OF THE CRANBROOK MEDICAL CENTRE

The Council considered a Joint Contracts Tribunal (JCT) Intermediate Building Contract relating to the construction works enabling the Cranbrook Medical Centre to spatially expand into a vacant part of the Younghayes Centre. The contract was to be executed as a deed. The contract was presented to the Council at the meeting.

According to the Council's Standing Order 23, a legal deed should not be executed on behalf of the Council unless authorised by a resolution and, in that case, any two councillors may sign on behalf of the Council any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the Joint Contracts Tribunal (JCT) Intermediate Building Contract relating to the construction works enabling the Cranbrook Medical Centre to spatially expand into a vacant part of the Younghayes Centre and to execute the contract as a deed.

The meeting closed at 8:06pm.

Signed ---------- Date: 20 September 2021

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 16**

23 AUGUST 2021

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
29/06/2021	SWAP	Internal audit 2020-21	£	1,440.00
26/07/2021	Nourish Axminster	Project CHAOS catering PAID ON 29/07/2021 FROM HAF FUND EMR 336	£	1,540.00
26/07/2021	JR Foodservices	Project CHAOS catering P FROM HAF FUND EMR 336	£	8.04
27/07/2021	Euroffice	Office Stationery	£	66.10
27/07/2021	Tony Benger Landscaping	Grounds maintenance July 2021	£	24,000.00
27/07/2021	Tony Benger Landscaping	Grounds maintenance Education Campus to Yonder Acre Way July 2021	£	153.91
27/07/2021	Employee	Expenses: Chargeable waste, provisions for community groups, bin bags for litter pick	£	20.80
27/07/2021	Tony Benger Landscaping	Repair to slide panel Northwood Acres play area	£	267.22
02/08/2021	Younghayes Centre	Hall Hire, to be paid from EMR 330	£	24.00
04/08/2021	Euroffice	A4 White paper	£	21.97
10/08/2021	EDDC	Business Rates August PAID 12/08/2021	£	435.59
11/08/2021	Tracy Simmons	Expenses for CHAOS EMR 336	£	9.80
11/08/2021	Aynsley Jones	Expenses for CHAOS EMR 336	£	25.13
12/08/2021	EDDC	Business Rates September	£	438.00
12/08/2021	Café 143	Mindfulness Trail EMR 334	£	130.00
16/08/2021	Tony Benger Landscaping	Grounds maintenance August 2021	£	24,000.00
16/08/2021	Tony Benger Landscaping	Grounds maintenance Education Campus to Yonder Acre Way August 2021	£	153.91

Signed ---------- Date: 20 September 2021

16/08/2021	Tony Benger Landscaping	Supply and erect Heras panels Phase 1 Country Park	£	60.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
N/A	Concorde	Printing Costs	£	16.51
N/A	Tesco Mobile	Office mobile monthly cost	£	-
N/A	Core Office IT	Monthly email and cloud services hosting	£	270.84
N/A	Core Office IT	IT Support	£	402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
27/08/2021	Employees	Salaries	£	8,415.16
27/08/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	3,474.58
27/08/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	3,189.10
02/08/2021	Peninsula Pensions	Underpayment made in July 2021 - PAID 02/08/2021	£	741.29

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
25/07/2021	Johnsons Workwear	Tea towel and door mat cleaning	£	39.84
27/07/2021	Tony Benger Landscaping	Grounds maintenance July 2021	£	78.60
28/07/2021	Eon	Younghayes Centre Heat	£	318.40
30/07/2021	Stalite Signs	Car Park Signs	£	278.72
04/08/2021	Neil Sercombe	Whiteboard Installations	£	85.00
16/08/2021	Devon Norse	Younghayes Centre Cleaning	£	705.65
16/08/2021	Tony Benger Landscaping	Grounds maintenance August 2021	£	78.60
16/08/2021	Tony Benger Landscaping	Remove weeds and lay gravel medical centre car park	£	292.94

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/07/2021	Viridor	Waste Collections	£ 52.30
09/08/2021	Total Gas and Power	Electricity CREDIT	£ 462.85

Signed ---------- Date: 20 September 2021

MINUTES

Committee: Town Council
Date: Monday, 20 September 2021
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Cllr Henry Gent, Devon County Council
Aynsley Jones, Community Development Worker, Cranbrook Town Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/174 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kevin Blakey.

21/175 DECLARATION OF INTERESTS

Cllr Kim Bloxham declared a personal interest in relation to agenda item 7 (Gambling Policy Consultation) by virtue of serving as the vice chair of East Devon District Council's Licensing Committee.

21/176 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 23 August 2021 as a correct record.

21/177 PUBLIC PARTICIPATION

There were no members of the public in attendance.

21/178 DISTRICT AND COUNTY COUNCIL MATTERS

The Council welcomed Devon County Councillor Henry Gent to the meeting, the first he attended since the elections in May 2021. In response to councillors' questions, Cllr Gent explained that the Local Government Pension Scheme was restructuring its investments towards zero-carbon opportunities.

Cllr Kim Bloxham, representing East Devon District Council, reported that the Planning Inspector had publicly consulted on the viability issues in relation to the Cranbrook Development Plan Document

(DPD) and the representations received were published on the District Council's website. The Inspector's response was being awaited.

Cllr Bloxham further reported that the Cranbox feasibility study had concluded with the agreement on a preferred option and a business plan was now being developed, a draft of which would be considered by the Cranbrook Strategic Delivery Board on 11 October 2021.

In response to a question from a councillor, Cllr Sam Hawkins, representing East Devon District Council, reported that the Valuation Office Agency (VOA) evaluated new properties following regular reports from the planning system to the VOA which used an algorithm relating to local market conditions and property prices.

21/179 FUTURE OF PUBLIC CONVENIENCES IN EAST DEVON

The Council considered its draft response to a consultation by East Devon District Council regarding the future of public conveniences across the district.

The Council expressed its disappointment that the District Council was consulting on a principle of maintaining one set of public conveniences across East Devon except in Cranbrook which would grow to the second-largest town in East Devon.

Cllr Sam Hawkins, representing East Devon District Council, reported that the relevant portfolio holder had recently acknowledged at a public meeting that Cranbrook had been excluded from district-wide policy.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the consultation response as drafted for submission.

21/180 GAMBLING POLICY CONSULTATION

The Council considered its draft response to a consultation by East Devon District Council regarding the District Council's gambling policy.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to approve the consultation response as drafted for submission.

21/181 REPORT OF THE COUNTRY PARK RANGER

The Council noted the report by the Country Park Ranger.

21/182 COUNTRY PARK MANAGEMENT PLAN

The Council considered the revised Country Park Management Plan which had been developed by a dedicated working group consisting of councillors and the Country Park Ranger.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to adopt the revised Country Park Management Plan.

21/183 COUNTRY PARK RISK ASSESSMENT

On 25 August 2021, an accident occurred in the Country Park involving a Council volunteer during a litter-picking event organised by the Country Park Ranger. The Council considered an accident report submitted to the Heath and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), together with the revised risk assessment covering working in water in the Country Park which had been approved by Council on 28 June 2021 (minute ref. 21/130).

The Chairman of the Council reported in addition to the documentation that the Country Park Ranger was not present at the time of the accident but believed the volunteer had exited the stream via the bank, had removed their waders and was not wearing any footwear. Subsequently the volunteer

slipped on the bank of the river but not whilst entering or exiting the water course.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the revised risk assessment.

21/184 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The Council considered a report by its Community Development Worker who attended the meeting and responded to questions by the councillors.

The Council agreed to a verbally proposed restructure of the reports by the Community Development Worker into retrospective reporting regarding past events and reporting regarding future events and activities which would allow councillor input into future deliverables on a monthly basis. Councillors agreed that the Country Park Ranger report could benefit from a similar restructure but into the areas of grounds management and public engagement.

The Community Development Worker highlighted that she had attracted circa £42,000 in external funding since her arrival in post in November 2019.

The Council noted the report.

21/185 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Sam Hawkins, seconded by Cllr Barry Rogers and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£47,849.71 to SML Contracts for the first stage of the extension of the Cranbrook Medical Centre (ref. minute 21/170) which would be recovered from the NHS Devon Clinical Commissioning Group
£2,496.00 to Tony Benger Landscaping to provide an enhanced planting scheme outside the Younghayes Centre
£346.00 to the Society for Local Council Clerks for the Clerk's subscription in 2021-22
£368.40 to the Ryal Media Group for advertising the Deputy Clerk vacancy
£65.78 to See the Light for broadband and telephony

A second invoice from See the Light of £127.55 had also been received which was being queried with the company.

21/186 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

21/187 DELIVERY OF THE INGRAMS SPORTS PAVILION

On 28 June 2021, the Council had considered design and build tender documents relating to the delivery of the Ingrams Pavilion and subsequently launched the tender in accordance with relevant public procurement regulations (ref. minute 21/126).

At this meeting, the Council considered a report summarising the evaluation process following the publication of the tender documents and following the deadline for tender submissions on 15 August 2021.

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to

a) appoint Halsall the preferred supplier of the design and build of the Ingrams pavilion as specified in the tender documents and to work with the supplier to enable delivery within budget.

b) request a report to the next Council meeting on 25 October 2021 summarising the outcomes of the discussions with the preferred supplier.

21/188 APPOINTMENT OF LOCUM SUPPORT

The Council considered a report recommending the appointment of a temporary locum Deputy Clerk and Deputy Responsible Financial Officer while a new permanent Deputy Clerk is being recruited.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to employ locum support during the transition to a new permanent Deputy Clerk postholder with any salary payments being authorised via the monthly schedule of payments.

The meeting closed at 8:34pm.

Signed ---------- Date: 25 October 2021

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 12**

20 SEPTEMBER 2021

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
21/08/2021	Café @143	Coffee vouchers mindfulness trail - EMR 334 - **PAID 25/08/2021**	£	50.00
21/08/2021	Three	Mobile Phone contract last payment	£	6.43
26/08/2021	Core Office IT	Supply and configuration of Dell Latitude laptop	£	1,189.20
27/08/2021	Employee	Expenses: Lunch expenses for summer holiday programme (EMR 336 HAF)	£	134.85
30/08/2021	M&G Associates	Payroll September 2021	£	15.72
31/08/2021	Employee	Expenses: for summer holiday programme (EMR 336 HAF)	£	82.89
31/08/2021	SLCC	Job advertising	£	333.60
31/08/2021	Younghayes Centre	Hall Hire, HAF Summer Programe - EMR 336	£	480.00
31/08/2021	Tony Benger Landscaping	Repair to see saw in St Martin's play area	£	237.47
01/09/2021	Café 143	Coffee vouchers mindfulness Trail - EMR 334 - **PAID 13/09/2021**	£	135.00
02/09/2021	Concord	Monthly Printing Costs	£	9.10
03/09/2021	ITD Consultants	Mechanical and Electrical Consultancy Services in Respect of Younghayes Centre - EMR 332	£	1,440.00
08/09/2021	TRIP	Project CHAOS transport	£	997.00
09/09/2021	Saddles and Paddles Exeter Ltd	Experience day as part of Project CHAOS - EMR 336	£	126.80
13/09/2021	Complete Weed Control	Weed spraying along MLR	£	168.00

Council Direct Debits

Signed ---------- Date: 25 October 2021

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
N/A	Concorde	Printing Costs	£	-
03/09/2021	Core Office IT	Monthly email and cloud services hosting	£	256.44
03/09/2021	Core Office IT	IT Support	£	402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
28/09/2021	Employees	Salaries	£	8,520.55
28/09/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	3,550.04
28/09/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	3,238.79

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
30/07/2021	Stephens Scown	Legal fees - Younghayes Place car park	£	2,137.80
16/08/2021	IWS	Legionella Testing August	£	42.00
22/08/2021	Johnsons Workwear	Tea towel and door mat cleaning	£	49.80
22/08/2021	Eon	YHC Heat	£	334.08
23/08/2021	Green Machine	Cleaning and Consumables	£	417.53
23/08/2021	Green Machine	Consumables	£	6.67
27/08/2021	PHS Group	Annual duty of care statement	£	92.70
01/09/2021	South West Water	Water and sewage charges 2 April - 28 July 2021	£	153.46
07/09/2021	Hanover Lifts	May Service	£	98.40
09/09/2021	IWS	Legionella Testing September	£	42.00

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
31/08/2021	Viridor	Waste Collections	£	52.30

Signed ---------- Date: 25 October 2021

MINUTES

Committee: Town Council
Date: Monday, 25 October 2021
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

One member of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/188 APOLOGIES FOR ABSENCE

No apologies for absence were received.

21/189 DECLARATION OF INTERESTS

No declarations of interest were made.

21/190 MINUTES

Cllr Barry Rogers requested that the sentence “In response to councillors’ questions, Cllr Gent explained that the Local Government Pension Scheme was restructuring its investments towards zero-fossil opportunities” be changed to state “zero-carbon opportunities”.

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 20 September 2021 as a correct record with the above amendment.

21/191 PUBLIC PARTICIPATION

No requests were made by the member of the public in attendance to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

21/192 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted that the Devon County Councillors had not sent reports to the Town Council and were not attending the meeting.

Signed ---------- Date: 22 November 2021

Cllr Kim Bloxham, representing East Devon District Council, reported that East Devon District Council's Cabinet would consider a report regarding the community governance review at its next meeting on 3 November 2021 with a recommendation to discontinue with the community governance review in light of the relevant Secretary of States guidance for community governance reviews which assumed that houses had been built or at least obtained planning consent and that there was a degree of certainty and permanence in terms of development on the ground. Cllr Bloxham also reported that the majority of the objections related to a proposal of Broadclyst Station being included within a future Cranbrook parish which the Town Council had never formulated. It was agreed that Cllr Ray Bloxham would attend the Cabinet meeting on 3 November 2021 on behalf of the Town Council.

21/193 REPORTS OF THE COMMUNITY DEVELOPMENT WORKER

The Council considered the following reports from the Community Development Worker:

a) the monthly report.

   In relation to the reference in the report to the meeting of the Cranbrook & Ottery St Mary Community Safety Group on 21 September 2021, the Council noted that this was not a Community Development Worker initiative; the Community Development Worker attended the meeting.

   The Council queried whether the Welfare Sanctuary competition would be launched to coincide with the Crannaford play area consultation which would commence on 27 October 2021.

b) a report following the provision of a summer holiday programme in August 2021 funded by the holiday activities and food programme 2021 (HAF).

   The Council welcomed the report but queried whether the Country Park Ranger's time had been misused.

c) a Sport England Local Delivery Pilot update including a Wellbeing Cranbrook update.

   The Council noted a seeming lack of delivery in relation to the pilot and noted that the ward members would be meeting with a senior East Devon District Council officer to discuss their concerns relating to the Sport England Local Delivery Pilot.

The Council commented that there was an element of duplication across the reports.

The Council noted the reports.

21/194 THE CLIMATE CHANGE WORKING GROUP – PLASTIC FREE CRANBROOK

The Council considered the report from the Climate Change Working Group regarding Plastic Free Cranbrook which included a reference that "The aim [was] not to go totally plastic free" which the Council found misleading and rendered the initiative title as undeliverable.

The Council noted that the recycling rate in Cranbrook was the worst in East Devon and to the Council's mind, targeting improving the recycling rate would be more beneficial to the environment than engaging in a token initiative which was misleading and not deliverable. The Council was also in favour of targeting the instances of litter creation which directly led to waste including plastic entering and polluting the water courses, rivers and ultimately the sea.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to not support the initiative as presented to the Town Council at this meeting for the reasons outlined above.

21/195 REPORT OF THE COUNTRY PARK RANGER

The Council noted the report from the Country Park Ranger.

21/196 OTTER VALLEY ROTARY CLUB REQUEST FOR PLANTER/SIGNAGE

The Council considered a report from the Otter Valley Rotary Club suggesting the installation of a planter and/or signage in Cranbrook.

If the proposal was to install a "Welcome to Cranbrook" sign, the choice of any location might be premature in the absence of the Cranbrook Development Plan Document having been finalised. Further restrictions might result from Devon County Council's no lining and no signing policy and any highway visibility implications.

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to agree in principle the installation of a planter and/or signage on Town Council land, subject to a detailed proposal including capital liabilities, the identification of suitable location(s) and proposed maintenance arrangements.

21/197 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21

The Council noted the external auditor's report and certificate relating to the 2020-21 financial year.

21/198 FUTURE OF TILLHOUSE FARM

The Council considered the report regarding the future of the Tillhouse Farm.

The East Devon New Community Partners (EDNcp) had only made a pre-application which had been refused and not an application as mistakenly stated in the report which had been circulated with the agenda. The Council noted that the EDNCp had asked that the Town Council would not write to Historic England.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to

a) send a letter to the East Devon New Community Partners (EDNcp) and the local planning authority East Devon District Council setting out the concerns of the Town Council as indicated in the report and urging them to resolve the future of Tillhouse Farm as a priority.

b) work with EDNcp to bring forward proposals for the Farm as soon as possible.

c) support redevelopment of the site in a manner which would reflect the heritage of the Farm.

d) press the local planning authority to positively support redevelopment at recommendation (c).

e) re-emphasise to the community through Town Council channels that entry into the site is dangerous and that there was a risk of injury or death, that damaging the fencing and ignoring the security measures and signage was unacceptable and those who did enter the site did so at their own risk.

21/199 PARKING ISSUES IN PHASES 3 AND 4 OF THE MAIN LOCAL ROUTE (MLR)

The Council considered the report regarding parking issues in phases 3 and 4 of the main local route.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to:

a) thank East Devon District Council's Cranbrook New Community Manager for the response to the Town Council's letter dated 27 July 2021 but that a further letter be sent to the East Devon New Community Partners, the local planning authority East Devon District Council and the highway authority Devon County Council re-iterating the purpose of the original letter, pointing out the shortcomings of the current MLR parking provision and requesting a more positive response from all parties to provide additional MLR lay-by parking and a further review of the limited signing and lining policy which was leading directly to a range of road safety issues as well as severely restricting the ability of Devon and Cornwall Police to respond.

b) recognise that maintaining the status quo was no longer acceptable and would result in additional collisions, injury and potentially death whilst the Town Council did recognise the fact that parking had been provided as required by planning consents and that there were budgetary considerations.

21/200 DISPLAY OF PUBLIC ART IN THE TOWN SQUARE

The Council considered the report regarding the display of public art in the town square.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to commit to the principle of the display of public art in the town square in the town centre in Cranbrook, and on the outside of the lift wall in particular, on the basis that the Town Council would not be liable for any installation costs and that any associated maintenance costs which the Town Council would inherit would be low.

21/201 CREATION OF BYELAWS

The Council considered a report regarding the creation of byelaws.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to not create any byelaws on the basis of no practical means of being able to enforce them

21/202 ASSET DELIVERY REPORT

The Council noted the issue relating to non-working street lighting, particularly in unfinished construction phases with unfinished pavements and surfaces which had been brought to the developers' attention repeatedly, including at the Town Council's monthly informal partners' meeting.

The Council noted the asset delivery report dated 12 October 2021.

21/203 CRANBROOK & OTTERY ST MARY COMMUNITY SAFETY GROUP

The Council noted the minutes of the Cranbrook & Ottery St Mary Community Safety Group meeting on 21 September 2021.

21/204 COMMITTEE MINUTES

It was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the

a) Amenities Committee on 4 October 2021 (N.B. By adopting these minutes the Council agrees to the expenditure detailed in minutes A/21/65 and A/21/66)
b) Finance & Personnel Committee on 18 October 2021
c) Planning Committee on 20 September 2021 and 4 October 2021

21/205 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

- £1,040.29 to Eon for Younghayes Centre heating and hot water. N.B. This invoice superseded and included the invoice dated 23 September 2021 on the Schedule of Payments published with the agenda for £743.95
- £845.60 to Green Machine for cleaning the Younghayes Centre in October and a credit note of £38.92
- £700.00 to LUAK Fire Tribe for the Halloween event 2021
- £619.78 to JR Foodservice and a £20.82 credit note
- £499.00 to East Devon District Council for building inspection fees
- £346.93 to South West Water for water and sewage charges at the Younghayes Centre
- £144.35 to See the Light for the Younghayes Centre broadband

21/206 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

21/207 DELIVERY OF THE INGRAMS SPORTS PAVILION

On 20 September 2021, the Council appointed Halsall the preferred supplier of the design and build of the Ingrams pavilion as specified in the tender documents and to work with the supplier to enable delivery within budget. The Council further agreed to request a report to this Council meeting summarising the outcomes of the discussions with the preferred supplier (ref. minute 21/187) which the Council's considered.

During the tender evaluation process, the preferred supplier had provided the Town Council's tender evaluation panel with confidence that they would be willing to work together with the Town Council to deliver a scheme within the budget which had been published in the tender documents. The Council was disappointed with the preferred supplier's response to date whose revised proposal did not leave the Town Council in a position to progress the scheme because it had been significantly reduced in size and functionality.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** for the Council's asset delivery working group to

a) inform Halsall that the Town Council was unable to progress their revised proposal and that the Town Council was reconsidering its position.

b) instruct the Council's asset delivery working group to reconsider how the Ingrams Pavilion would be delivered including how the construction stage could be project-managed.

21/208 YOUNGHAYES CENTRE ANNUAL SERVICING OF FIRE ALARM AND EMERGENCY LIGHTING

The Council considered a report regarding the appointment of a contractor to carry out the annual servicing of the fire alarm and emergency lighting at the Younghayes Centre.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to award the contract for the annual servicing and maintenance of the fire alarm and emergency lighting to Trinity Fire and Security on the basis that they were an Elite Gent agent with access to the SMS brand and on the basis of best value for public money.

21/209 YOUNGHAYES CENTRE ANNUAL SERVICING OF THE HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

The item was withdrawn from the agenda on the basis of insufficient information received in time for the meeting.

The meeting closed at 8:36pm.

Signed ---------- Date: 22 November 2021

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL

AGENDA ITEM NO. 18

25 OCTOBER 2021

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
16/09/2021	Stalite signs	Long grass posters	£	68.80
24/09/2021	PKF Littlejohn	External audit	£	1,560.00
27/09/2021	Studio Four Architects	Expansion of Cranbrook Medical Centre - project management	£	2,130.00
28/09/2021	Tony Benger Landscaping	Grounds maintenance September 2021	£	24,000.00
28/09/2021	Tony Benger Landscaping	Grounds maintenance Education Campus to Yonder Acre Way	£	153.91
28/09/2021	Tony Benger Landscaping	Install table tennis table	£	577.12
28/09/2021	Infinity Electrics	Christmas Tree Electrics	£	231.00
30/09/2021	Football Development Southwest	HAF summer programe staffing - EMR 336	£	525.00
04/10/2021	M & G Associates	Payroll September 2021	£	15.72
06/10/2021	Younghayes Centre	Hall Hire YHC348 - EMR 330	£	36.00
07/10/2021	Devon County Council	Job advertising	£	132.00
11/10/2021	ITD Consultants Limited	Mechanical and Electrical Consultancy GP Practice Works - EMR 332	£	756.00
12/10/2021	SLCC	Locum charges	£	1,054.80
15/10/2021	Youth Genesis	Providing youth services in Cranbrook 2021-22 second installment	£	6,608.35
15/10/2021	See the Light	Broadband and telephony	£	76.00
15/10/2021	SML Contracts	Expansion of Cranbrook Medical Centre - second invoice for construction works	£	74,666.82
19/10/2021	Joanna Stephenson	Expenses	£	14.00

Signed ----------

Date: 22 November 2021

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
N/A	Concorde	Printing Costs	£	-
N/A	Asda	Office mobile monthly cost	£	30.00
N/A	Core Office IT	Monthly email and cloud services hosting	£	270.84
N/A	Core Office IT	IT Support	£	402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
28/11/2021	Employees	Salaries	£	8,617.55
28/11/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	3,453.04
28/11/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	3,238.79

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
02/08/2021	J&R Foodservice	Food	£	619.78
02/08/2021	J&R Foodservice	Food	£	20.82
26/08/2021	Britannia Lanes	Furniture storage	£	277.72
18/09/2021	PHS	Sanitary collections	£	92.70
21/09/2021	Green Machine	Cleaning	£	845.60
26/09/2021	Johnsons Workwear	Tea towel and door mat cleaning	£	39.84
28/09/2021	Tony Benger Landscaping	Grounds maintenance September 2021	£	78.60
23/09/2021	Eon	Heating	£	743.95
25/09/2021	Britannia Lanes	Furniture removal	£	949.72
01/10/2021	Britannia Lanes	Furniture storage	£	239.15
13/10/2021	Green Machine	Cleaning	£	806.68
15/10/2021	Green Machine	Consumables	£	149.81

Signed ---------- Date: 22 November 2021

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
04/10/2021	Biffa	Waste Collections	£	72.84

Signed ---------- Date: 22 November 2021

MINUTES

Committee: Town Council
Date: Monday, 22 November 2021
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Matt Rowett, Chairman, Move More Group
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/210 APOLOGIES FOR ABSENCE

No apologies for absence were received.

21/211 DECLARATION OF INTERESTS

Cllr Kim Bloxham declared a personal interest in relation to agenda item 18 (planning application 21/2821/FUL) by virtue of serving as a member of East Devon District Council's Planning Committee.

21/212 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 25 October 2021 as a correct record.

21/213 PUBLIC PARTICIPATION

There were no members of the public in attendance.

21/214 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the district councillors' report.

21/215 CRANBROOK MOVE MORE

The Council welcomed the Chairman of the Cranbrook Move More group, Matt Rowett, to the meeting to discuss his role and the role of the Move More group with the Town Council. The Chairman of the Cranbrook Move More group expressed his frustration in relation to the slow progress with the Move More group and the Exeter and Cranbrook Sport England Local Delivery Pilot with levels of

bureaucracy which appeared to hinder progress and a lack of communication with the community.

The Chairman of the Cranbrook Move More group advised that Cranbrook had been allocated £60,000 out of a multimillion-pound programme and he was working together with Exeter City Council to spend funds on a flagship project e.g. a pump track. The Town Council had previously been advised by Exeter City Council that funds associated with the Exeter and Cranbrook Sport England Local Delivery Pilot could not be spent on the delivery of physical assets.

East Devon District Council ward members were awaiting a meeting with East Devon District Council and Exeter City Council to discuss the Exeter and Cranbrook Sport England Local Delivery Pilot and suggested that the Chairman of the Cranbrook Move More group could attend that meeting.

The Town Council also highlighted again that the Exeter and Cranbrook Sport England Local Delivery Pilot had been claiming achievements which had not been delivered through the Pilot, including the Park Run and the Town Council's summer holiday programme 2021.

21/216 CLIMATE CHANGE WORKING GROUP UPDATE

The Council considered a report by its climate change working group.

The Council requested that the working group's minutes of meetings to date be circulated to the wider Council as was practice in relation to other Council working groups and Council appointments.

The Council also noted that on 22 March 2021 it had granted the climate change working group editorial control of the content for the development of a climate change webpage on the Town Council's website (ref. minute 21/48). Due to a lack of progress, the Clerk had developed and published that page in November 2021.

The working group's purpose as per its terms of reference was to investigate ways in which the town of Cranbrook could reduce its carbon footprint, by altering practices or services directly under Cranbrook Town Council control, or by assisting or advising individuals or groups within Cranbrook with their efforts, and to present any findings to full Council to help Cranbrook Town Council formulate a policy to affect a carbon footprint reduction.

The Council had also agreed an Environment Policy in 2019 which would warrant a review.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) thank the climate change working group for their work and for the detailed report.

b) note that the report covered a wide-ranging approach to the subject of climate change but did not properly address the working group's approved terms of reference, the suggestions set out by Council on 22 March 2021 (ref. minute 21/48) nor the aims agreed by Council in its Environment Policy approved on 17 June 2019.

c) agree therefore to discontinue the work of the climate change working group and, for the time being, assume direct responsibility for this subject and take the opportunity to refresh its approach to better reflect the aims of the Council's Environment Policy.

d) bring a further report to Council in the New Year.

21/217 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The Council noted the report of the Community Development Worker and requested clarification in relation to the reference in the report that three households had used the Cranbrook Food Bank in October 2021 apparently after its suspension.

The Council also noted that the service-level agreement it had entered into with Exeter City Council (ref. minute 21/39 dated 15 February 2021) governing funding towards the Community Development Worker role provided the funding referred to in the report, and not the fund of £60,000 which had been

referenced at minute 21/215 above.

21/218 REPORT OF THE COUNTRY PARK RANGER

The Council noted the report of the Country Park Ranger.

21/219 DELIVERY OF A WHEELED SPORTS FACILITY

The Council considered tender documents relating to the delivery of a wheeled sports facility in the town centre in Cranbrook for launching the tender in accordance with the proposed timetable.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to approve the tender documents and publish the tender in accordance with the tender timetable.

21/220 CRANBROOK STRATEGIC DELIVERY BOARD REPRESENTATION

It was proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to appoint Cllr Kevin Blakey to represent the Town Council at the Cranbrook Strategic Delivery Board in the absence of the appointed Town Council's representative Cllr Les Bayliss.

21/221 COMMUNITY GRANTS FEEDBACK

The Council considered the feedback from organisations to which it had awarded grants during the 2021-22 financial year to date as detailed on the agenda.

The Cornerstone Baby and Toddler Group had not submitted detailed feedback. The group had disbanded following the departure of the Minister of Cranbrook. Two Cranbrook residents had re-established the group and advised the following:

> "Yes it was used as intended. We now have food hygiene training all of us and new tabards etc. The first aid training was a lot more so we put some grant towards it and obtained the rest elsewhere."

The Town Council reminded itself that the original grant application which had been considered at a full Council meeting on 23 March 2020 had included a statement that:

> "Cornerstone Cranbrook Parent and Toddler Group is now a joint venture between volunteers from the community and Cornerstone, the Church in Cranbrook. Cornerstone underwrites the group. The Church pays the rent from its bank account."

The Council queried why information from the Church's bank account was not apparently available and was disappointed regarding the lack of clarity on how the public funds which it had awarded had been spent. The Council agreed to request that information from the Church.

The Council noted that feedback was never offered proactively and suggested to review its grants policy at the next Council meeting. The Council also suggested including a gauge in the future feedback on grants regarding the number of Cranbrook residents who benefitted.

The Council noted the grants feedback.

21/222 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Council considered its Risk Management arrangements and, in particular, the following documents:

a) Health and Safety Policy

b) Risk Management Strategy and Risk Register

c) Risk Assessments as follows:

i. Slips and Trips Generic
ii. Manual Handling Generic
iii. Office Safety
iv. Kitchen
v. Playground Safety
vi. Councillor
vii. Allotments Safety
viii. Christmas Tree
ix. Lone Working
x. Country Park General Tasks
xi. Country Park Events
xii. Country Park River Work
xiii. Driving
xiv. Younghayes Place Car Park
xv. Risk Assessment Temp A – Home Working All Staff (temp)
xvi. Risk Assessment Temp B – Return to Work Post Covin-19 (temp)
xvii. Risk Assessment Temp C – Council Meetings

The Council's Safety Working Group reviewed the above documents in October and November 2021.

d) Younghayes Centre Fire Management Plan

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the above documents.

21/223 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH SPECIAL RESPONSIBILITIES

The Council noted the reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

21/224 FINANCE OFFICER RECRUITMENT

The Council considered a report recommending the recruitment of a Finance Officer during the remainder of the 2021-22 financial year.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to advertise the Finance Officer role as soon as practicable with a view to appointing a postholder during the fourth quarter of the 2021-22 financial year.

21/225 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 9 November 2021.

21/226 COMMITTEE MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the

a) Amenities Committee on 15 November 2021

N.B. By adopting the minutes of the Amenities Committee, the Council agreed to the spending of circa £300 for a tree assessment course (ref. minute A/21/73) and up to £2,000 to plant an area of public open space in Shareford Way (ref. minute A/21/74).

b) Planning Committee on 25 October 2021 and 15 November 2021.

21/227 PLANNING APPLICATION 21/2821/FUL

The Council considered planning application 21/2821/FUL proposing the conversion of existing roof space to habitable use to create a two-bedroom self-contained manager flat to existing pub at the Jack In The Green Inn, London Road, Rockbeare EX5 2EE.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and resolved to support planning application 21/2821/FUL on the basis that there appeared to be no material planning considerations which would warrant an objection.

21/228 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£15,242.36 to Tony Benger Landscaping Ltd for grounds maintenance in November 2021
£1,696.14 to Tony Benger Landscaping Ltd for aerial runway repairs in the St Martin's play area
£12.00 to Tony Benger Landscaping Ltd for fixings to repair parent and child swing in the Hayes Square play area
£67.74 to See the Light for broadband and telephony
£16.80 to See the Light for the Younghayes Centre broadband
£180.00 to iHASCO Ltd for fire warden and manual handling training
845.60 to the Green Machine for cleaning services at the Younghayes Centre in November 2021
£42.00 to IWS Water Hygiene for legionella testing in the Younghayes Centre
£200.00 to the Exeter Tai Chi Chuan School for delivering Tai Chi taster classes in Cranbrook (funded from Sport England Local Delivery Pilot)
£32.25 to Boardgames Club for a cash box, notepad, face masks and hand sanitisers via EMR330 Awards for All
£2,130.00 to studio four architects for project managing the extension of the Cranbrook Medical Centre (N.B. This position would be recharged to the NHS Devon Clinical Commissioning Group)

21/229 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

21/230 YOUNGHAYES CENTRE ANNUAL SERVICING OF THE HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

The Council considered a report recommending the appointment of a contractor for the annual servicing and maintenance for the heating, ventilation, and air conditioning (HVAC) systems at the Younghayes Centre.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to award the contract for the annual servicing and maintenance for the heating, ventilation, and air conditioning (HVAC) systems and the additional checks to the underfloor heating as requested by the Amenities Committee to Modern Heating and Cooling Solutions on the basis that the company offered best value for public money.

The meeting closed at 8:22pm.

SCHEDULE OF PAYMENTS

Signed ---------- Date: 13 December 2021

CRANBROOK TOWN COUNCIL
22 NOVEMBER 2021

AGENDA ITEM NO. 19

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
08/09/2021	Board Games Group via CDW	Purchases of supplies (sanitiser, face masks, notebook, cash box) EMR 330	£	32.25
12/10/2021	KBS Depot	Bench Northwood Acres	£	540.00
18/10/2021	Studio Four Architects	Project management - expansion of Cranbrook Medical Centre	£	2,418.00
26/10/2021	Tony Benger Landscaping	Grounds maintenance October 2021	£	18,000.00
26/10/2021	Tony Benger Landscaping	Grounds maintenance Education Campus to Yonder Acre Way October 2021	£	153.91
28/10/2021	Younghayes Centre	Hall hire YHC361 - EMR 330	£	48.00
29/10/2021	Stephens Scown	Legal fees - Younghayes Place car park	£	672.00
29/10/2021	ITD Consultants	M&E consultancy service - expansion of Cranbrook Medical Centre	£	2,880.00
05/11/2021	M&G Associates	Payroll November 2021	£	15.72
05/11/2021	Parish Online	Mapping system subscription	£	108.00
12/11/2021	Cllr Les Bayliss	Remembrance Day wreath	£	22.50
15/11/2021	Policy Bee	Annual public liability and volunteers liability cover for Grow Eat Do	£	230.50
15/11/2021	SML Contracts	Extention of Cranbrook Medical Centre	£	53,967.82

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
02/11/2021	Concorde	Printing Costs	£	10.81
N/A	Asda Mobile	Office mobile monthly cost	£	30.00

Signed ----------

Date: 13 December 2021

N/A	Core Office IT	Monthly email and cloud services hosting	£	270.84
N/A	Core Office IT	IT Support	£	402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
26/11/2021	Employees	Salaries	£	7,133.76
26/11/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	2,473.89
26/11/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	2,582.74

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
24/10/2021	Johnsons Workwear	Tea towel and door mat cleaning	£	39.84
26/10/2021	Tony Benger Landscaping	Grounds maintenance October 2021	£	78.60
01/11/2021	Britannia Lanes	Furniture storage	£	231.43
01/11/2021	A2M Safety	Mansafe Annual Check	£	300.00
06/11/2021	Total Engergies	Electricity	£	1,584.95
10/11/2021	Green Machine	Consumables	£	32.28
10/11/2021	Green Machine	Cleaning	£	838.96

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
n/a	Viridor	Waste Collections	£	-
n/a	Total Gas and Power	Younghayes Centre Electricity	£	-

Signed ---------- Date: 13 December 2021

MINUTES

Committee: Town Council
Date: Monday, 13 December 2021
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Joanna Stephenson, Cranbrook Town Council
Two members of the public

21/231 APOLOGIES FOR ABSENCE

No apologies for absence were received.

21/232 DECLARATION OF INTERESTS

No declarations of interest were made.

21/233 MINUTES

Members noted that feedback from the grant awarded to the toddler group (Minute 21/221) had not yet been received. The Clerk representative reported that feedback had been forwarded to the Council and would be placed on the next agenda.

Cllrs Buchan and Rogers indicated that when voting they had misunderstood the proposal regarding the Climate Change Working Group (Minute 21/216). Both indicated that they would therefore abstain from accepting the minutes.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to accept the minutes of the meeting held on 22 November 2021.

21/234 PUBLIC PARTICIPATION

No requests were made by members of the public in attendance to make representations, answer questions or give evidence in respect of council business under standing orders 3e to 3k.

21/235 VOTING PROCEDURE

The Council considered the procedure for co-option. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** that the procedure under Standing Order 8 to conduct voting using a signed ballot did not apply.

21/236 CO-OPTION OF COUNCILLOR TO FILL A VACANCY ON THE TOWN COUNCIL

The Council considered an application to fill a vacancy for co-option onto the Town Council and following discussion with the candidate it was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to fill the vacancy by the co-option of David Foster.

21/237 DISTRICT AND COUNTY COUNCIL MATTERS

No report had been received from the County Councillors.

The Council noted the report of the District Councillors.

21/238 DELIVERY OF THE CRANNAFORD PLAY AREA

The Council considered a report on the delivery of the Crannaford Play Area. It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved**

a) to instruct Wicksteed to install the amended final design option 3 as the new Crannaford Play Area in Rush Meadow Road, subject to the final agreement by the East Devon New Community Partners, solely funded by Section 106 contributions.

b) to delegate to the Asset Delivery Working Group to finalise with Wicksteed the extent of wetpour safety surface as indicated in the initial option 3.

21/239 DELIVERY OF EVENT SPACE IN THE COUNTRY PARK

The Council considered a report on the delivery of event space in the Country Park to provide suitable all weather standing for small vehicles and associated equipment. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to progress the project through the use of available community infrastructure levy (CIL) funding supplemented by any underspend within the current financial year.

21/240 COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORT 2020-21

The Council considered the Community Infrastructure Levy Annual Report for the reporting year 1 April 2020 to 31 March 2021. It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to approve the“ Cranbrook Town Council Annual CIL Report 2020-21”.

21/241 REVIEW OF THE COUNCIL’S GRANTS POLICY AND GRANT FEEDBACK FORM

The Council reviewed its Grants Policy particularly with regard to the question of feedback from recipients. Following discussion, it was proposed by Cllr Barry Rogers, seconded by

Cllr Colin Buchan and **resolved** to appoint a working group consisting of Cllrs Sam Hawkins and Ray Bloxham together with the Clerk to bring a draft to the next meeting of the Finance & Personnel Committee.

21/242 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The report of the Community Development Worker was noted. Members raised some concerns around lack of clarity in the report and questioned whether some of the included items were the responsibility of the Town Council.

21/243 REPORT OF THE COUNTRY PARK RANGER

The report of the Country Park Ranger was noted. Members commended the Country Park Ranger for the improved quality of her reports which are clear and factual.

21/244 SPORT ENGLAND MOVE MORE CRANBROOK GRANTS PANEL

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to appoint Cllr Les Bayliss to the Exeter and Cranbrook Sport England Local Delivery Pilot Move More Cranbrook grants panel.

21/245 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to approve the schedule of payments appended to these minutes in addition to the following payments:

£12.58 to M & G Associates for payroll services in December 2021

£122.55 to Grow Eat Do for their expenses (recharged to relevant Grow Eat Do EMR)

£15.00 to Sharon Andrews for Grow Eat Do Christmas carols at the Younghayes Centre (recharged to relevant Grow Eat Do EMR)

£237.35 to Stalite Signs for a replacement sign pole at the Northwood Acres play area which had been vandalised

£510.00 to Tony Benger Landscaping for repairs to the maintenance gate at Northwood Acres play area

£469.56 to Tony Benger Landscaping for the installation of a bench at Northwood Acres play area

£34,478.74 to SML Contracts for the extension of the Cranbrook Medical Centre N.B. This position would be reimbursed by the NHS Devon Clinical Commissioning Group

£585.40 to FMG Repair Services covering the insurance excess for repairs to the Council vehicle and the VAT element of the repairs N.B. This position was paid on 7 December 2021. The Council's insurer was pursuing liability and hopefully the Council would be able to reclaim the excess from the other party. The Council was able to reclaim the VAT.

In approving the payments, councillors commented that the description of some of the schedule items could be improved by greater clarity as to the purpose of the individual payments and that an update on the expected £150.00 refund regarding the Younghayes Centre landscaping remained outstanding.

21/246 BUDGET 2022-23 – PRECEPT DEMAND

The Council considered a report setting out the fact that the Council was in receipt of the East Devon District Council's precept letter for the 2022-23 financial year which confirmed that the tax base for that year for the parish will be 2,261 and that the Council was requested to submit its precept demand by 19 January 2022.

The Council had previously approved its five-year financial plan and resolved that the band D council tax would remain stable at £253.06.

This would mean that the precept for the financial year 2022-23 would be £578,883.83.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to approve the precept demand of £578,883.83 for the 2022-23 financial year for submission to East Devon District Council by Wednesday, 19 January 2022.

The meeting closed at 7.39pm.

Signed ---------- Date: 24 January 2022

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 15**

13 DECEMBER 2021

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
21/11/2021	Rockbeare Village Hall	Hall hire in September 2021 for boardgames club; Awards for All EMR	£	22.00
21/11/2021	Rockbeare Village Hall	Hall hire in October 2021 for boardgames club; Awards for All EMR	£	22.00
23/11/2021	Tony Benger Landscaping	Planting 27 Hypericum at Mead Cross and mulch	£	337.50
23/11/2021	Tony Benger Landscaping	Supply and plant 13 contoneaster and 7 lavender	£	339.60
23/11/2021	DALC	Attendance of two employees on Report Writing for Councils webinar on 15 November 2021	£	96.00
24/11/2021	Employee	Expenses: Food and lights for Christmas lights switch-on	£	44.50
30/11/2021	Younghayes Centre	Hall Hire, CDW EMR 335	£	132.00
01/12/2021	Employee	Expenses: Provisions for volunteer groups, halloween pumpkins, food for Christmas lights switch on	£	20.30
02/12/2021	Stalite Signs	Replace damged sign Northwood Acres	£	56.69
30/11/2021	Stephens Scown	Legal fees South Whimple Farm N.B. This position will be sought for reimbursement by the developer of South Whimple Farm	£	1,092.00
30/11/2021	ITD Consultants	Mechanical and electrical consultancy - Cranbrook Medical Centre extension	£	1,440.00

Signed ---------- Date: 24 January 2022

06/12/2021	Fitsteps	Taster Sessions CDW - EMR 335	£	250.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
02/12/2021	Concorde	Printing Costs	£	7.35
N/A	Asda Mobile	Office mobile monthly cost	£	30.00
03/12/2021	Core Office IT	Monthly email and cloud services hosting	£	285.24
03/12/2021	Core Office IT	IT Support	£	482.40

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
24/12/2021	Employees	Salaries		£6,796.59
24/12/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	2,652.89
24/12/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	2,535.87

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
21/10/2021	Green Machine	Cleaning service October 2021	£	845.60
21/11/2021	Johnsons Workwear	Tea towel and door mat cleaning	£	49.80
23/11/2021	Tony Benger Landscaping	Supply and plant new planting around Younghayes Centre and mulch	£	2,995.20
23/11/2021	Britannia Lanes	Return of office furniture - PAID on 25/11/2021	£	1,106.43
23/11/2021	Redpath Buchanan	Lightning Service	£	198.00
24/11/2021	All Doors	Roller Shutter Service	£	134.40
24/11/2021	Cowley's	CTC Office Expansion	£	6,728.40
30/11/2021	A2M Safety	Safety Harness and Lanyard	£	134.40
30/11/2021	Eon	Heating	£	628.20

Signed ---------- Date: 24 January 2022

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
30/11/2021	Biffa	Waste Collections	£	52.30

Signed ---------- Date: 24 January 2022

MINUTES

Committee: Town Council
Date: Monday, 10 January 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr David Foster
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council
Alexandra Robinson, Deputy Town Clerk and Deputy Responsible Financial Officer, Cranbrook Town Council
Piers Dibben, Owner, Healthmatic
Mark Lennox, Managing / Commercial Director, SML Contracts
Andy MacDonald, Director, Sports Clubhouses
Steve MacDonald, Director, Sports Clubhouses

22/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

22/2 DECLARATION OF INTERESTS

Cllr Ray Bloxham declared a personal interest in relation to agenda item 8 (delivery of the Ingrams sports pavilion) by virtue of having led on the conversations with the companies which presented this evening on behalf of the Council's asset delivery working group in accordance with Council minute 21/207 dated 25 October 2021.

22/3 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 13 December 2021 as a correct record.

22/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

Signed ---------- Date: 24 January 2022

22/5 BANK SIGNATORY

Following the Deputy Clerk Alexandra Robinson's arrival in post on 4 January 2022, the Council considered adding her as a bank signatory with a "view and submit" level of authority on the Council's bank accounts and online banking.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to

a) confirm this resolution had been recorded in accordance with the rules of the organisation.

b) confirm the person named on the application form would be an authorised individual on all accounts and would be an authorised Telephone Banking and Internet Banking service user.

c) acknowledge that Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory.

d) acknowledge that Unity Trust Bank's Terms and Conditions may vary from time to time and to agree to be bound by them.

e) provide Unity Trust Bank with instructions and changes in line with the mandate.

f) acknowledge that Unity Trust Bank should rely on this mandate until the Council would send future amends.

g) inform Unity Trust Bank in writing of any changes.

h) acknowledge that the Council shall be jointly and severally liable for any liabilities.

i) agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.

j) use the Internet Banking Service in accordance with the Terms and Conditions.

k) acknowledge that responsibility for all transactions performed on Unity Trust Bank's Internet Banking service lies with the final authorising user.

l) authorise the Unity Trust Bank to make any enquiries which it considers necessary to confirm the details in the application form.

m) acknowledge Unity Trust Bank's right to suspend operation of the Council's accounts until the Council has provided Unity Trust Bank with any requested documentation or information.

n) confirm that the information the Council would provide was true to the best of the Council's knowledge.

22/6 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Council payments:</u>

£65.42 to See the Light for broadband and telephony
£120.00 for hall hire for Sport England Local Delivery Pilot taster sessions (paid via the relevant earmarked reserve and funded by Sport England)
£22.00 to Rockbeare Village Hall for hall hire for the boardgames club (paid via the Awards for All grant)

Council direct debits:

£5.58 to Concorde for printing costs

Younghayes Centre payments:

£96.19 to Trinity Fire & Security Systems for the routine service of the fire detection and alarm system
£2.52 to Green Machine for consumables

Younghayes Centre direct debits:

£52.30 to Biffa for waste collections

22/7 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

22/8 DELIVERY OF THE INGRAMS SPORTS PAVILION

On 25 October 2021, the Council had instructed its asset delivery working group to reconsider how the Ingrams Pavilion would be delivered including how the construction stage could be project-managed (ref. minute 21/207).

Further to discussions which the Council's asset delivery working group had been having with a number of firms, three of those followed the Council's invite to present to the Council this evening as follows:

Healthmatic

Piers Dibben, owner of Healthmatic, attended the meeting and presented his company's proposal for the design and build of the Ingrams sports pavilion. A copy of the presentation had been circulated to the councillors prior to the meeting. The company specialised in the manufacturing of modular non-residential buildings with a 25-year guarantee and a manufacturing facility in the UK. Piers Dibben offered to circulate the initial assessment he had obtained from a BREEAM assessor to the Council.

SML Contracts

Mark Lennox, Managing / Commercial Director of SML Contracts, attended the meeting and presented his company's proposal for the design and build of the Ingrams sports pavilion. The proposed costs did not include the cost of delivering the building to a BREEAM Very Good standard and the Managing / Commercial Director estimated that this would incur an additional cost of in the region of 15-20%. The guarantee period would follow the provisions in a Joint Contracts Tribunal (JCT) contract.

Sports Clubhouses

The Sports Clubhouses representatives attended the meeting and explained that their firm offered a design and project management service with the construction element delivered by a third party. They estimated that the cost of delivering the building to a BREEAM Very Good standard would result in an additional cost of between 10 and 15% and stressed that they had been working to successfully remove the requirement to deliver a building to BREEAM standard on past projects by demonstrating how a building would meet certain criteria anyway. The Sports Clubhouses representatives agreed to circulate case studies of past project including the construction costs to the Council.

In summary, the Council reflected on:

- the contractors' estimated construction costs to deliver the building, car park, lighting and landscaping,
- the cost of delivering the building to BREAAM Very Good standard which was included in one of the proposals but not the others,
- manufacturing considerations,
- design and project management versus ability to design and build and the implications on the estimated costs.

Following the deliberations, it was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to appoint Healthmatic the preferred supplier for the design and build of the Ingrams sports pavilion as specified in the original tender documents and to work with the supplier to enable delivery within budget.

It was further proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to determine the project management for the construction stage at a future meeting of the full Council once the further negotiations with the preferred supplier have progressed.

The meeting closed at 8:51pm.

Signed ---------- Date: 24 January 2022

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 6**
10 JANUARY 2022

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL £	INC VAT
30/11/2021	Outco	Winter gritting	£	446.40
15/12/2021	See the Light	Broadband and telephony	£	65.42
15/12/2021	Complete Weed Control	Weed treatment on roads and pavements	£	144.00
16/12/2021	Studio Four Architects	Project management Cranbrook Medical Centre expansion	£	2,130.00
19/12/2021	Tony Benger Landscaping	Grounds maintenance December	£	12,000.00
21/12/2021	Stalite Signs	Supply and installation of barbeque sign	£	220.78

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL £	INC VAT
N/A	Concorde	Printing Costs	£	-
N/A	Asda Mobile	Office mobile monthly cost	£	30.00
N/A	Core Office IT	Monthly email and cloud services hosting	£	270.84
N/A	Core Office IT	IT Support	£	402.00

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL £	INC VAT
07/12/2021	Trinity	Annual emergency lighting service	£	171.00
14/12/2021	PHS	Sanitary Disposal	£	174.04
15/12/2021	See the Light	Building broadband	£	16.80
16/12/2021	Green Machine	Monthly cleaning invoice £845.60 minus credit note £38.92	£	806.68
20/12/2021	IWS	Monthly Legionella Testing	£	75.84
22/12/2021	E.ON	Heat	£	665.18
26/12/2022	Johnsons Workwear	Tea towel and door mat cleaning	£	44.35

Signed ---------- Date: 24 January 2022

Signed ---------- Date: 24 January 2022

MINUTES

Committee: Town Council
Date: Monday, 24 January 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Norman Amey, Rediscover Church
Matthew Bayliss, resident
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/9 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kim Bloxham and David Foster.

22/10 DECLARATION OF INTERESTS

No declarations of interest were made.

22/11 MINUTES

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 10 January 2022 as a correct record.

22/12 PUBLIC PARTICIPATION

The Rediscover Church representative introduced himself and explained that he worshipped as part of a prayer group which met regularly in Cranbrook and enquired whether the Council had any suggestions for prayer topics. The Council thanked the Rediscover Church representative for his interest in the Town Council and explained that the Council had previously resolved its operating principles as a non-party-political and non-religious organisation which served all members of the community in accordance with current equality legislation (ref. minute 19/117).

The Chairman also introduced a Cranbrook resident, Matthew Bayliss, who was looking to apply for co-option onto the Council at the next full Council meeting in February 2022.

22/13 DISTRICT AND COUNTY COUNCIL MATTERS

In response to a question, Cllr Kevin Blakey, representing East Devon District Council, reported that a purchase price for the purchase of a town centre parcel had been agreed between the East Devon

New Community partners and East Devon District Council. It was expected that the latter would be considering a report at its Cabinet meeting on 2 March 2022. Following the agreement on a purchase price, it was expected that the memorandum of understanding relating to the delivery of the town centre could now progress.

The district councillors' meeting at the Cranberry Farm public house on 26 January 2022 would commence without the Head of Campus at the Cranbrook Education Campus.

The Council noted the report of the District Councillors.

No report had been received from the County Councillors.

22/14 COMMITTEE MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the Finance & Personnel Committee on 17 January 2022.

22/15 TOWN COUNCIL BUDGET 2022-23

The Council considered its draft budget for the 2022-23 financial year.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to approve and adopt the Town Council's budget for the 2022-23 financial year.

22/16 COMMUNITY FRIDGE

The Council considered a report regarding the installation of a community fridge in the Younghayes Centre in Cranbrook.

It was proposed by Cllr Barry Rogers, seconded by Cllr Ray Bloxham and **resolved** to not install a community fridge at present but to support the installation of a community fridge should a community organisation or initiative volunteer to champion its installation and ongoing management.

22/17 CARBON FOOTPRINT REDUCTION PLAN

The Council considered a report by its climate change working group.

The working group's terms of reference suggested that it would look into ways in which the town of Cranbrook can reduce its carbon footprint, by altering practices or services directly under Cranbrook Town Council control, or by assisting or advising individuals or groups within Cranbrook with their efforts. To that effect, the Council would welcome a carbon footprint reduction plan with a focus on concrete actions and timescales within which those could be achieved. The Council was concerned by wording such as "lobbying" in the report due to its potential political implications.

The Council also noted that a "climate change campaign" was referenced in the report by the Community Development Worker.

It was proposed by Cllr Barry Rogers, seconded by Cllr Ray Bloxham and **resolved** to request a carbon footprint reduction plan for the Council's consideration at a future meeting which focussed on concrete actions on how the Town Council's carbon footprint could be reduced with timescales for implementation.

22/18 REMOTE MEETINGS PETITION

The Association of Democratic Services Officers and Lawyers in Local Government had launched a petition calling on the UK Government and Parliament to allow councils in England to have the choice to meet remotely. The Council felt it was a petition suitable for individuals to sign.

22/19 WHEELED SPORTS FACILITY TENDER TIMETABLE

The Council noted a report outlining a revised tender timetable relating to the current wheeled sports facility public procurement exercise.

22/20 REPORT BY THE COMMUNITY DEVELOPMENT WORKER

The Council noted the monthly report by the Community Development Worker and noted that a recent recruitment exercise by Youth Genesis to recruit a Community Connector had been unsuccessful. As a result, the vacancy would remain advertised until the end of January 2022.

The Council also expressed its concern relating to the Community Association having lost members and suggested that the Community Development Worker might be able to assist in recruiting new volunteers.

22/21 REPORT BY THE COUNTRY PARK RANGER

The Council noted the monthly report by the Country Park Ranger.

22/22 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 13 January 2022.

22/23 MINUTES OF THE CRANBROOK AND OTTERY ST MARY AREA COMMUNITY SAFETY GROUP

The Council noted the minutes of the Cranbrook and Ottery St Mary Area Community Safety Group meeting held on 23 November 2021.

The Council also noted that from April 2022 the Police and Crime Commissioner would withdraw direct grant funding to the Community Safety Partnerships in Devon and that the Office of the Police and Crime Commissioner (OPCC) had launched a Community Grant Scheme whereby organisations including local councils could apply to the OPCC directly for grant funding.

The Council further noted that the Community Speed Watch campaign which had been initiated by Cllr Barry Rogers had not attracted any additional volunteers to date.

22/24 COUNCIL APPOINTMENTS

The Council appointed Cllr David Foster to the Council's Amenities Committee.

22/25 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Council payments:</u>

£9,600.00 to Tony Benger Landscaping for grounds maintenance in January 2022
£523.20 to Castle CCTV for six camera licences and a repair/reboot of a camera to the front of the Younghayes Centre
£56.38 to See the Light for broadband and telephony
£540.00 to studio four architects for project-managing the expansion of the Cranbrook Medical Centre (this position would be re-charged to the NHS Devon CCG)

<u>Younghayes Centre payments:</u>

£845.60 to Green Machine for cleaning services in January 2022
£212.58 to South West Water for water and sewage charges

Signed ---------- Date: 24 January 2022

Younghayes Centre direct debits:

£482.40 to Core Office IT for IT support
£285.24 to Core Office IT for email account hosting

The meeting closed at 8:03pm.

Signed ---------- Date: 24 January 2022

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 17**

24 JANUARY 2022

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
06/01/2022	Community Development Worker	Room hire for sign language coure (funded from Awards for All)	£ 48.00
07/01/2022	M & G Associates	Payroll January 2022	£ 18.86
07/10/2022	iHASCO	First aid and manual handling training credits for staff	£ 120.00
10/01/2022	143 Café	Mindfulness trail refreshments (funded from Action East Devon SLA)	£ 250.00
12/01/2022	Cllr Les Bayliss	Purchase of fire extinguisher	£ 39.00
17/01/2022	Imagin Products Ltd	Name Badges for Cllr D Foster & two members of staff	£ 28.08

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
N/A	Concorde	Printing Costs	£ -
N/A	Asda Mobile	Office mobile monthly cost	£ 30.00
N/A	Core Office IT	Monthly email and cloud services hosting	£ 270.84
N/A	Core Office IT	IT Support	£ 402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/01/2022	Employees	Salaries	£ 9,239.13
28/01/2022	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 3,613.60
28/01/2022	Peninsula Pensions	Employer and employees' contributions to Local	£ 3,334.62

Signed ---------- Date: 24 January 2022

		Government Pension Scheme	

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
17/01/2022	See the Light	Broadband	£ 16.80
17/01/2022	Modern HCS	Heating, Hot Water Systems Annual Service	£ 432.00

Signed ---------- Date: 24 January 2022

MINUTES

Committee: Town Council
Date: Monday, 21 February 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matt Bayliss (from agenda item 5 onwards)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins (from agenda item 12 onwards)

Also Present

Five members of the public
Cllr Henry Gent, Devon County Council
Andy Wood, Service Lead for Prosperity and Growth, East Devon District Council
Sharon Jewell, Girlguiding District Commissioner for Cranbrook
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs David Foster and Barry Rogers.

22/27 DECLARATION OF INTERESTS

Cllr Ray Bloxham declared a financial interest in agenda item 9(a) (grant application from the Patient Participation Group at the Cranbrook Medical Centre) by virtue of being the applicant and serving as the secretary of the Patient Participation Group.

Cllr Kevin Blakey declared a personal interest in agenda item 19 (appointment of a construction project manager) by virtue of being acquainted with the managing director of one of the firms under consideration. Cllr Blakey would leave the meeting for that item.

22/28 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 24 January 2022 as a correct record.

22/29 PUBLIC PARTICIPATION

In relation to agenda item 6 (E.ON district heating), one member of the public explained that she moved to Cranbrook in 2014 on the understanding that Cranbrook was being delivered as an eco-town with E.ON supplying biomass heating which she was under the impression was more cost-effective and more environmentally friendly and that she was disappointed that the district heating

was still being produced by gas. The Chairman suggested that these comments could be responded to following the presentation on the district heating under agenda item 6.

Another member of the public queried in relation to agenda item 7 (climate action plan) whether collaboration was planned with the educational institutions in Cranbrook and how the Council's Rangers would be involved in the proposed plan. The Council responded that both those areas were covered by the proposed plan which would be considered under agenda item 7.

22/30 CO-OPTION OF COUNCILLOR TO FILL A VACANCY ON THE TOWN COUNCIL

The Council considered an application for co-option by Matt Bayliss to fill a casual vacancy which existed on the Town Council and welcomed Cllr Matt Bayliss as a member of the Council.

22/31 E.ON DISTRICT HEATING

East Devon District Council's Service Lead for Prosperity and Growth presented to the Town Council regarding the district heating network covering Cranbrook and Skypark.

The residents who attended the meeting welcomed the communications plan with residents which had been proposed as part of the presentation.

In conversation between the Council, the Service Lead for Prosperity and Growth and the members of the public who attended the meeting, the following items were discussed:

- The price control mechanism in the master agreement.
- The contract between E.ON and the East Devon New Community partners which related to a strategic piece of infrastructure was not in the public domain.
- Residents' concern about E.ON's monopoly position which should not be exploited.
- The carbon credentials of biomass in reality.
- The public sector providing future energy infrastructure.
- The District Council ensuring that any future energy solution satisfied the criteria resilience, scalability, longevity and viability.

the Service Lead for Prosperity and Growth also confirmed that a payment of £6m from E.ON to East Devon District Council would be ring fenced for an alternative energy solution for district heating in Cranbrook.

The Council noted the presentation.

22/32 GRANT APPLICATIONS

The Council considered the following grant applications:

Cllr Ray Bloxham left the meeting.

Cllr Kim Bloxham declared a personal interest in agenda item 9(a) (grant application from the Patient Participation Group at the Cranbrook Medical Centre) by virtue of being married to the applicant.

a) Cranbrook Medical Centre Patient Participation Group

The Council considered a grant application from the Cranbrook Medical Centre's Patient Participation Group for £304.41 to purchase art materials to create art to be displayed in the extended GP surgery.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to support the grant application in full and award £304.41 to the Cranbrook Medical Centre's Patient Participation Group.

Cllr Ray Bloxham re-joined the meeting.

b) Cranbrook Girl Guiding

The Council considered a grant application from the Cranbrook girl guides for £491.00 to purchase the following items:

- A neckerchief in unit colours and a woggle for each of the young members to wear at meetings and external events (50 in total)
- A uniform polo shirt for each volunteers for use during meetings and community events (12 in total)

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to support the grant application in full and award £391.00 to the Cranbrook girl guides.

22/33 CLIMATE ACTION PLAN

The Council considered its draft climate action plan.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to

a) adopt and implement the climate action plan.

b) review the Council's previous year's carbon performance and look to set agreed long-term goals.

c) review the plan annually to note any successful implementations and add to the list of projects/ideas.

22/34 DISTRICT AND COUNTY COUNCIL MATTERS

Cllr Henry Gent, representing Devon County Council, shared his thoughts on the carbon emissions of energy-from-waste plants.

The Council noted the report submitted by the district councillors. Cllr Kim Bloxham, representing East Devon District Council, added to that report that the District Council was installing electric vehicle charging points in six of its car parks initially and that it would be providing more charge points in the future.

22/35 FINANCIAL REGULATIONS

The Council considered its Financial Regulations.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to revise the Council's Financial Regulations to reference the up-to-date thresholds as defined by the Public Contracts Regulations and up-to-date government guidance on contract award thresholds rather than specific amounts by referencing those regulations in the Council's Financial Regulations rather than the fixed figure of £25,000.

22/36 HM THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS

The Council considered a report setting out suggestions on how the Town Council can celebrate HM The Queen's platinum jubilee during 2022.

The Council felt that the Phase 3 Southern LEAP should be named after the jubilee rather than an area of the Country Park.

The oak tree which would be gifted by East Devon District Council could be planted in Phase 1 of the Country Park by the bench and another tree could be planted to replace the veteran tree which had been lost to Storm Eunice during the previous weekend. The Council noted that the tree which would be gifted by East Devon District Council would be accompanied by a plaque.

The Council was concerned about the resource implications of some of the suggestions in the report but was supportive of the Town Council facilitating street parties and the picnic in the park. Council employees were invited to scope the availability of public toilets as soon as possible as otherwise any event could not take place.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to plant the oak tree sapling gifted by East Devon District Council in Phase 1 of the Country Park by the bench.

It was further proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) note that a town events budget of £4,000 has been agreed by Council for the 2022-23 financial year (ref. minute 22/15) and £3,000 of that budget has been informally earmarked for the Jubilee Celebrations in Cranbrook.

b) dedicate the Phase 3 Southern LEAP to mark the Jubilee.

c) support a Jubilee Pub Quiz at the Cranberry Farm if the latter wished to undertake such an event.

d) task the councillor with lead responsibility for street naming suggestions, Cllr Les Bayliss, to recommend jubilee-themed street names to East Devon District Council's street name and numbering service as and when applications for street naming would be invited in 2022.

e) gauge community interest in relation to a Best Dressed Street Competition before committing resources to organise such a competition.

f) gauge the level of interest in relation to street parties and to work with Devon County Council and the East Devon New Community partners in facilitating road closures.

22/37 CODE OF CONDUCT CONSULTATION

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to agree the Council's consultation response as circulated with the agenda.

22/38 EXIT PROCEDURE

The Council considered its exit procedure for staff leaving the Council's employment and one addition to that procedure "Where an employee has been employed for less than 12 months, the Clerk in consultation with the Chairman of the Finance & Personnel Committee will have the discretion to dispense with the need for an exit interview."

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to review the Council's exit procedure in its entirety and to present a proposal to the next meeting of the Council.

22/39 REPORTS BY THE COMMUNITY DEVELOPMENT WORKER

The Council considered:

a) the Community Development Worker's monthly report.

b) a report recommending extending the funding for room/hall hire for the Heads Up Café from the Awards for All grant funding to March 2022.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) note the report by the community development worker

b) extend the funding for room/hall hire for the Heads Up Café until 31 March 2022.

22/40 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 7 February 2022.

22/41 COMMITTEE MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the following Committee meetings:

a) Amenities Committee on 31 January 2022

N.B. By adopting the minutes, the Council agrees to the spending which was resolved under minute references A/22/06 and A/22/09.

Minute A/22/06, in particular, had delegated responsibility to the Chair and Vice Chair of the Amenities Committee in conjunction with the Town Clerk to seek clarification from the Council's preferred contractor prior to commissioning the path remediation works to replace the entire pathway leading to St Martin's play area with new pathing and to report any significant modifications to a future meeting of the Amenities Committee. Cllr Kim Bloxham reported that a meeting had taken place on 18 February 2022 at which a 24-month guarantee had been agreed with the Council's grounds maintenance contractor Tony Benger Landscaping, that the path would only be closed during the working day and that works would not commence within the school holidays.

b) Planning Committee on 31 January 2022 and 14 February 2022

22/42 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Council payments:

£9,600.00 to Tony Benger Landscaping for grounds maintenance in February 2022
£1,814.40 to D Chesney, Handcrafted Steel Solutions for the supply and installation of two additional barbeques
£299.99 to BHIB Insurance for cyber-crime insurance cover
£64.18 to See the Light for broadband and telephony
£60.00 for Grow Eat Do hall hire to be paid from a Grow Eat Do earmarked reserve which the Council holds
£240.00 to South West Lindy Hoppers for the delivery of free taster sessions through the Sport England Exeter and Cranbrook Local Delivery Pilot
£120.00 to the Exeter Tai Chi Chuan School for the delivery of free taster sessions through the Sport England Exeter and Cranbrook Local Delivery Pilot
£36.00 for Tai Chi hall hire for the delivery of free taster sessions through the Sport England Exeter and Cranbrook Local Delivery Pilot
£32.00 for meeting room hire for the sign language course paid from the Awards for All earmarked reserve

Younghayes Centre payments:

£845.60 to Green Machine for cleaning services in February 2022
£145.00 to Cranbrook Carpentry for various handyman works

22/43 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of

the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Kevin Blakey left the meeting.

22/44 APPOINTMENT OF A CONSTRUCTION PROJECT MANAGER

The Council considered a report recommending the appointment of a contractor in accordance with the Council's Financial Regulations for the project management of the construction stages of build projects, including the Ingrams sports pavilion, the wheeled sports facility and the town square in the town centre.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to engage Studio Four Architects as the Council's construction project manager during the construction phases of future construction projects on the basis that they had been engaged in a relevant capacity recently and that they had submitted the most economically advantageous proposal.

Cllr Kevin Blakey re-joined the meeting.

Cllr Sam Hawkins declared a personal interest in agenda item 20 (appointment of an internal auditor) by virtue of being acquainted with the principal of one of the firms under consideration.

22/45 APPOINTMENT OF AN INTERNAL AUDITOR

Cllr Sam Hawkins left the meeting.

The Council considered a report recommending the appointment of a contractor in accordance with the Council's Financial Regulations for the provision of internal audit services to the Council which formed part of the Annual Governance and Accountability Return.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to appoint the Devon Audit Partnership as the Council's internal auditor.

The meeting closed at 21:06pm.

Signed ---------- Date: 21 March 2022

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 17**

21 FEBRUARY 2022

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
31/12/2021	Cranbrook Town Council	Grow Eat Do hall hire	£	60.00
20/01/2022	Tony Benger Landscaping	20 elm trees funded by Devon County Council's locality budget	£	2,400.00
20/01/2022	Tony Benger Landscaping	15 elm trees to be refunded by The Tree Council	£	1,800.00
31/01/2022	Cranbrook Town Council	Hall hire Tai Chi (EMR 335 SELDP)	£	36.00
31/01/2022	Cranbrook Town Council	Meeting room hire Tai Chi (EMR 335 SELDP)	£	32.00
25/02/2022	Rialtas	Financial software annual support and maintenance	£	355.20
06/02/2022	Zurich Municipal	Insurance premuim 2022-23	£	3,216.59
06/02/2022	Rockbeare Village Hall	Hall hire boardgames club (EMR 330 Awards for All)	£	11.00
09/02/2022	SKYGUARD LTD	MYSOS Mandown annual subscription	£	285.12
08/02/2022	Hartwood Treeworks	Christmas Tree installation and removal	£	540.00
09/02/2022	Devon County Council	Vehicle crossing Phase 2 Country Park, Burrough Fields application fee	£	79.50
28/02/2022	Broadclyst Parish Council	RoSPA RPII play area inspection training for two employees on 28/2 and 1/3	£	380.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
05/01/2022	Concorde	Printing Costs	£	5.58
N/A	Asda Mobile	Office mobile monthly cost	£	30.00
11/02/2022	Core Office IT	Monthly email and cloud services hosting	£	290.04
11/02/2022	Core Office IT	IT Support	£	482.40

Signed ---------- Date: 21 March 2022

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
28/02/2022	Employees	Salaries	£	8,919.24
28/02/2022	HMRC	HMRC income tax and employer and employees' National Insurance Contributions	£	3,533.80
28/02/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	3,334.62

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
19/01/2022	Trinity	Invoice 554496 of £151.20 for call out less credit note 41882 for £79.20	£	72.00
23/01/2022	Johnsons Workwear	Tea towel and door mat cleaning	£	44.35
26/02/2022	Trinity	Emergency lighting repairs	£	457.61
05/02/2022	Eon	Heating	£	720.02
09/02/2022	Hanover	Shortening ropes in the lift	£	840.00
15/02/2022	See the Light	Broadband	£	16.80

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
31/01/2022	Biffa	Waste Collections	£	40.14
09/02/2022	Total Energies	Younghayes Centre electricity	£	3,563.34

MINUTES

Committee: Town Council
Date: Monday, 21 March 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

James Bogue, Active & Healthy People Programme Lead Exeter City Council
Eleanor Tomlinson, Wellbeing Exeter Programme Development Manager Exeter City Council
Aynsley Jones, Community Development Worker, Cranbrook Town Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/46 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Colin Buchan and David Foster.

22/47 DECLARATION OF INTERESTS

No declarations of interest were made.

22/48 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 21 February 2022 as a correct record.

22/49 PUBLIC PARTICIPATION

There were no members of the public in attendance.

22/50 SPORT ENGLAND LOCAL DELIVERY PILOT

The Council received an update on the delivery of Cranbrook strands as part of the Exeter and Cranbrook Sport England Local Delivery Pilot.

Exeter City Council's Active & Healthy People Programme Lead and Wellbeing Exeter Programme Development Manager attended the meeting, together with the Town Council's Community Development Worker.

Signed ---------- Date: 25 April 2022

The Active & Healthy People Programme Lead tabled a written update and highlighted that the Pilot had recently awarded three grants to community initiatives with more applications being considered. Evaluation and impact reports were collated 12 months following the award of a grant. Grants were awarded with conditions with a particular focus on increasing the physical activity levels in Cranbrook against which any initiative would be evaluated against. In case of equipment purchases with grant money, Exeter City Council was looking to stipulate conditions to safeguard any physical assets within the Move More Cranbrook network in case of any initiative failing.

The Council's Community Development Worker was currently organising a health and wellbeing day on 21 May 2022.

Discussions had been progressing regarding the possible delivery of a pump track in Cranbrook and the Pilot would be prepared to contribute £10,000 towards the delivery of the facility.

The Pilot had spent circa £75,000 on Cranbrook strands to date which represented an underspend. The Active & Healthy People Programme Lead was disappointed that not more activities in Cranbrook had resulted in more people being more active. On the other side, he was pleased with the foundations which had been established and the recruitment of staff who were working on the ground. The Active & Healthy People Programme Lead agreed to circulate budget information following the meeting and any intelligence which was available regarding the number of Cranbrook residents who had taken part in physical activities as a result of Pilot activities.

The Community Builder and Community Connector produced monthly dashboards which were already shared with the Town Council. The Community Connector post was currently vacant. Community Connectors in Exeter had been processing referrals in the meantime.

The Pilot was currently resourced until March 2025 and there was the possibility to apply to Sport England for additional funding until March 2024.

22/51 REPORT BY THE COMMUNITY DEVELOPMENT WORKER

The Council noted the Community Development Worker's monthly report.

22/52 DISTRICT AND COUNTY COUNCIL MATTERS

No reports had been received by the Devon County Councillors representing Cranbrook.

Cllr Kim Bloxham, representing East Devon District Council, added to the district councillors' report that East Devon District Council's Cabinet agenda had been published today which featured Cranbrook items.

22/53 TOWN COUNCIL'S FIVE-YEAR PLAN 2022-27

The Council considered the five-year plan for the period 2022-27 and noted that the Town Council's band D council tax was forecast to remain stable at £256.03 for the medium term.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to adopt the Council's five-year plan for the period 2022-27.

22/54 CITIZEN OF THE YEAR 2021-22

The Council considered a report on the nominations received for the citizen of the year award 2021-22.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) recognise Sharon Jewell as the Cranbrook citizen of the year 2021-22 on the basis of her long-term commitment to volunteering in Cranbrook.

b) submit a report to a future Council meeting regarding the future of the award.

22/55 CHARITY OF THE YEAR 2022-23

The Council considered a report on its charity of the year 2022-23.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) appoint the British Red Cross as Cranbrook Town Council's additional charity of the year 2021-22 and as the Council's charity of the year 2022-23.

b) endorse the donation of £1,000 to the Red Cross Ukraine appeal on 8 March 2022.

22/56 EXIT PROCEDURE

On 21 February 2022, the Council had resolved to review the Council's exit procedure in its entirety and to present a proposal to the next meeting of the Council (ref minute 22/38). The Council considered a revised exit procedure.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to adopt the revised exit procedure.

22/57 COUNCIL APPOINTMENTS

The Council appointed Cllr Matt Bayliss to the Council's Planning Committee.

22/58 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH SPECIAL RESPONSIBILITIES

The Council noted the reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

22/59 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 10 March 2022.

22/60 COMMITTEE MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the

a) Amenities Committee on 14 March 2022
b) Planning Committee on 21 February and 14 March 2022

22/61 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Sam Hawkins, seconded by Cllr Barry Rogers and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Council payments</u>

£16,030.56 to East Devon District Council for waste collections and litter picking in 2021-22
£1,058.40 to Core Office IT for reconfiguring the Younghayes1 network and setup of public PCs, resolving issues on Younghayes1 network printer and setting up new Finance and Deputy Clerk users
£540.00 to Studio Four Architects for project-managing the extension of the Cranbrook Medical Centre (re-charged to the NHS Devon Clinical Commissioning Group)
£65.64 to See the Light for broadband and telephony
£20.34 to an employee in travel expenses after delivering and collecting a laptop for repair at the Council's IT service firm in Honiton

Signed ---------- Date: 25 April 2022

A payment of £3,216.59 to Zurich Municipal had featured on the Council's schedule of payments dated 21 February 2022 which was subject to a premium increase subject to an up-to-date reinstatement cost for the Younghayes Centre having been obtained. The final premium was estimated to be in the region of £3,350.00 which would be paid and the final amount reported on the April 2022 schedule of payments.

A quote had been received from GTC for the electricity supply to a new CCTV installation at St Martin's play area for £337.00 but the quote received was out of date and to an incorrect installation address. The Council approved

Younghayes Centre payments

£672.00 to Croft Surveyors for producing a reinstatement survey and report for insurance purposes
£75.84 to Integrated Water Services Ltd for monthly temperature monitoring
£16.80 to See the Light for broadband

The Council resolved not to pay the E.ON invoice for £160.12 on the basis that E.ON issued an actual rather than an estimated bill.

22/62 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

22/63 DELIVERY OF A WHEELED SPORTS FACILITY

On 22 November 2021, the Council had considered tender documents relating to the delivery of a wheeled sports facility in the town centre in Cranbrook. Subsequently, the tender documents were published on the Council's website and the government's Contracts Finder platform (21/219).

It was proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to appoint Maverick Industries the preferred supplier of the design and build of the wheeled sports facility as specified in the tender documents and to work with the supplier to enable delivery within budget.

22/64 TOWN CENTRE MEMORANDUM OF UNDERSTANDING

The Council considered a draft memorandum of understanding relating to the development of the town centre in Cranbrook.

The Council had considered the draft document at its meeting on 24 May 2021 already (ref. minute 21/116).

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to agree the memorandum of understanding relating to the development of the town centre in principle for signing and to delegate to the Clerk together with the Chairman of the Council in consultation with the asset delivery working group to finalise and complete the legal documentation.

22/65 TOWN CENTRE DEED OF VARIATION

The Council considered a draft deed of variation to the Section 106 agreement covering the delivery of parts of the town centre in Cranbrook.

The Council's Standing Order 23 covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the execution of the deed of variation to the Section 106 agreement relating to the delivery of parts of the town centre in Cranbrook on behalf of the Council in accordance with the Council's Standing Order 23 and to delegate to the Clerk together with the Chairman of the Council in consultation with the asset delivery working group to finalise and complete the legal documentation.

22/66 TOWN SQUARE TRANSFER

The Council considered a draft land transfer document governing the transfer of the town square and lift in the town centre to the Town Council.

The Council's Standing Order 23 covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the execution of the transfer of the town square and lift in the town centre to the Town Council in accordance with the Council's Standing Order 23 and to delegate to the Clerk together with the Chairman of the Council in consultation with the asset delivery working group to finalise and complete the legal documentation.

The meeting closed at 8:25pm.

Signed ---------- Date: 25 April 2022

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 16**

21 MARCH 2022

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
24/02/2022	Stephens Scown	VAT element of invoice for deed of variation legal fees N.B. This position is completely recoverable from HMRC	£	254.00
23/02/2022	Ted Wragg Multi-Academy Trust	Facilities hire for community badminton (EMR 330)	£	240.00
28/02/2022	Tony Benger Landscaping	Sherford Way POS Planting	£	1,884.20
28/02/2022	Tony Benger Landscaping	6 New Horizon Elm trees supply and planting	£	720.00
28/02/2022	Tony Benger Landscaping	Clear debris Country Park	£	66.00
28/02/2022	Stephens Scown	South Whimple Farm legal costs	£	840.00
28/02/2022	Cranbrook Town Council	Meeting room hire for signing course (EMR 330)	£	16.00
28/02/2022	Cranbrook Town Council	Hall hire for Lindy Hop taster sessions (SELDP)	£	48.00
06/03/2022	Paul Hannaford	Cranbrook Education Campus session (funded via Community Safety Group)	£	1,700.00
07/03/2022	BHIB	Cyber insurance 2022-23	£	299.99
10/03/2022	Tony Benger Landscaping	Installation of litter bin at new barbecue site	£	894.00
12/03/2022	Rialtas Business Solutions Ltd	Facilities bookings Google Calendar website integration / support and maintenance	£	90.00
30/03/2022	SLCC	Deputy Clerk - Annual Membership Fee		£270.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC

Signed ---------- Date: 25 April 2022

08/03/2022	Core Office IT	IT support	£	482.40
08/03/2022	Core Office IT	Email account hosting	£	290.04

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
28/03/2022	Employees	Salaries	£	9,555.74
28/03/2022	HMRC	HMRC income tax and employer and employees' National Insurance Contributions	£	4,536.32
28/03/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	3,738.76

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
20/02/2022	Johnsons Workwear	Tea towel and door mat cleaning	£	55.44
27/01/2022	IWS	Monthly Legionella Testing (Jan - 27/01/22)	£	75.84
22/02/2022	IWS	Monthly Legionella Testing	£	75.84
01/03/2022	Greg Waller Plumbing and Heating	Replacing taps in ladies toilets	£	56.85
01/03/2022	Trinity	Installing isolation switch and smoke detector	£	1,161.61
03/03/2022	Greg Waller Plumbing and Heating	Clearing blockage in gents toilets	£	22.85
08/03/2022	Miss Karen Thomas	Refund YHC booking - due to illness, adequate notice provided in advance PAID	£	36.00
09/03/2022	E.ON	Heat	£	160.12
10/03/2022	SML Contracts	Emergency plumbing callout 23 December 2021	£	334.50
11/03/2022	Churches Fire	Fire extinguisher service	£	109.25

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC

Signed ---------- Date: 25 April 2022

01/03/2022	Biffa	Waste Collections	£	52.30
07/03/2022	Total Energies	Electricity	£	523.11

Signed ---------- Date: 25 April 2022

MINUTES

Committee: Town Council
Date: Monday, 25 April 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Kirsty Mushing, Treasurer, 1st Cranbrook Scouts
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/67 APOLOGIES FOR ABSENCE

No apologies for absence were received.

22/68 DECLARATION OF INTERESTS

No declarations of interest were made.

22/69 MINUTES

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 21 March 2022 as a correct record.

22/70 PUBLIC PARTICIPATION

There were no members of the public in attendance.

22/71 GRANT APPLICATION – 1ST CRANBROOK SCOUTS

The Council considered the attached grant application from the 1st Cranbrook Scouts for £3,000 towards re-building the group since the pandemic.

The Council noted the substantial grant application at the beginning of the financial year and that the application had not detailed what exactly the grant would fund. On 26 April 2022, Cllr Ray Bloxham and the Clerk would meet with the Scout leader and a suggestion was made to ascertain more details regarding the Scouts' needs in Cranbrook, e.g. meeting space and storage, and the exact purpose of the grant then.

Signed ---------- Date: 23 May 2022

The Treasurer of the 1st Cranbrook Scouts attended the meeting in support of the application and explained that the grant would settle the 1st Cranbrook Scouts' debt with the Scout Association. The Treasurer further explained that fundraising activities had ceased with the Covid-19 pandemic and that fundraising campaigns would commence again this year.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to defer the consideration of the grant application until after the meeting with the Scout Leader on 26 April 2022

22/72 DISTRICT AND COUNTY COUNCIL MATTERS

No reports from the Devon County Councillors representing Cranbrook had been received.

The Council noted the report by the District Councillors. In response to a councillor's question, Cllr Kevin Blakey, representing East Devon District Council, reported that the District Council was coordinating efforts locally in facilitating the arrival of Ukrainian refugees by e.g. inspecting the suitability of host accommodation.

22/73 MULTI-USE GAMES AREA TENDER

The Council considered tender documents relating to the delivery of a multi-use games area at the Ingrams sports pitches for launching the tender in accordance with the proposed timetable and in accordance with relevant public procurement regulations.

The Council suggested a change in the wording of the tender document to allow for the delivery of an appropriate surface which was compliant with Sport England requirements, which would facilitate the target sports and which would feature a lifespan of a minimum of 15 years.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the tender document for publication on the Council's website and the government's Contracts Finder platform.

22/74 ELECTRIC CARGO BIKE

The Council considered a report appraising the need for an electric cargo bike in Cranbrook.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Ray Bloxham and **resolved** to not provide an electronic cargo bike for the Cranbrook community at present and to revisit the anticipated need for one when the town centre is operational.

22/75 REPORT BY THE COMMUNITY DEVELOPMENT WORKER

The Council noted the report by the Community Development Worker.

22/76 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 18 April 2022.

22/77 COMMITTEE MINUTES

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the Planning Committee on 11 April 2022.

22/78 SCHEDULE OF PAYMENTS

The Council noted that it had authorised a payment of £3,216.59 to Zurich Municipal on 21 February 2022 which was subject to a premium increase subject to an up-to-date reinstatement cost for the Younghayes Centre having been obtained. The final premium had been estimated to be in the region of £3,350.00 which Council authorised would be paid and the final amount reported on the April 2022

schedule of payments (ref. minute 22/61 of the full Council meeting on 21 March 2022). Subsequently, the following payments had been processed and paid on 31 March 2022:

£3,216.59 relating to the original renewal invite
£81.65 relating to the addition of CCTV cameras for £6,000, 16 picnic tables for £16,000, increase to computers to £6,000 as well as the update to key personnel
£43.87 for the increase to the Younghayes Centre reinstatement value and contents

The Council considered its monthly schedule of payments. It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Council payments

£12.70 to Cllr Ray Bloxham in expenses for posting the E.ON licence relating to the construction of their Eastern transmission main to the Council's legal representative and travel expenses relating to the collection of the Queen's Jubilee tree plaque from East Devon District Council's depot in Sidmouth
£119.90 to Zoom for the annual subscription fee
£76.71 to See the Light for broadband and telephony
£21.25 employee expenses – £5.80 for refreshments for the Annual Town Meeting on 11 April 2022 and £15.45 Special Delivery Royal Mail for the deed of variation and memorandum of understanding
£215.24 to Stalite Signs for the Signs and QR codes for the Jubilee Trail in the Country Park.

Younghayes Centre payments

£898.58 to Green Machine for cleaning services in April 2022 N.B. From 1 April 2022, the cost of cleaning the Younghayes Centre increased from £845.60 to £898.58 monthly
£44.35 to Johnsons Workwear for tea towel and door mat cleaning

Younghayes Centre direct debits

£1,279.21 to Eon for heating costs, this supersedes Eon invoice for £754.95 dated 05 April 2022.

22/79 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

22/80 INGRAMS SPORTS PAVILION CONTRACT

On 10 January 2022, the Council had appointed Healthmatic the preferred supplier for the design and build of the Ingrams sports pavilion as specified in the original tender documents and to work with the supplier to enable delivery within budget (ref. minute 22/8).

Subsequently, the Council received the JCT design and build contract which is signed under deed.

The Council's Standing Order 23 covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The Council is invited to approve the execution of the contract under deed on behalf of the Council in accordance with Standing Order 23.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to sign and execute the JCT DB Design and Build Contract 2016.

Agenda items 15 (Cranbox business plan) and 16 (E.ON easement agreement) were withdrawn from the agenda on the basis of no supporting documents having been received in time for the meeting.

The meeting closed at 7:41pm.

Signed ---------- Date: 23 May 2022

MINUTES

Committee: Town Council
Date: Monday, 23 May 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matt Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/81 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2022-23 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Kim Bloxham proposed that Cllr Les Bayliss be elected Chairman of the Council for 2022-23. This was seconded by Cllr Kevin Blakey and **resolved**. It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

22/82 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2022-23 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Ray Bloxham proposed that Cllr Kevin Blakey be elected Vice-Chairman of the Council for 2022-23. This was seconded by Cllr Barry Rogers and **resolved**. It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

22/83 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Colin Buchan.

22/84 DECLARATION OF INTERESTS

No declarations of interest were made.

22/85 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to accept and sign the minutes of the meeting held on 25 April 2022 as a correct record.

Signed ---------- Date: 27 June 2021

22/86 PUBLIC PARTICIPATION

No members of the public were in attendance.

22/87 GRANT APPLICATION – 1ST CRANBROOK SCOUTS

The Chairman removed this item from the agenda on the basis that a revised grant application had not been received in time for this meeting.

22/88 REPORTS BY DISTRICT AND COUNTY COUNCILLORS

Cllr Kim Bloxham, representing East Devon District Council, updated the Council regarding the E.ON customer evening on Wednesday, 18 May 2022 which had been well-attended.

The Council noted the district councillors' report.

No reports from the county councillors had been received.

22/89 REVIEW OF THE CODE OF CONDUCT

The Council reviewed its Code of Conduct.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the Town Council's existing Code of Conduct.

22/90 REVIEW OF FINANCIAL REGULATIONS

a) Review of the Council's Financial Regulations

The Council reviewed its Financial Regulations.

It was suggested to review the document in detail to enable greater flexibility in the way the Regulations were discharged, e.g. in relation to section 5.4 ("The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance and Personnel Committee meeting.") to reflect that the RFO could delegate those functions to another member of staff.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Les Bayliss and **resolved** to review the Town Council's Financial Regulations in detail at the next meeting of the Council's Finance & Personnel Committee on 20 June 2022

b) Review of the Council's Regular Payments

The Council also reviewed its regular payments (ref. section 5.6 of the Financial Regulations).

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to approve the Council's regular payments.

c) Bank Signatories

The Council reviewed the current duly authorised bank signatories as follows:

i. "View and Submit" level of access: Janine Gardner and Alexandra Robinson
ii. "View and Authorise" level of access: Cllrs Kevin Blakey, Ray Bloxham and Colin Buchan

It was proposed by Cllr Sam Hawkins, seconded by Cllr Barry Rogers and **resolved** to confirm the Council's duly authorised bank signatories.

22/91 REVIEW OF STANDING ORDERS

The Council considered its Standing Orders and, in particular, sections 18 (f) and (g) and 23.

It was proposed by Cllr Ray Bloxham and seconded by Cllr Kevin Blakey and **resolved** to

a) update sections 18 (f) and (g) to bring the Standing Orders in line with the procurement requirements of section 135 of the Local Government Act 1972 and The Public Contracts Regulations 2015 and to delegate to the Clerk and Chairman of the Finance & Personnel Committee to make the necessary amendments.

b) amend section 23 by the addition of a new paragraph c as follows:

> "c. In any case where it is necessary to execute a legal deed as a matter of urgency, the execution may be authorised by the Clerk together with the Chairman of the Council and Chairman of the Finance & Personnel Committee in consultation with all councillors. Any two members so authorised may sign. The actions must be presented to and ratified by Council at the first available opportunity thereafter."

c) add a subclause "Subject to Standing Order 23c" to Standing Order 23a.

22/92 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO TOWN COUNCIL COMMITTEES AND WORKING GROUPS

The Council appointed councillors to its committees and working groups as follows:

<u>Amenities Committee</u>
Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Barry Rogers

<u>Finance & Personnel Committee</u>
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers
Vacancy

<u>Planning Committee</u>
Cllr Les Bayliss
Cllr Matt Bayliss
Cllr Kevin Blakey
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Barry Rogers

<u>Asset Delivery</u>
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Town Clerk

Signed ---------- Date: 27 June 2021

Safety Working Group
Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan
Town Clerk

The Council disbanded its CCTV working group on the basis that it had fulfilled its purpose.

22/93 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF TOWN COUNCIL COMMITTEES

The Council appointed the following Chairmen and Vice-Chairmen of each Committee:

Amenities Committee
Cllr Barry Rogers (Chair)
Cllr Kim Bloxham (Vice-Chair)

Finance & Personnel Committee
Cllr Sam Hawkins (Chair)
Cllr Kevin Blakey (Vice-Chair)

Planning Committee
Cllr Ray Bloxham (Chair)
Cllr Les Bayliss (Vice-Chair)

22/94 APPOINTMENT OF COUNCILLORS WITH LEAD RESPONSIBILITIES

The Council appointed the following councillors with lead responsibilities:

E.ON district heating liaison: Cllr Kim Bloxham
Gypsy and traveller liaison: Cllr Colin Buchan
Highways issues: Cllr Ray Bloxham
Risk management, emergency planning and health and safety: Cllr Les Bayliss
Street naming suggestions: Cllr Les Bayliss

22/95 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

The Council appointed the following councillors to the following outside bodies:

Catchment-Sensitive Communities: Cllr Barry Rogers
Cranbrook Strategic Delivery Board: Cllr Les Bayliss
Cranbrook and Ottery St Mary Community Safety Group: Cllr Kim Bloxham
East Devon Arts and Culture Forum: Cllr Colin Buchan
Exeter Airport Consultative Committee: Cllr Les Bayliss
Exeter University Geography Research Programme: Cllr Barry Rogers
Larger Councils Forum: Cllr Barry Rogers
Police and Crime Commissioner Councillor Advocate: Cllr Kim Bloxham
Sky Park / Hayes Farm Liaison Group: Cllr Ray Bloxham
Sport England Local Delivery Pilot Board: Cllr Kevin Blakey
Sport England Local Delivery Pilot Cranbrook Steering Group: Cllr Les Bayliss
Tree Warden Forum: Cllr Barry Rogers

The Council appointed its Community Development Worker as its representative on the Move More Group.

The Council disbanded the Ingrams Management Committee until the Ingrams pavilion was delivered.

22/96 REVIEW OF COUNCIL POLICIES

a) Review of Council Policies

The Council reviewed the following Town Council policies:

- Accessibility Policy and Roadmap
- Publication Scheme
- Use of Public Open Spaces Policy

It was proposed by Cllr Les Bayliss, seconded by Cllr Sam Hawkins and **resolved** to approve the Council's Accessibility Policy and Roadmap and the Council's Publication Scheme.

Regarding the Use of the Public Open Space document, it was suggested to add fishing to the list of uses which were inconsistent with the vision and were not permitted. It was further proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to

a) amend the third paragraph to read:

"Some uses are inconsistent with the vision and are not permitted, including:

- Access by motor vehicles except authorised by the Town Council for the purposes of maintenance or providing support to an authorised event (see vehicle access to support events below);
- Fires;
- Flying motorised model aircraft and drones."

b) add a new fourth paragraph as follows:

"Vehicle access to support events
Where it is necessary for a vehicle to enter the country park to support an authorised event the following will apply:

- Prior Council authority must be obtained;
- The event will be held in the amenity space in Long Meadow:
- Vehicle access to the site will be via the vehicle entry point off Burrough Fields using the reinforced grass access track;
- Light vehicles of no more than 3.5 tonne gross weight will be used, subject to the manufacturer's recommendation regarding the weight-bearing capacity of the grass crete;
- Vehicles supporting the event will park on the area of reinforced grass adjacent to the amenity event space in Long Meadow;
- Support vehicles will not access nor park on grassed areas which are not reinforced."

c) amend the subsequent paragraph which relates to the use of barbecues to take account of the additional facilities now in place as follows:

"The use of barbecues is only permitted in designated areas where the Council has installed permanent barbecues. Where disposable barbecues are used these must be placed inside the permanent barbecue structures."

22/97 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to delegate authority to the Chairman of the Council and the Chairman of the Finance & Personnel Committee to review the Council's arrangements for insurance cover in respect of all insured risks and to report their findings to the next meeting of the full Council.

22/98 TOWN COUNCIL MEETINGS CALENDAR 2022-23

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to agree the time and place of ordinary meetings of the full Council and its committees up to and including the next annual meeting of the Council.

22/99 REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OUTSIDE BODIES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to confirm that the Council was a member of the Devon Association of Local Councils and that the Clerk and the Deputy Clerk were members of the Society of Local Council Clerks.

22/100 PUMP TRACK

The Council considered a report regarding the delivery of a bicycle pump track in the town and noted that a formal confirmation was awaited from the local planning authority regarding whether planning consent was required for the facility.

The Council had also applied to East Devon District Council for match-funding and a report was scheduled to be considered by the Cranbrook Strategic Delivery Board in June 2022 and East Devon District Council's Cabinet in July 2022.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) progress the delivery of a pump track for the town;

b) agree to the proposed location in Stone Meadow as indicated on the location plan presented to the meeting;

c) allocate £10,000 in an earmarked reserve for the project funded by an underspend from the 2021-22 grounds maintenance budget;

d) accept the offer of £10,000 of funding from the Sport England Local Delivery Pilot;

e) agree to pursue funding opportunities to match-fund the project with a further £20,000;

f) agree to dispense the Financial Regulations and to appoint Forte Trailscapes Ltd as a preferred supplier and delegates to the Clerk and Asset Delivery Working Group to progress the project;

g) report on progress to Council in due course.

22/101 DELIVERY OF THE INGRAMS PAVILION

The Council considered a report recommending earmarking £301,750 from the Council's general reserves to deliver two additional changing rooms.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to support the use of £301,750 from the Council's general reserves to deliver the additional two changing rooms within the Ingrams sports pavilion.

22/102 UPDATE FROM LEAD MEMBER FOR HIGHWAYS ISSUES

The Council considered a report from the lead member for highways issues.

The Council noted that a report was being prepared for the next meeting of the Council's Amenities Committee regarding the vehicle-activated traffic signs (VAS).

Signed ---------- Date: 27 June 2021

The Council noted the report.

21/103 CLIMATE CHANGE PLAN

The Council considered the progress against its climate change plan which had been adopted on 21 February 2022 (ref. minute 22/33).

The Council sought clarity on the update in relation to the entry “Develop environment education initiatives in conjunction with schools and other partners including young people to increase climate change awareness, including walking and cycling including to and from school”.

The following updates were presented to the meeting:

Continue working with partners on environmental options for property purchasers

Both Taylor Wimpey and Persimmon had given an undertaking to offer environmental enhancement options to purchasers with immediate effect. To date, regrettably, Linden Homes had failed to engage with the delivery partners meetings despite numerous attempts to attract their involvement – not only by the Town Council but also through the East Devon New Community partners.

Climate change as a material consideration in all planning application including the design and location of any new buildings or infrastructure is resilient to the effects of climate change by including water conservation measures, appropriate heating/cooling and ventilation equipment and sustainable drainage systems

Currently all planning applications were reviewed for their environmental impacts with the Planning Committee responding to the planning authority as part of the consultation response. This included sustainable drainage options and future adoption and maintenance provisions. Future considerations would need to reflect the fact that new homes would have to produce around 30% less carbon emissions as part of a major update to the building regulations. This included an uplift to existing energy efficiency standards for homes, and was a steppingstone towards the introduction of the Future Homes Standard in 2025.

The new Building Regulations comprised five new Approved Documents, including uplifts to Part L (fuel and power) and Part F (ventilation), which would come into effect from 15 June 2022, and would have a marked impact on new homes and existing homes. With regard to existing homes changes to Part L & Part F of the Building Regulations would set new minimum standards for fabric efficiency. For example, there would be a new efficiency metric for the whole house calculation method for new extensions. There would be a requirement for new or replacement heating system designs to accept low-carbon heating in future, including integrating the latest Ecodesign appliance benchmarks.

A transition period would now commence until June 2022, when the new regulations would come into effect, which were designed to allow for planning applications which were currently in progress. Legislation would require newbuild homes and buildings to have electric car charging points and this would come into effect from 2022, including self-builders. This would have an impact on the design and delivery of terraced properties where parking was located away from the home.

22/104 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 13 May 2022.

22/105 COMMITTEE MINUTES

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the Amenities Committee on 9 May 2022.

22/106 SCHEDULE OF PAYMENTS

The Council noted that the payment for T-shirts for the Health and Wellbeing Day which had been held on 21 May 2022 would be paid from earmarked reserve (EMR) 335 (Sport England Community Development Delivery Budget).

Regarding the payment to Greg Waller Plumbing Ltd for the water trough maintenance at the Crannaford Allotments, the Council noted that a report would be submitted to the next meeting of the Amenities Committee regarding the water troughs cleaning requirements.

The Council considered its monthly schedule of payments. It was proposed by Cllr Barry Rogers, seconded by Cllr Kim Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Council payments

£62.99 to See the Light for broadband and telephony
£19.99 employee expenses for Health and Wellbeing Day (EMR 335)

Younghayes Centre payments

£96.19 to Trinity Fire & Security Systems for routine service of the fire detection and alarm systems
£898.58 to Green Machine for cleaning of the Younghayes Centre
£36.00 refund for hall hire during a fire alarm incident which resulted in the evacuation of the building

Direct Debits Younghayes Centre

£710.64 to Eon for heat

Agenda items 27 (exclusion of press and public), 28 (Cranbox business plan) and 29 (E.ON easement agreement) were withdrawn from the agenda on the basis of no supporting documents were received in time for the meeting.

The meeting closed at 8:21pm.

Signed ---------- Date: 27 June 2021

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 26**
23 MAY 2022			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
20/01/2022	Tony Benger Landscaping	Extend and widen protection mat, table tennis area	£ 535.98
19/04/2022	Healthmatic	Ingrams Pavilion JCT Design & Build Contract Milestone payment 1	£ 55,678.78
26/04/2022	Stephens Scown	VAT element of invoice for deed of variation legal fees (recoverable from HMRC)	£ 355.20
28/04/2022	Studio Four Architects	Project management Ingrams pavilion	£ 950.40
28/04/2022	Studio Four Architects	Project management skatepark	£ 288.00
30/04/2022	Tony Benger Landscaping	Maintenance April 2022, worship land and Cranbrook MLR from Education Campus	£ 26,338.63
30/04/2022	Tony Benger Landscaping	Planting of Elm Tree to replace fallen veteran oak in Country Park	£ 120.00
30/04/2022	Tony Benger Landscaping	Fencing repairs at Crannaford Allotments	£ 57.60
21/05/2021	AS Signs & Graphics	Fleece Jackets and High Viz sleeveless jackets - NB invoice not presented to CTC until 090522 depsite requests	£103.20
09/05/2022	Cranbrook Town Council	Hall hire April 2022 SEND project (EMR 330 Awards for All)	£ 24.00
06/05/2022	Greg Waller Plumbing Ltd	Water trough maintenance Crannaford Allotments	£ 115.40
10/05/2022	Stitch 2 Print Ltd	Volunteer T-shirts for Health and Wellbeing Day	£ 67.80
10/05/2022	Rialtas Business Solutions	Year-end closedown	£ 669.60
29/05/2022	Rialtas Business Solutions	Omega cashbook only annual support and maintenance licence	£474.00

Signed ---------- Date: 27 June 2021

16/05/2022	Castle CCTV	Interim Payment St Martins CCTV	£2,400.00
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
04/04/2022	Concorde	Printing Costs	£ 7.92
n/a	Asda Mobile	Office mobile monthly cost	£ 30.00
	Core Office IT	Monthly email and cloud services hosting	
	Core Office IT	IT Support	
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/05/2022	Employees	Salaries	£ 10,072.50
27/05/2022	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£4,033.41
27/05/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 4,424.84
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/04/2022	South West Water	Water and sewage charges	£ 399.80
30/04/2022	Tony Benger Landscaping	Grounds maintenance	£ 81.74
10/05/2022	IWS	Legionella Testing	£ 75.84
16/05/2022	See the Light	Broadband	£ 16.80
REFUND	Younghayes Centre	Unprompted over-payment invoice YHC-534 for £36.00 hirer paid £54.00 and requires refund of £18.00	£18.00
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
09/05/2022	Total Energies	Electricity	£ 2,113.21
30/04/2022	Biffa	Waste Collections	£ 65.22

MINUTES

Committee: Town Council
Date: Monday, 27 June 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Les Bayliss (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Barry Rogers

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/107 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Matt Bayliss, Kevin Blakey and Sam Hawkins.

22/108 DECLARATION OF INTERESTS

No declarations of interest were made.

22/109 MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 23 May 2022 as a correct record.

22/110 PUBLIC PARTICIPATION

There were no members of the public in attendance.

22/111 SPORT ENGLAND LOCAL DELIVERY PILOT

The Chairman reported that this item would be considered at the next meeting of the full Council on 25 July 2022.

22/112 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by the District Councillors representing Cranbrook.

The Council had not received a report from the County Councillors representing Cranbrook.

22/113 TOWN COUNCIL'S ANNUAL REPORT

The Council considered its annual report covering the period 1 April 2021 until 31 March 2022.

Signed: ---------- Date: 25 July 2022

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to approve the 2021-22 annual report.

22/114 FINANCIAL REGULATIONS

On 23 May 2022, the full Council had resolved to review the Town Council's Financial Regulations in detail at the next meeting of the Council's Finance & Personnel Committee on 20 June 2022 (ref. minute 22/90). The version of the Council's Financial Regulations presented to this meeting included the Finance & Personnel Committee's recommended changes.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the Council's amended Financial Regulations with the changes as circulated with the agenda.

22/115 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021-22

a) Report by the Internal Auditor

The Council considered the report by the internal auditor covering the year 2021-22 financial year who had conducted a review of the Council's financial procedures and governance arrangements. The internal auditor had awarded the Council a "Substantial Assurance" rating, the highest rating in their assurance hierarchy, and concluded that the Council operated a sound system of governance, risk management and control, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the areas audited.

The Council noted the report by its internal auditor covering the 2021-22 financial year.

b) Section 1 – Governance Statement

The Council considered Section 1 in the annual governance and accountability return 2021-22, the governance statement.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to respond positively to each of the eight assertions in Section 1 of the annual governance and accountability return 2021-22, the governance statement.

c) Asset Register

The Council considered its asset register dated 31 March 2022.

The street furniture in South View Pasture which had been raised under minute F&P/22/20 at the Finance & Personnel Committee on 20 June 2022 has been added to the 2022-23 asset register.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the Council's asset register dated 31 March 2022.

d) Section 2: Statement of Accounts 2021-22

The Council considered the Accounting Statements set out in Section 2 of the annual governance and accountability return.

It was proposed by Cllr Colin Buchan, seconded by Cllr Les Bayliss and **resolved** to approve the Accounting Statements set out in Section 2 of the annual governance and accountability return.

e) Period for the Exercise of Electors' Rights

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the period for the exercise of public rights from Friday, 1 July until Friday, 12 August 2022.

f) Statement of Internal Control

The Council considered its Statement of Internal Control.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the Council's Statement of Internal Control.

22/116 COUNCIL FEES AND CHARGES

The Council considered a report on the fees and charges it raised.

The Council noted that the fees and charges relating to the Younghayes Centre had never been reviewed since the building transferred to the Town Council in November 2019.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to retain all fees and charges at the current level and to consider those fees and charges again during the budget setting cycle in the autumn 2022 in respect of

a) the Younghayes Centre.

b) after having sought confirmation from South West Water regarding the water charges at the Crannaford Allotments.

c) the Ingrams sports pitches which would be subject to a business plan being presented to the Council at its meeting in August 2022.

22/117 COUNCIL'S INSURANCE ARRANGEMENTS

On 23 May 2022, the Council had delegated authority to the Chairman of the Council and the Chairman of the Finance & Personnel Committee to review the Council's arrangements for insurance cover in respect of all insured risks and to report their findings to the next meeting of the full Council (ref. minute 22/97).

The Council considered a report summarising the findings and the Clerk reported that confirmation had been received by the Council's insurer that the insurance for a loss of rental income had been included in the Council's insurance cover at no additional premium in 2022-23.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to confirm that the Council was satisfied that its arrangements for insurance cover in respect of all insured risks were adequate.

22/118 QUEEN'S PLATINUM JUBILEE CELEBRATIONS

The Council considered a report regarding the Platinum Jubilee celebrations and placed on record its thanks to the individuals who had been planning the events and who had been helping at the events. The Council also noted the cost of delivering events like these.

The Council noted that the Cranbrook Running Club which usually had their fees waived for the use of the Country Park in lieu of fundraising for the Council's charity of the year had chosen to fundraise for different charities over the Jubilee weekend.

The Council noted the report.

22/119 COMMUNITY ENGAGEMENT STRATEGY

The Council considered a draft community engagement strategy.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the community engagement strategy.

22/120 REPORT BY THE COMMUNITY DEVELOPMENT WORKER

The Council considered the Community Development Worker's monthly report and requested clarification regarding how the number of residents attending the Health and Wellbeing Day on 21 May 2022 as well as the number of people taking the stress and the gut health tests on that day had been calculated.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to provide soft play sessions for under 7s in the hall in the Younghayes Centre during the summer holidays funded by the Sport England Local Delivery Pilot earmarked reserve as per the report on the conditions that

a) the Community Development Worker delivered that programme without any demand on other members of Council staff.
b) in the absence of the Community Development Worker for whatever reason the sessions would be cancelled.
c) the sessions would be charged at £1 in entry fees per family attending.

22/121 COMMUNITY SPEEDWATCH

The Council considered a report on the Community Speedwatch in Cranbrook, placed its thanks to Cllr Barry Rogers for establishing the scheme and noted the low number of volunteers.

The Council also noted that the Devon and Cornwall Police No Excuses team had attended Cranbrook recently.

The Council noted the report.

22/122 USE OF THE COUNTRY PARK EVENT SPACE

The Council considered a report on the use of the Country Park event space.

Regarding the Council's policy on the use of public open spaces, the Council clarified that it had recommended to seek the grass crete manufacturer's guidance on the weight-bearing capacity of the material and to include that recommendation in the policy rather than the existing wording.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to accept Town Council events and activities as well as community and charity events within the event space and to review the inclusion of possible commercial activities in six months' time in light of experience.

22/123 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Council reviewed its risk management arrangements and, in particular, the following documents:

a) Health and Safety Policy

b) Risk Management Strategy and Risk Register

c) Risk Assessments as follows:

i. Slips and Trips Generic
ii. Manual Handling Generic
iii. Office Safety
iv. Kitchen
v. Playground Safety
vi. Councillor
vii. Allotments Safety
viii. Christmas Tree
ix. Lone Working
x. Country Park General Tasks
xi. Country Park Events

Signed: ---------- Date: 25 July 2022

xii. Country Park River Work
xiii. Driving
xiv. Younghayes Place Car Park
xv. Risk Assessment Temp A – Home Working All Staff (temp)
xvi. Risk Assessment Temp B – Return to Work Post Covin-19 (temp)
xvii. Risk Assessment Temp C – Council Meetings

d) Younghayes Centre Fire Management Plan and Fire Risk Assessment

The Council's Safety Working Group had reviewed the above documents in June 2022.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Ray Bloxham and **resolved** to approve the above documents in their entirety.

e) Future Review of Risk Management Arrangements

The Council considered a report recommending a change in the Council's review of risk management arrangements.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to

a) review the Council's arrangements relating to risk management, fire safety, health and safety and emergency planning once in a Council period, i.e. every four years.

b) receive reports as and when a need arises at any time in relation to risk management, fire safety, health and safety and/or emergency planning.

c) carry out an annual risk management audit with findings reported to the full Council annually.

d) amend the safety working group's terms of reference to reflect the above.

22/124 VEXATIOUS CUSTOMERS

The Council considered a report recommending a decision-making process for determining vexatious customers.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to delegate authority to the Chairman of the Council, the Chairman of the Council's Finance & Personnel Committee and the Clerk to apply the criteria in relation to vexatious customers in the Council's customer service policy and recommend a decision to the remaining Council members in an email consultation.

22/125 COMMITTEE MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the

a) Amenities Committee on 6 June 2022 and the
b) Finance & Personnel Committee on 20 June 2022.

22/126 ST MARTIN'S PATH REPLACEMENT

The Council considered a report regarding the replacement of sections of path in the St Martin's public open space.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to replace the entire pathway with the new pathing (granular sub-base atop terram geotextile layer with a top layer of self-binding gravel), which has proved harder wearing throughout other areas of the Country Park at £21,508 plus VAT across an area of 283m.

22/127 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments.

The Council was concerned that the E.ON heat invoices might be incorrect and noted that the Council's Property Administrator was in contact with E.ON's customer services team to arrive at a correct invoice. The payment of £783.50 had been cancelled and the £177.46 was incorrect and needed to be challenged.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Council payments

£60.00 to VRVE Exeter Ltd for the prize awarded at the Jubilee Pub Quiz (EMR 335)

Younghayes Centre payments

£3,650.00 to Outsource Engineering for renewing the Younghayes Centre's Electric Installation Condition Report (EICR) before it expired on 26 July 2022

Direct Debits Younghayes Centre

£177.46 to E.ON for heat (suspected incorrect)

22/128 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

22/129 STONE MEADOW NEAP AND TRIM TRAIL

The Council considered a report regarding the delivery of the Neighbourhood Equipped Area of Play (NEAP) and the trim trail in the Country Park.

It was proposed by Cllr Barry Rogers, seconded by Cllr Kim Bloxham and **resolved** to retain Earthwrights as the preferred supplier for the delivery of the NEAP and trim trail in Robinia timber in the Country Park or an alternative location in Cranbrook subject to obtaining further written clarification regarding the guarantees and warranties.

22/130 E.ON EASEMENT AGREEMENT

The Council received an update from Cllr Ray Bloxham regarding the emerging easement with E.ON UK PLC governing parts of the district heating pipe infrastructure being installed on Town Council land.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to

a) notify the local planning authority that the Council was content with the location and scale of the proposed scrape provided that full remediation is made after the work is complete including any impacts of soil compaction.

b) accept the scheme of shared maintenance.

c) negotiate with E.ON further to finalise the scheme of shared maintenance.

Signed: ---------- Date: 25 July 2022

d) seek a capital contribution from E.ON towards the pump track.

The meeting closed at 8:47pm.

Signed: ---------- Date: 25 July 2022

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 21**
27 June 2022			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
29/03/2022	Complete Weed Control	Weed Control Cranbrook	£ 180.00
24/05/2022	Tony Benger Landscaping	May 2022 grounds maintenance incl. worship land and MLR strips from Education Campus	£ 30,643.80
24/05/2022	Tony Benger Landscaping	Installation of five-bar gate at Burrough Fields to access Country Park	£ 1,584.00
24/05/2022	Tony Benger Landscaping	Installation of Grass Protecta Matting to event space in Counrty Park	£ 17,280.00
24/05/2022	Kennford Tarmacadam	Vehicle Crossing	£2,100.00
23/05/2022	Rockbeare Village Hall	Board Games March	£33.00
23/05/2022	Rockbeare Village Hall	Board Games April	£22.00
25/05/2022	Studio Four	Ingrams pavilion project management	£2,256.00
27/05/2022	Wicksteed	SeeSaw & Installation Hayes Square	£3,915.54
31/05/2022	Tony Benger Landscaping	Repair swing at St. Martins & install new swing at Northwood Acres	£ 164.05
31/05/2022	Stalite Signs	Sign Post Clips	£ 8.28
31/05/2022	Cranbrook Town Council	Hall hire Community Connection Team EMR 330	£ 30.00
31/05/2022	Cranbrook Town Council	Hall hire Health and Wellbeing Day 21 May 2022 (EMR 335)	£ 72.00
03/06/2022	Joe Fisher	Jubilee Quiz	£150.00
07/06/2022	Dynamic Entertainment	Jubilee Entertainment - balance	£345.00
06/06/2022	OUTCO	Gritting December 2021	£148.80
06/06/2022	OUTCO	Gritting January 2022	£1,934.40
06/06/2022	OUTCO	Gritting February 2022	£595.20
06/06/2022	OUTCO	Gritting March 2022	£148.80

Signed: ---------- Date: 25 July 2022

09/06/2022	Stephens Scown	Legal costs - Younghayes Place car park	£ 372.00
13/06/2022	Euroffice	SELDP stationery (£204.16) subject to credit query (£21.76)	£182.40
13/06/2022	Euroffice	Credit Note (£21.76)	
15/06/2022	Devon County Council	Internal audit 2021-22	£ 720.00
15/06/2022	See the Light	Broadband and telephony	£ 75.34
08/07/2022	Imagin Products Ltd	Staff Name Badge	£13.56
20/06/2022	Outsource Engineering	EV Charge Point Distribution Board Upgrade	£ 420.00
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
06/06/2022	Concorde	Printing Costs	£ 28.19
n/a	Asda Mobile	Office mobile monthly cost	£ 30.00
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/06/2022	Employees	Salaries	£ 10,832.91
28/06/2022	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£4,040.43
28/06/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 4,639.69
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/05/2022	Johnsons Workwear	Tea towel and door mat cleaning	£ 55.44
24/05/2022	Tony Benger Landscaping	Grounds maintenance	£81.74
24/05/2022	Cowley's Building Maintenance Ltd	Installing protective cowl above vent	£ 418.14
31/05/2022	Hanover Lifts	Lift Service	£ 170.40
01/06/2022	Cowley's Building Maintenance Ltd	Rehousing Paving Slabs outside Medical Centre	£ 698.94
07/06/2022	Green Machine	Consumables	£ 72.25
08/06/2022	iHasco Training	Mandatory Safety Courses	£ 210.00
14/06/2022	Oven Wizard	Oven cleaning	£ 250.00
15/06/2022	Trinity Fire & Security Systems	Remedial work to heat and smoke detector Medical Centre	£ 630.93
15/06/2022	See the Light	Broadband	£ 16.80

Signed: ---------- Date: 25 July 2022

17/06/2022	Green Machine	Contract cleaning June 2022	£ 898.58
21/06/2022	IWS	Legionella testing	£ 75.84
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/05/2022	Biffa	Waste Collections	£ 59.62
06/06/2022	Eon	Heating	£ 710.64
22/06/2022	Eon	Heating – CANCELLED	£ 783.50

Signed: ---------- Date: 25 July 2022

MINUTES

Committee: Town Council
Date: Monday, 25 July 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matt Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Rocky Carlton (from Agenda item 5)
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Five members of the public
Alexandra Robinson, Deputy Town Clerk, Cranbrook Town Council

22/131 APOLOGIES FOR ABSENCE

No apologies received, all were present.

22/132 DECLARATION OF INTERESTS

None declared.

22/133 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 27 June 2022 as a correct record.

22/134 PUBLIC PARTICIPATION

In relation to the recent traveller incursion one member of the public thanked the Town Council for their swift response but raised concerns at future security measures to prevent a recurrence. Members offer reassurance that measures would be in place and the matter would be subject to a report at the next meeting of the Council.

In relation to the agenda item 16 (Delivery MUGA at Ingrams) two members of the public raised queries in relation to the size and location of the proposed MUGA. Members provided clarification.

22/135 CO-OPTION OF COUNCILLOR TO FILL A VACANCY ON THE TOWN COUNCIL

The Council considered an application for co-option by Rocky Carlton to fill a casual vacancy which existed on the Town Council and welcomed Cllr Rocky Carlton as a member of the Council.

Signed ---------- Date: 22 August 2022

22/136 INGRAMS PAVILION AND FACILITIES BUSINESS PLAN

The Council considered the report and financial assumptions relating to the delivery of the Ingrams Sports Pavilion,

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to

a) To establish a Council working group with Cllrs Kevin Blakey and Matt Bayliss and the Property Administrator who can call upon the sports clubs and governing bodies with the aim to develop arrangements which will facilitate a multi-sports and social use of the site.

b) To support the current draft of the business plan relating to the Ingrams pavilion and sports pitches and refer it to the working group to refine.

c) To close the site for sporting uses and parking from 1 September 2022 until the building and car park are completed.

d) To advise the current users of the site of its closure from 1 September 2022 until the building and car park are completed and to request the removal of all sporting and grounds maintenance equipment from the site during the construction period.

22/137 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report submitted by the district councillors.

22/138 PRIVACY POLICY

The Council considered the amended Privacy Policy. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve and adopt the updated Privacy Policy and noted that the Legitimate Interest Assessment needed to be completed.

22/139 COMMITTEE AND WORKING GROUP TERMS OF REFERENCE

On 24 May 2021, the full Council agreed that its committees and working groups should determine their own terms of reference and report back to the full Council (minute 21/101 refers).

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to endorse the terms of reference of Council committees and working groups.

22/140 REPORT BY THE COMMUNITY DEVELOPMENT WORKER

The Chairman withdrew the item due to their being no report and deferred to the next Meeting of the Council to be held on 22 August 2022.

22/141 REPLACEMENT OF LITTER BINS

The Council considered the report outlining the existing litter bins that were failing in various locations in the town.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Ray Bloxham and **resolved** to purchase six Trojan Outdoor litter bins for installation at £137.95 plus VAT each, subject to the bins meeting the requirements of Street Scene, the waste management service provider.

22/142 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 29 June 2022.

22/143 COMMITTEE MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the following Committee meetings:

a) Planning Committee on 27 June 2022

b) Amenities Committee on 18 July 2022

N.B. By adopting the minutes, the Council agrees to the recommendation that the Country Park Working Group be re-formed with terms of reference to specifically look at the issues and consequences of baling and to report back with recommendations. The review to consider financial implications, impacts on biodiversity and issues associated with risk, which was resolved under minute references A/22/52

b) Finance & Personnel Committee on 18 July 2022

22/144 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Council payments:
£680.00 to Let's Bounce Devon for hire of Soft Play (EMR 335)

Younghayes Centre payments:

£898.58 to Green Machine for Contract Cleaning in the Younghayes Centre

22/145 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

22/146 DELIVERY OF THE INGRAMS MULTI-USE GAMES AREA (MUGA)

On 25 April 2022, the Council approved tender documents for the delivery of a multi-use games area (MUGA) at the Ingrams sports pitches including fencing, floodlights and an access control system to safeguard the facility against unauthorised use. Subsequently, the tender documents were published on the Council's website and the government's Contracts Finder platform (22/73).

The Council considered the selection of its preferred supplier for the design and build of a MUGA at the Ingrams site in accordance with the Council's Financial Regulations.

Following the deliberations, it was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to

a) appoint FOSSE as the preferred supplier for the design and build of a Multi-Use Games Area (MUGA) as specified in the original tender documents and to work with the supplier to enable delivery within budget, subject to clarity on the guarantee provided.

b) seek the local sports clubs as well as the relevant governing bodies' views regarding the final surface proposal in order to ensure compliance with guidance and fitness for purpose.

22/147 E.ON EASEMENT AGREEMENT

The Chairman noted that the Council had not received the Easement Agreement in time for the meeting but invited Cllr Ray Bloxham to update members on matters relating to the preparation and progress of such agreement.

The Council noted the verbal update on the E.ON Easement Agreement.

The meeting closed at 8.39 p.m.

SCHEDULE OF PAYMENTS
CRANBROOK TOWN COUNCIL
25 JULY 2022

AGENDA ITEM No. 14

Town Council Costs				
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £	
27/05/2022	Healthmatic	Ingrams Pavilion contract milestone payment 2	£20,805.95	
15/07/2022	Healthmatic	Ingrams Pavilion contract milestone payment 3	£21,488.60	
28/06/2022	Tony Benger Landscaping	Removal of metal post and Farm Gate	£ 876.00	
28/06/2022	Tony Benger Landscaping	June 2022 grounds maintenance incl. worship land and MLR strips from Education Campus	£ 24,643.80	
30/06/2022	Stephens Scown	Drafting a response to a data subject access request	£ 1,440.00	
30/06/2022	SML Contracts	Settlement of part of the retention (2.5%) in relation to the expansion of the Cranbrook Medical Centre in November 2021	£ 2,847.66	
19/07/2022	Allotment Management	Clerk attendance at Allotment Management Training: 19 July 2022	£ 42.00	
05/07/2022	Tony Benger Landscaping	Path repair due to flood	£ 2,328.00	

Signed ---------- Date: 22 August 2022

05/07/2022	Tony Benger Landscaping	Path repair Install honey comb	£ 6,320.40	
05/07/2022	Tony Benger Landscaping	Path -St Martins	£ 25,824.00	
07/07/2022	Cllr Kim Bloxham	Expenses - attendance conference	£ 9.90	
11/07/2022	Cllr Ray Bloxham	Travel to Bridgwater and return for site visit to manufacturers of the pipe bridge to be installed in Great Meadow / Country Park	£ 38.70	
13/07/2022	Stephens Scown	Data Subject Access Request and Privacy Policy	£ 900.00	
15/07/2022	Eibe Play Ltd	St. Martins Cableway Maintenance	£ 800.00	
15/07/2022	Studio Four	Ingrams Pavilion Project Management	£ 768.00	
Council Direct Debits				
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £	
04/07/2022	Concorde	Printing Costs	£ 11.16	
n/a	Asda Mobile	Office mobile monthly cost	£ 30.00	
20/06/2022	Core Office IT	Monthly email and cloud services hosting	£ 346.74	
20/06/2022	Core Office IT	IT Support	£ 562.80	
01/07/2022	Central Asset Finance	Photocopier Lease	£ 132.00	
Staffing Costs				
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £	
28/07/2022	Employees	Salaries	£ 11,122.06	
28/07/2022	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 3,944.91	
28/07/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 4,687.55	
Younghayes Centre Costs				
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £	
26/06/2022	Johnsons Workwear	Tea towel and door mat cleaning	£ 44.35	
28/06/2022	Tony Benger Landscaping	Grounds maintenance	£ 81.74	
01/07/2022	Greg Waller Plumbing and Heating Ltd	Ladies Toilet Repair	£ 78.85	
08/07/2022	Green Machine	Consumables	£ 105.84	

Signed ---------- Date: 22 August 2022

15/07/2022	Trinity Fire & Security Systems	Investigation of false fire alarms	£ 187.20	
15/07/2022	See the Light	Broadband and Telephony	£ 16.80	
15/07/2022	See the Light	Broadband and Telephony	£ 72.97	
13/07/2022	South West Water	Water and Sewage Charges	£ 289.87	
Younghayes Centre Direct Debits				
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £	
30/06/2022	Biffa	Waste Collections	£ 59.62	
08/07/2022	Eon	Heating	£ 177.46	

Signed ---------- Date: 22 August 2022

MINUTES

Committee: Town Council
Date: Monday, 22 August 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Rocky Carlton
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/148 APOLOGIES FOR ABSENCE

No apologies for absence were received.

22/149 DECLARATION OF INTERESTS

No declarations of interest were made.

22/150 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 25 July 2022 as a correct record.

22/151 PUBLIC PARTICIPATION

There were no members of the public in attendance.

22/152 GRANT APPLICATION – ACHIEVE FOR ALL

The Chairman advised the Council that this application had been withdrawn at the applicant's request and would be added to the agenda for the next meeting of the full Council on 26 September 2022.

22/153 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Sara Randall Johnson, representing Devon County Council.

Signed ---------- Date: 26 September 2022

The Council also noted the report by the district councillors.

22/154 COUNCILLOR ADVOCATE REPORT – OFFICE OF THE POLICE AND CRIME COMMISSIONER (OPCC) SERIOUS CRIME SEMINAR

The Council considered a report regarding the Office of the Police and Crime Commissioner's recent serious crime seminar.

The Council noted the report.

22/155 TRAVELLER INCURSION TO COUNTRY PARK

The Council considered a report following a recent incursion by travellers to the Country Park.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** for Cllrs Colin Buchan and Ray Bloxham to review and update the Council's unauthorised encampments protocol.

22/156 BALING MEADOW GRASS

The Council considered a report regarding the baling of meadow grass in the Country Park following several arson attacks on hay bales.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to endorse the decision of the Country Park Management Plan working group to suspend baling of meadow grass for a period of one year to reflect the advice of the Devon and Somerset Fire and Rescue Service.

22/157 REPORT BY THE COMMUNITY DEVELOPMENT WORKER

The Council noted the report by the Community Development Worker.

22/158 COMMITTEE MINUTES

It was proposed by Cllr Matt Bayliss, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the

a) Planning Committee on 8 August 2022
b) Planning Committee on 15 August 2022

22/159 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Council Payments</u>

£984.00 to studio four architects for project-managing the delivery of the Ingrams Pavilion
£720.00 to studio four as an additional cost in the project management of the Ingrams Pavilion
£208.50 to Devon Investigators for one quarter of Silver Reassurance cover

<u>Younghayes Centre Payments</u>

£898.58 to Green Machine for contract cleaning in August 2022
£131.39 to AW Services for labour charges to fit new fridge door gasket

The Chairman reported that the E.ON easement agreement had not been received in time for this meeting and that this item would feature again on the agenda for the next meeting of the full Council on 26 September 2022.

Signed ---------- Date: 26 September 2022

The meeting closed at 7:26pm.

Signed ---------- Date: 26 September 2022

MINUTES

Committee: Town Council
Date: Monday, 26 September 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Rocky Carlton
Cllr Sam Hawkins

Also Present

Tamsin Newton, Cranbrook Little Library
Murray Ingram, Chairman, Cranbrook Football Club
Norman Amey, Rediscover Church
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/160 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Barry Rogers.

22/161 DECLARATION OF INTERESTS

No declarations of interest were made.

22/162 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 22 August 2022 as a correct record.

22/163 PUBLIC PARTICIPATION

No representations were made from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

22/164 GRANT APPLICATIONS

a) Cranbrook Little Library

The Council considered a grant application for £142.80 from the Cranbrook Little Library for the purchase of a weatherproof structure to house the library.

The applicant attended the meeting in support of her application.

Signed ---------- Date: 24 October 2022

The Council welcomed the application and expressed their support for any initiative which encouraged residents and young people in particular to read. The Council also explained that its grants policy forbade it making grants to private individuals and suggested purchasing the item instead and retaining ownership.

The Council also highlighted that the Cranbrook Little Library was currently located on what would become the public highway and that the local highway authority Devon County Council was likely to not consent to the Library's location on the basis of visual obstruction to road users during the forthcoming adoption process.

It was therefore proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to support the grant application and to purchase the weatherproof structure, retain ownership, arrange for it to be delivered to site and to request the relocation of the Cranbrook Little Library to a location away from the public highway.

b) Cranbrook Football Club

The Council considered a grant application from the Cranbrook Football Club for £650.00 to support the Club in seeking alternative training grounds during the development of the Ingrams Sports Pavilion.

The Chairman of the Cranbrook Football Club attended the meeting in support of the application.

The Council had offered its support to sports clubs in the past which were unable to use the sports pitches at the Ingrams site due to the construction activities taking place in 2022-23.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to support the application and to award the full amount of £650.00 to the Cranbrook Football Club.

c) Football Development South West

The Council considered a grant application from Football Development South West for the free provision of futsal, hockey and handball in the Younghayes Centre hall once a week.

The Council raised queries relating to:

- the purpose of the grant of £300.00 which was assumed to cover hall hire but the application did not make that clear
- the response to question 11 did not evidence demand
- the proposed initiative's sustainability beyond the initial trial period
- how the initiative would target residents on limited income, if indeed that was the case
- what outcomes were hoped for and how they would be measured

The Council also suggested that this initiative might qualify for the Sport England / Move More grant scheme.

It was proposed by Cllr Les Bayliss, seconded by Cllr Matt Bayliss and **resolved** to defer this grant application and reconsider it at a future meeting of the Council with the applicant in attendance who would be able to respond to the Council's questions and comments.

22/165 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the reports by the East Devon District Councillors and one of the Devon County Councillors.

22/166 PROVISION OF A WARM SPACE

The Council considered a report regarding the provision of a warm space in Cranbrook in response to the cost-of-living crisis.

The Council reflected that homes in Cranbrook were new, well-insulated and heated by district heating which would not be affected by a further increase in heating costs in October 2022. The

Council also considered the recommended limited number of hours per week as proposed in the report as too inflexible and insubstantial. The Council was not aware of any evidence to date that a warm space would be required locally.

The Council was content to make the Younghayes Centre available during public opening hours and was certain that Council employees would respond to any residents in need in an appropriate and sympathetic manner.

A suggestion was made to engage with the Cranberry Farm, the café @143 and the new community hub EX5 to make themselves available which would provide long hours seven days a week.

The Council noted that a report would be considered on this subject by East Devon District Council's Cabinet on 5 October 2022.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) make the Younghayes Centre available during public opening hours for residents in need.

b) engage with other organisations within Cranbrook to encourage them to join the Town Council in making premises available for vulnerable residents.

c) to promote a paying forward scheme in Cranbrook.

22/167 YOUNGHAYES PLACE ELECTRIC VEHICLE (EV) PARKING RESTRICTIONS

The Council considered a report regarding the EV charging points in the Younghayes Place car park and suggested introducing a time limit of six hours for charging vehicles in addition to the recommendations listed in the report.

The Council noted that its provider VendElectric might be able to apply penalty charges for overstaying the six-hour limit to user accounts.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to

a) impose parking restrictions at the two spaces allocated adjacent to the electric vehicle charging points to restrict parking to EVs only whilst charging. This would prevent electric vehicles not charging and internal combustion engine vehicles from parking in the two spaces.

b) relax the two-hour limit on parking in those two bays to allow electric vehicles to park up to a maximum of six hours.

c) investigate whether the Council's provider could charge an automatic penalty charge for overstays.

d) continue to operate all other parking restrictions as before limiting parking in spaces (other than the electric vehicle spaces as above) to two hours.

e) agree the revised car parking strategy.

f) provide signage accordingly.

22/168 REPORT FROM THE INGRAMS WORKING GROUP

The Council considered a report from its Ingrams working group regarding the revised business plan and underlying financial assumptions.

Following a benchmarking exercise with a neighbouring sports club, the Council suggested that the working group may wish to recommend increasing the assumed charges for the hire of the facilities at the site, including the charges for the hire of the social space in recognition that sports clubs can raise their own funds by the sale of food and drinks themselves. If the Council opted to sell food and drink itself in the future, the charges would require adjusting again.

The Council requested that the working group considered the application of an alcohol licence as soon as possible in light of processing times.

The Council recommended a cautionary approach during first 12 months, particularly bearing in mind that no sports clubs would use the site until April 2023 at the earliest and no football clubs were anticipated to return to the site until August or September 2023.

The Council noted the report.

22/169 UNAUTHORISED ENCAMPMENT PROTOCOL

The Council considered a revised unauthorised encampment protocol following the Council's decision dated 22 August 2022 for Cllrs Colin Buchan and Ray Bloxham to review and update the document (ref. minute 22/155).

The Council noted that contact details needed adding to the appendix.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Blakey and **resolved** to adopt the Council's revised unauthorised encampment protocol.

22/170 SOCIAL MEDIA PROTOCOL

The Council considered its media protocols including its social media policy and suggesting adding this item to the induction programme for new councillors.

It was proposed by Cllr Les Bayliss, seconded by Cllr Matt Bayliss and **resolved** to adopt the Council's media protocols and social media policy.

22/171 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 12 September 2022.

22/172 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH SPECIAL RESPONSIBILITIES

The Council considered reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

Cllr Les Bayliss updated that he had responded to a street naming request relating to a Persimmon development and that he had attended the Sport England steering group during the previous week at which three grant applications had been approved.

The Council noted the reports.

22/173 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:
<u>Council Payments</u>

£26.10 to a youth work volunteer to cover travel expenses
£98.08 to Tony Benger Landscaping for re-adjustment of the Ingrams Gate
£180.00 to Complete Weed Control for weed control in Cranbrook
£294.58 to Tony Benger Landscaping for installation of 4 mini-neopolitan bollards
£351.00 to the SLCC for the Clerk's membership 2022-23
£724.32 to Tony Benger Landscaping for remediation to access points in Country Park
£2,400.00 to PKF Littlejohn for the external audit 2021-22
£4,200.00 to Castle CCTV for CCTV at St. Martins Play Park
£24,643.80 to Tony Benger Landscaping for September 2022 grounds maintenance incl. worship land and MLR strips from Education Campus

£68,932.82 to Wicksteed for the installation of the Crannaford play area (this invoice would supersede the invoices received from Wicksteed for £24,135.32 and £38,783.94 on the original schedule of payments circulated with the agenda) N.B. This payment would be recharged to the East Devon New Community Partners because it related to Section 106 expenditure.

Younghayes Centre Payments

£81.74 to Tony Benger Landscaping for ground maintenance
£250.00 to Contour Commercial for gutter clean at the Younghayes Centre
£857.22 to Green Machine for contract cleaning in September 2022
£1,362.23 to Trinity Fire & Security Systems for remedial works on the fire detection

Younghayes Centre Direct Debits

£207.99 to E.ON for heating costs

22/174 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

22/175 FUTURE OF YOUNGHAYES CENTRE ROOM MPB18

The Council considered a report recommending converting Room MPB18 into a meeting, conference and training facility.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to:

a) release Action East Devon from their lease early to enable their desired departure by Christmas 2022.

b) convert Room MPB18 into a meeting, conference and training facility.

22/176 YOUNGHAYES CENTRE INTERNAL REDECORATION

The Council considered a report regarding the internal redecoration in the Younghayes Centre which had not been redecorated since the building had been completed in 2013.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to instruct Cowley's Building and Maintenance Ltd to repaint all the zones at a cost of £11,044.00 plus VAT.

Cllr Colin Buchan abstained from the vote.

The meeting closed at 8:24pm.

Signed ---------- Date: 24 October 2022

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 14**
26 SEPTEMBER 2022			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
24/08/2022	Healthmatic	Ingrams Pavilion stage payment	£ 50,802.28
23/08/2022	Tony Benger Landscaping	August 2022 grounds maintenance incl. worship land and MLR strips from Education Campus	£ 24,643.80
23/08/2022	Tony Benger Landscaping	Concrete base for bin in the country park	£ 87.71
23/08/2022	Tony Benger Landscaping	Install 2x folding bollards at Burrough Fields	£ 160.08
23/08/2022	Tony Benger Landscaping	Reposition 2x folding bollards at Burrough Fields	£ 84.00
31/08/2022	Peter Woodman	Pitch Services Deposit (Paid)	£ 1,440.00
29/07/2022	Devon Investigation Limited	Removal of Trespasser Incursion at Burrogh Fields	£ 551.64
18/07/2022	Lex Autolease Limited	Council Van Lease	£ 3,140.06
06/09/2022	Stalite Signs	\Welcome Pole & Panel Sign for Crannaford Play Area	£ 483.29
04/09/2022	Rockbeare Village Hall	Board Games July	£ 7.75
31/05/2022	Wicksteed Leisure Ltd	See-saw at Northwood Acres	£ 4,964.22
15/06/2022	Wicksteed Leisure Ltd	New Surface under Existing Swings at Northwood Acres	£ 6,885.44
29/07/2022	Wicksteed Leisure Ltd	Additional Wet Pour Surfacing and Baseworks at Crannaford Play Area	£ 38,783.94
16/08/2022	Wicksteed Leisure Ltd	Supply and Install Equipment at Crannaford Play Area	£ 24,135.32
13/09/2022	M&G Associates	Work for Monthly Payroll - September 2022	£ 22.01
21/07/2022	Tony Benger Landscaping	Tree Works from Site Survey	£ 4,237.98
21/07/2000	Tony Benger Landscaping	July 2022 grounds maintenance incl. worship land and MLR strips from Education Campus	£ 24,643.80
14/09/2022	Eibe Play Ltd	Swing Spears for St. Martins	£ 206.40
15/09/2022	See the Light	Broadband and Telephony	£ 72.39
14/09/2022	Studio Four Architects Ltd.	Ingrams Pavilion meeting payment	£ 864.00

Signed ---------- Date: 24 October 2022

Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/09/2022	Concorde	Printing Costs	£ 7.83
n/a	Asda Mobile	Office mobile monthly cost	
23/08/2022	Core Office IT	Monthly email and cloud services hosting	£ 346.74
23/08/2022	Core Office IT	IT Support	£ 562.80
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/09/2022	Employees	Salaries	£ 9,376.24
28/09/2022	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£2,900.27
28/09/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 3,850.21
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
24/08/2022	Johnsons Workwear	Tea towel and door mat cleaning	£ 61.32
23/08/2022	Tony Benger Landscaping	August 2022 Younghayes Mainenance	£ 81.74
31/08/2022	IWS	Legionella Testing	£ 75.84
07/09/2022	iHASCO Ltd.	Mandatory Safety Courses	£ 30.00
13/09/2022	G.J Waller & Co.	Toilet Leak, Flush Hangle Repair	£ 32.85
21/07/2022	Tony Benger Landscaping	July 2022 Younghayes Mainenance	£ 81.74
12/09/2022	Green Machine	Consumables	£ 2.52
15/09/2022	See the Light	Broadband and Telephony	£ 16.80
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
01/09/2022	Biffa	Waste Collections	£ 59.62

Signed ---------- Date: 24 October 2022

MINUTES

Committee: Town Council
Date: Monday, 24 October 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Rocky Carlton

Also Present

Cllr Henry Gent, Devon County Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/177 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Matt Bayliss, Sam Hawkins and Barry Rogers.

22/178 DECLARATION OF INTERESTS

No declarations of interest were made.

22/179 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to accept and sign the minutes of the meeting held on 26 September 2022 as a correct record.

22/180 PUBLIC PARTICIPATION

There were no members of the public in attendance.

22/181 DISTRICT AND COUNTY COUNCIL MATTERS

The Council enquired when the electrical charging point at the train station in Cranbrook would be operational and Cllr Henry Gent, representing Devon County Council, would provide a response.

Cllr Kim Bloxham, representing East Devon District Council, reported in addition to the district councillors' report, the Cranbrook Development Plan Document had been adopted by the District Council on 19 October 2022 and the District Council had resolved to return to face-to-face meetings from 1 November 2022.

Signed ---------- Date: 21 November 2022

22/182 COMMUNITY GOVERNANCE REVIEW

The Council considered a report regarding a community governance (boundary) review relating to the parish boundary of Cranbrook in light of the future anticipated development of the town following the adoption of the Cranbrook Development Plan Document.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to

a) not re-request that a community governance review be conducted to revise the parish boundary of Cranbrook to reflect the planned expansion of the town at this time but to bring a further report to Council in light of resolutions (b) and (c) below.

b) seek clarification from East Devon District Council regarding what proposals they seek to put forward regarding the management of sustainable alternative natural greenspace (SANG).

c) recommend to East Devon District Council to seek a meeting with representatives of the Town Council and the four surrounding parishes to discuss the implications of a boundary review considering that the Cranbrook Development Plan Document had been adopted and to seek their views on how they might respond to the management and maintenance implications of the respective developments if the current boundary was retained.

22/183 DELIVERY OF THE INGRAMS PAVILION

a) Delivery programme update

The Council considered an update report on the delivery of the Ingrams sports pavilion.

On 24 October 2022, the Council had received informal confirmation from the East Devon New Community partners' contractors that the permanent access to the sports pitches would not be completed before the spring of 2023 at the earliest, leaving the site without a proper access following the completion of the pavilion. Informal use could be facilitated via the currently existing access if vehicles were parked on the area for the play area. Vehicular access to the car park would not be possible from the currently existing access because vehicles would have to drive over soft landscaping and the kerb surrounding the car park. This would not stop the Council's contractor to deliver and complete the pavilion.

In accordance with the Council's Financial Regulations, the Council had previously sought to obtain quotes for the renovation of the cricket square from three sports pitch maintenance contractors, Peter Woodman Pitch Services, Devon Garden Machinery and Wayne Duggan, a Wales-based contractor used by Devon Cricket. Subsequently, the Council had appointed Peter Woodman who was now preparing a proposal for the Council to continue to maintain the pitches until a groundsperson can be permanently employed. This arrangement would also defer the need for the Council to incur significant capital expenditure on grounds maintenance equipment and machinery.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) note the report and to agree to investigate the provision of temporary electricity and heating.

b) use the site for recreational training purposes in 2023 and not to formalise any arrangements or enter into any agreements covering e.g. league fixtures in the spring and summer of 2023.

b) Report by the Ingrams working group

The Council considered an update report from the Council's Ingrams working group.

The Council's contractor Healthmatic confirmed prior to the meeting that benches in the changing rooms would be included in the build. The Council would seek confirmation whether kitchen sinks and taps were included and what the specification of the proposed locks would be.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to

a) approve an initial fitout budget of £10,000 from existing Council resources to enable the pavilion to operate.

b) to instal lightning protection.

22/184 APPOINTMENT OF A PREFERRED SUPPLIER

The Council considered a report recommending appointing a preferred supplier for play area maintenance activities and repairs.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to appoint SNC Playground Specialists as the Council's preferred contractor for play park maintenance.

22/185 PUBLIC SPACE PROTECTION ORDERS

The Council considered a report regarding East Devon District Council's consultation on public space protection orders.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to respond to the consultation in support of East Devon District Council's proposals to:

a) remove the requirement to keep dogs on leads whilst on or adjacent to a public highway as it is now considered that a targeted approach is more appropriate to deal with irresponsible owners using powers available under the Anti-Social Behaviour, Crime and Policing Act 2014.

b) increase the fixed penalty notice fine which is issued to a person for breaching a PSPO from £80 to £100.

The Town Council would inform East Devon District Council that it did not wish to comment on the additional proposals which relate to specific locations within East Devon.

22/186 YOUNGHAYES PLACE CAR PARKING CHARGE FOR OVERSTAYING

The Council considered a report regarding the possible introducing of charges for vehicles which overstayed the time limits in the Younghayes Place car park.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to not formally enforce parking restrictions within the Younghayes Place car park and to commission signage in accordance with minute 22/167 dated 26 September 2022.

22/187 NOTICE OF CONCLUSION OF AUDIT

The Council noted a report by the Council's external auditor PKF Littlejohn certifying that in their opinion and on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), the Council acted in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

22/188 COUNCIL MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the

a) Amenities Committee on 10 October 2022
b) Finance & Personnel Committee on 17 October 2022
c) Planning Committee on 10 October 2022

22/189 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 9 October 2022.

22/190 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Council payments

£250.00 to Peter Woodman for labour, materials and ground equipment/machinery provided to undertake pitch maintenance works to cricket square at Ingrams
£78.30 to a youth work volunteer for travel expenses (the volunteer had now completed his work)

Younghayes Centre Direct Debits

£337.45 to E.ON for heating costs

The meeting closed at 8:03pm.

Signed ---------- Date: 21 November 2022

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 14**
24 OCTOBER 2022			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
21/09/2022	East Devon District Council	Business Rates for Community Hall (Due Date: 01/12/2022)	£ 4,790.40
27/09/2022	iHASCO Ltd	Staff Training Credits	£ 30.00
28/09/2022	iHASCO Ltd	Staff Training Credits	£ 60.00
31/08/2022	Peter Woodman	Cricket Pitch Service	£ 190.00
29/09/2022	Stalite Signs	St. Martins Play Area Welcome Sign	£ 98.30
05/10/2022	East Devon District Council	Business Rates for Library (Due Date: 01/11/2022)	£ 1,871.25
05/10/2022	East Devon District Council	Business Rates for Younghayes Centre (Due Date: 01/11/2022)	£ 1,185.13
11/10/2022	M&G Associates	Work for Monthly Payroll - October 2022	£ 22.01
14/10/2022	Stalite Signs	Little Library Sign	£ 104.04
17/10/2022	Healthmatic	Stage payment Ingrams Pavilion	£314,983.86
17/10/2022	See the Light	Broadband and Telephony	£ 67.79
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
04/10/2022	Concorde	Printing Costs	£ 29.51
n/a	Asda Mobile	Office mobile monthly cost	
26/09/2022	Core Office IT	Monthly email and cloud services hosting	£ 346.74
26/09/2022	Core Office IT	IT Support	£ 562.80
04/10/2022	Siemens Financail Services Ltd	Office Copier Lease Rental and Facility Fee	£ 323.10
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/09/2022	Employees	Salaries	£ 9,277.30
28/09/2022	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£2,970.73
28/09/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 3,789.43

Signed ---------- Date: 21 November 2022

Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/09/2022	Cowley's Building & Maintenance Ltd	Lift and Relay Loose Slab	£ 120.00
30/09/2022	IWS	Legionella Testing	£ 75.84
05/10/2022	South West Water	Water and Sewage Chargess	£ 237.27
26/08/2022	PHS Group	Annual duty of care statement	£ 95.76
25/209/2022	Johnsons Workwear	Tea towel and door mat cleaning	£ 49.06
12/10/2022	Outsource Engineering Services Ltd	Remedial Works in Cranbrook Town Council Office	£ 830.00
12/10/2022	Outsource Engineering Services Ltd	Remedial Works in Medical Centre and Alter socket layout in Surgery 2	£ 1,100.00
17/10/2022	See the Light	Broadband and Telephony	£ 16.80
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/09/2022	Biffa	Waste Collections	£ 83.04
15/10/202	Total Energies	Electricity	£ 1,447.90

Signed ---------- Date: 21 November 2022

MINUTES

Committee: Town Council
Date: Monday, 21 November 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/191 APOLOGIES FOR ABSENCE

No apologies for absence were received.

22/192 DECLARATION OF INTERESTS

No declarations of interest were made.

22/193 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 24 October 2022 as a correct record.

22/194 PUBLIC PARTICIPATION

There were no members of the public in attendance.

22/195 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by one of the Devon county councillors representing Cranbrook.

The Council noted the report by the district councillors and that its Planning Committee would consider East Devon District Council's new Local Plan at its next meeting.

22/196 OPEN SPACE MAINTENANCE CONTRACT EXTENSION

The Council considered a report regarding a possible extension to the Council's existing grounds maintenance contract with Tony Benger Landscaping Ltd by two years. The current contract would end on 31 March 2024.

The Council noted that it was not recommended to carry out a public procurement exercise in 2023 because the Council's longer-term grounds maintenance needs continued to evolve, particularly with the potential delivery of an on-site compound in the near future and with that the prospect of a possible in-house grounds maintenance operation.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to extend the Council's grounds maintenance contract with Tony Benger Landscaping for two years from 1 April 2024 until 31 March 2026.

22/197 INGRAMS BUSINESS PLAN

The Council's Ingrams working group presented its latest financial assumptions relating to the Ingrams pavilion and sports pitches.

The working group confirmed that it did not recommend employing a bar manager until hire patterns at the site became established which would enable more reliable financial forecasts and assumptions.

The working group agreed to develop different financial scenarios covering a day-one provision and longer-term aspirations. The day-one provision would need to enable the Council to commit to hire charges for sports clubs.

The working group also agreed to revisit the assumed grounds maintenance costs at the sports pitches which were currently modelled on the relevant costs at the Younghayes Centre but were likely to be much higher.

22/198 COUNCIL OUT-OF-HOURS AND EMERGENCY COVER

The Council considered a report regarding its out-of-hours and emergency cover currently offered by councillors and employees.

The Council noted that two completely distinct functions – emergency cover and out-of-hours support for hirers – had been amalgamated. Non-emergency phone calls by hirers of the Younghayes Centre had subsequently been received but no genuine emergencies to date. In a real emergency, avenues including 999 were available. The Council also operated an emergency plan which included nominated councillors, a copy of which was held by Devon and Cornwall Police.

The Council did not consider out-of-hours support for the hirers of the Younghayes Centre an onerous task based on the recent experience of councillors who had been volunteering on the phone rota.

The Council noted that its Finance & Personnel Committee had approved the Property Administrator's job description on 17 October 2022 (ref. minute F&P/22/41) in consultation with the jobholder.

The Council also suggested that alteration to existing Council signage was not required at present and that no wording should be included in the information for hirers that the Council reserved the right to charge an administration fee if an out-of-hours call was made in relation to information which had already been supplied to the hirer.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to

a) discontinue the emergency phone number with effect from 4 January 2023.

b) require the Council's Property Administrator to respond to hiring issues at weekends and evenings if necessary as per the postholder's job description, for the Property Administrator to ensure appropriate cover is maintained in case of any periods of employee unavailability and to re-allocate the current emergency mobile telephone to the Property Administrator.

22/199 VETERAN OAK TREE STATIC LOAD TESTING

The Council considered a report recommending static load testing for a veteran oak tree at the public open space in Phase 2 between Tillhouse Road and Long Culvering.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to approve the quote of £2,750.00 plus VAT to carry out the static load testing.

Cllr Coin Buchan voted against the resolution.

22/200 DEVON ELECTRIC VEHICLE (EV) CHARGING STRATEGY CONSULTATION

The Council considered its draft response to a consultation by Devon County Council regarding the latter's electric vehicle charging strategy.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to submit the Council's consultation response as drafted.

22/201 WEST OF ENGLAND (EXETER-SALISBURY) RAIL LINE: STRATEGIC OUTLINE BUSINESS CASE LETTER OF SUPPORT

The Council considered a draft letter of support to the strategic outline business case for improvements to the West of England rail line.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to submit the letter of support as drafted.

22/202 MODEL COUNCILLOR OFFICER PROTOCOL

The Council considered the National Association of Local Councils' model councillor officer protocol.

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to adopt the protocol.

22/203 COMMITTEE MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the Planning Committee on 14 November 2022.

22/204 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 10 November 2022.

22/205 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Council payments</u>

£3,254.40 to studio four architects for project-managing the construction stage of the Ingrams pavilion and finalising the drainage design
£36.00 to the Devon Association of Local Councils for a training webinar VAT for Unregistered Councils on 29 November 2022
£74.29 to See the Light for broadband and telephony
£100.00 to Hirer for refund of over-payment of Ingrams pitch rental

<u>Younghayes Centre payments</u>

£16.80 to See the Light for Wi-Fi broadband
£857.22 to Green Machine for contract cleaning in November 2022
£96.19 to Trinity Fire & Security Systems for routine service of the fire detection and alarm system
£171.00 to Trinity Fire & Security Systems for routine service of the emergency lighting

22/206 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

22/207 INGRAMS SPORTS PITCHES LAND TRANSFER

The Council considered the land transfer documents for the transfer of the freehold title of the Ingrams sports pitches to the Town Council which had to be executed as a deed.

The Council's Standing Order 23 covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to approve the execution of the land transfer documents for the transfer of the freehold title of the Ingrams sports pitches to the Town Council in accordance with the Council's Standing Order 23.

22/208 INGRAMS SPORTS PITCHES GROUNDS MAINTENANCE

The Council considered a report regarding the grounds maintenance arrangements at the Ingrams sports pitches in the short to medium term future.

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to engage Peter Woodman Pitch Services to continue to maintain the cricket square in the short term and to assume a general oversight of grounds maintenance activities and performance at the Ingrams sports pitches.

22/209 RECTIFICATION OF ERROR IN LAND TRANSFER PHASE 3 COUNTRY PARK

This item was withdrawn from the agenda.

22/210 E.ON EASEMENT AGREEMENT

The Council considered the engrossment version of an easement agreement granting E.ON the right to lay and thereafter maintain a pipeline and ancillary apparatus through parts of the Country Park which had to be executed as a deed.

The Council's Standing Order 23 covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to approve the E.ON easement agreement in accordance with the Council's Standing Order 23.

The meeting closed at 8:18pm.

Signed ---------- Date: 12 December 2022

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 15**
21 NOVEMBER 2022			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/10/2022	Castle CCTV Limited	CCTV Cable Replacement	£ 282.00
25/10/2022	SNC	Repair and maintenance See-Saw at Crannaford Play Area	£ 348.00
27/10/2022	Stephens Scown LLP	Sports Pavilion Licence	£ 600.00
31/10/2022	Stephens Scown LLP	S106 Agreement Land within the Town Centre	£ 270.00
31/10/2022	Tony Benger Landscaping	October 2022 grounds maintenance incl. worship land and MLR strips from Education Campus	£ 18,643.80
31/10/2022	Tony Benger Landscaping	Replacement of Waste Bins at Country Park	£ 551.52
31/10/2022	Tony Benger Landscaping	Manhole Cover Repair at Country Park	£ 45.60
05/11/2022	Parish Online	Mapping system subscription	£ 108.00
04/11/2022	Healthmatic Ltd	Stage payment Ingrams Pavilion	£ 272,190.98
14/09/2022	Healthmatic Ltd	Stage payment Ingrams Pavilion	£ 60,463.13
15/11/2022	Exeter City Council	Repay Balance of Live & Move Development Fund	£ 5,731.48
03/11/2022	South West Water	Water and Sewage Charges for Crannaford Allotments	£ 297.49
14/11/2022	M&G Associates	Work for Monthly Payroll - November 2022	£ 22.01
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/11/2022	Concorde	Printing Costs	£ 8.48
29/10/2022	British Gas	CCTV Electricity	£ 55.35
	Asda Mobile	Office mobile monthly cost	
	Core Office IT	Monthly email and cloud services hosting	
	Core Office IT	IT Support	
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/11/2022	Employees	Salaries	£ 13,942.21

Signed ---------- Date: 12 December 2022

28/11/2022	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 4,935.34
28/11/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 2,118.00
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
20/10/2022	Green Machine	Cleaning for Oct 2022 (Payment Processed, according to Financial Regulations 5.4(a))	£ 815.86
21/102022	Tony Benger Landscaping Ltd	Reinstatement Bollards - Younghayes Carpark	£ 2,595.60
31/10/2022	IWS	Legionella Testing	£ 75.84
31/10/2022	Tony Benger Landscaping	October 2022 Younghayes Mainenance	£ 81.74
31/10/2022	J Redpath Buchanan & Co. Ltd.	Test and Inspeciton of the Lightning Protection System	£ 210.00
04/11/2022	A2M Safety	Mansafe Annual Check	£ 354.00
23/10/2022	Johnsons Workwear	Tea towel and door mat cleaning	£ 61.32
15/11/2022	Stalite Signs	EV Charging Point Sign Amends	£ 99.53
	South West Water	Water and Sewage Charges	
	See the Light	Broadband and Telephony	
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/10/2022	E.On	Heating	£ 790.93
31/10/2022	Biffa	Waste Collections	£ 59.62
04/11/2022	Total Energies	Electricity	£ 851.22

Signed ---------- Date: 12 December 2022

MINUTES

Committee: Town Council
Date: Monday, 12 December 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Rocky Carlton
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

One member of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/211 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kim Bloxham.

22/212 DECLARATION OF INTERESTS

No declarations of interest were made.

22/213 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 21 November 2022 as a correct record.

22/214 PUBLIC PARTICIPATION

No requests were made from the member of the public in attendance to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

22/215 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted that a vehicle-activated traffic sign (VAS) had been received on 8 December 2022 following the receipt of a Devon County Council locality grant funding the equipment for use in Cranbrook.

The Council noted the district councillors' report.

Signed ---------- Date: 23 January 2023

22/216 TOWN COUNCIL BUDGET 2023-24 – PRECEPT DEMAND

The Council considered a report regarding its precept demand for the 2023-24 financial year.

On 9 December 2022, the Council had received East Devon District Council's precept letter in which the tax base for the parish of Cranbrook was calculated at 2,415, resulting in a precept demand of £618,312.45 based on a stable Band D precept of £256.03.

The Council noted that its Amenities Committee was reviewing the rent levels at the Crannaford Allotments with a further report scheduled to be considered by that Committee on 30 January 2023. Therefore, a suggestion was made to submit the detailed and final budget proposals for the Council's approval at the full Council meeting on 20 February 2023.

Cllr Barry Rogers declared a financial interest by virtue of being a tenancy holder at the Crannaford Allotments.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to

a) approve the precept demand of £618,312.45 for the 2023-24 financial year for submission to East Devon District Council by Wednesday, 18 January 2023.

b) consider and approve the Town Council's final and detailed budget for the 2023-24 financial year at the meeting of the full Council on 20 February 2023 in light of the ongoing work in relation to setting the rent level at the Crannaford Allotments.

Cllr Barry Rogers abstained from the vote.

22/217 CRANBROOK YOUTH SERVICE

The Council considered a report regarding the future of the youth service in Cranbrook commissioned by the Town Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to appoint the Cranbrook Youth Club CIC under the registration number 14503611 as the Town Council's new youth service provider.

22/218 CRICKET ROLLER

The Council considered a report regarding investment in a cricket roller in order to enable cricket play at the Ingrams sports pitches from the cricket season 2023 onwards.

Devon Cricket had confirmed since the publication of the agenda and supporting documents that they are not able to financially contribute to a roller.

The Council had received informal confirmation from the Exeter and Cranbrook Sport England Local Delivery Pilot that the Pilot was able to contribute £10,000 towards the purchase of a storage solution at the Ingrams Sports Pitches site.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to commission Peter Woodman Pitch Services to commence sourcing a roller for the Council's approval before purchase.

22/219 EAST DEVON DISTRICT COUNCIL – COUNCIL TAX REDUCTION SCHEME 2023-24 CONSULTATION

The Council considered its draft response to East Devon District Council's consultation on the 2023-24 council tax reduction scheme.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to submit the consultation response as drafted.

22/220 HM THE KING'S CORONATION 2023

The Council considered a report regarding any Council events to commemorate His Majesty The King's coronation on 6 May 2023.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to not commemorate the coronation of King Charles III on Saturday, 6 May 2023 but to support the community in their endeavours to organise celebrations themselves.

22/221 CLIMATE PLAN

The Council had adopted its climate change plan on 21 February 2022 (ref. minute 22/33) and had considered the progress against the plan last on 23 May 2022 (ref. minute 21/103). The Council considered a report detailing the progress made against its climate plan since May 2022.

The Council noted that the suggestion to establish climate change as material planning consideration had been superseded by the Part L regulations coming into force in June 2022.

The Council agreed that calculating its own carbon footprint would not result in any suitable and usable baseline because of Cranbrook's continuing expansion and the resulting increase in carbon footprint.

The Council further noted that some of the actions had not been progressed due to previous postholders leaving their employment with the Town Council. The Council commented on its remaining employees' limited capacity to deliver the plan's aspirations in full.

Cllrs Ray Bloxham and Matt Bayliss together with the Clerk further update the document.

The Council noted the update.

22/222 AUTOMATED EXTERNAL DEFIBRILLATOR

The Council considered a report regarding the installation of a defibrillator at the Ingrams Sports Pavilion.

London Hearts, a heart charity dealing with the funding, procurement and supply of defibrillators throughout the UK had emailed the Council on 7 December 2022 currently offering a £300 grant available towards the cost of each defibrillator they supply.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to

a) fulfil the current lease with the South Western Ambulance Service NHS Foundation Trust until November 2023.

b) agree to Jay's Aim's offer of a publicly-accessible defibrillator and a wall-mounted cabinet free of charge to be installed at the Ingrams Sports Pavilion funded by the Exeter Legacy Fund 2022 in addition to either £200 towards the cost of installation or an electrician to install at their cost.

22/223 COMMITTEE MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to adopt the minutes of the Planning Committee on 5 December 2022.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to adopt the minutes of the Amenities Committee on 5 December 2022, except minute A/22/74 which would be referred to the next meeting of the Amenities Committee on 30 January 2023 for reconsideration.

The Council accepted the recommendation under minute A/22/77 to appoint Tamar as the preferred supplier in accordance with the Council's Financial Regulations.

22/224 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Council payments

£308,268.30 to Healthmatic Ltd. for Ingrams JCT Contract

£494.70 to iHASCO for First Aid Appointed Person Training Credits x 2, Fire Warden x 7 Annual Renewal Fee, Manual Handling x 7 Annual Renewal Fee and Risk Assessment Training x 3 Annual Renewal Fee

Younghayes Centre payments

£156.00 to All Doors South West Ltd for roller shutter service

22/225 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

22/226 COMMERCIAL TENANT DEED OF RELEASE

On 26 September 2022, the Council had resolved to release Action East Devon from their lease early to enable their desired departure by Christmas 2022 (ref. minute 22/175).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the deed of release as amended by the Council's solicitor on 12 December 2022 and to execute the document as a deed on behalf of the Council in accordance with Standing Order 23.

22/227 RECTIFICATION OF ERRORS IN LAND TRANSFER BOUNDARIES

The Council considered a proposal to rectify errors in the land transfer boundaries in Phase 3 of the Country Park and Phase 2 of the development which had occurred during land transfers in 2021.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the execution of the deed of variation of plans relating to open space land at Cranbrook on behalf of the Council in accordance with Standing Order 23.

The meeting closed at 7:45pm.

Signed ---------- Date: 23 January 2023

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO.**
12 DECEMBER 2022			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/11/2022	Employee	Expense for purchase of refreshments for Christmas Light Switch On Event	£ 62.26
21/11/2022	Devon County Council	Vetting Checks for Oct 2022	£ 9.90
21/11/2022	Devon County Council	Vetting Checks for Oct 2022	£ 9.90
24/11/2022	Tony Benger Landscaping	November 2022 grounds maintenance incl. worship land and MLR strips from Education Campus	£ 15,886.16
24/11/2022	Tony Benger Landscaping	Supply and Installation Hinged Bollards to Country Park	£ 847.69
24/11/2022	Tony Benger Landscaping	Replanting St Michael's Way	£ 603.60
24/11/2022	Tony Benger Landscaping	Log Removal from Stream	£ 90.00
28/11/2022	Core Office IT Limited	HDMI to VAG Adapter	£ 22.80
30/11/2022	OUTCO	Winter gritting	£ 297.60
06/12/2022	M & G Associates	Payroll December 2022	£ 22.01
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/12/2022	Concorde	Printing Costs	£ 5.57
28/11/2022	British Gas	CCTV Electricity	£ 49.17
n/a	Asda Mobile	Office mobile monthly cost	
22/11/2022	Core Office IT	Monthly email and cloud services hosting	£ 346.74
22/11/2022	Core Office IT	IT Support	£ 562.80
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/12/2022	Employees	Salaries	£ 9,795.55
28/12/2022	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 3,102.75

Signed ---------- Date: 23 January 2023

28/12/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 3,459.66
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
21/11/2022	IWS	Legionella Testing	£ 75.84
24/11/2022	Tony Benger Landscaping	November 2022 Younghayes Mainenance	£ 81.74
30/11/2022	Green Machine	Consumables	£ 23.54
27/11/2022	Johnsons Workwear	Tea towel and door mat cleaning	£ 61.32
05/12/2022	Hanover Lifts	Lift Service	£ 103.20
05/12/2022	West Coast Windows	Removal of glass panel	£ 90.00
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/11/2022	Biffa	Waste Collections	£ 59.62

Signed ---------- Date: 23 January 2023

MINUTES

Committee: Town Council
Date: Monday, 23 January 2023
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Barry Rogers

Also Present

Cllr Henry Gent, Devon County Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

23/1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kevin Blakey and Sam Hawkins.

23/2 DECLARATION OF INTERESTS

Cllr Kim Bloxham Personal declared a personal interest in relation to agenda item 11 (East Devon District Council's Street Trading Policy Consultation) by virtue of serving as the vice chair of East Devon District Council's Licensing and Enforcement Committee.

23/3 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to accept and sign the minutes of the meeting held on 12 December 2022 as a correct record.

23/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

23/5 DISTRICT AND COUNTY COUNCIL MATTERS

Cllr Kim Bloxham, representing East Devon District Council, reported that the meeting of East Devon District Council's Strategic Planning Committee had been postponed to 14 February 2023 and would not be held on 7 February 2023 as had been stated in the report.

The Council thanked Cllr Kim Bloxham for her repeated assistance to a large number of residents during the district heating outages in December 2022.

Cllr Henry Gent, representing Devon County Council, recognised the recent challenges with the district heating system as well as the bus service affecting Cranbrook. Cllr Henry Gent also spoke in support of the

local management and maintenance of suitable alternative natural greenspaces (SANG) as opposed to management by The Land Trust which East Devon District Council officers currently favoured.

23/6 TOWN COUNCIL BUILDINGS – BUSINESS PLANNING AND CHARGING STRUCTURES

a) Younghayes Centre Charging Structure

The Council considered a report reviewing the charging structure at the Younghayes Centre.

It was proposed by Cllr Barry Rogers, seconded by Cllr Ray Bloxham and **resolved** to

a) charge for business use £24.00 per hour for the main hall without the use of the kitchen, £16.00 per hour for both the upstairs meeting room and the resource hub and to half those charges for community and charity use.

b) introduce a new hall hire charge which included the use of the kitchen at £30.00 per hour for business use and £15.00 for community and charity use.

c) charge £10.00 per hour for community and charity use and £20.00 per hour for business use for the conference room and prepare a new booking form.

d) introduce a hire charge for the use of the kitchen only, e.g. by catering enterprises, at £50 per three-hour block booking.

e) implement the above from the beginning of the new financial year i.e. 1 April 2023.

b) Ingrams Business Plan Financial Assumptions

On 21 November 2022, the Council had requested different financial scenarios covering a day-one provision and longer-term aspirations which would enable the Council to commit to hire charges for sports clubs at the Ingrams sports pitches (minute ref. 22/197).

The Council considered whether the charges for facilities at the Ingrams sports pitches should be set with a view to covering the cost of operating the site in their entirety from day one instead of operating at a loss initially.

The Council noted that building maintenance services should not be incurred during the first twelve months and could therefore be deleted from the day-one financial assumptions.

The Council suggested changes to the proposed hire charges as follows:

- Hire charge for football at £75.00 per sports pitch per three-hour block without the use of changing rooms
- Hire charge for cricket at £75.00 per match
- £10.00 charge per changing room
- £50.00 charge for a bar if hirers wish to sell alcohol on the basis that the Council would not provide the licence or the alcohol

The Council noted an option to lease the social space to a franchise caterer in the future.

The Council agreed that the Ingrams working group had now fulfilled its remit.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to

a) note the three financial scenarios.

b) agree the recommended hire charges to enable a day-one provision as amended above.

23/7 RISK ASSESSMENT OF WATER STRUCTURES

On 27 June 2022, the Council reviewed its risk management arrangements and resolved to review the Council's arrangements relating to risk management, fire safety, health and safety and emergency planning once in a Council period, i.e. every four years as well as to receive reports as and when a need arises at any

time in relation to risk management, fire safety, health and safety and/or emergency planning (ref. minute 123(e)).

The Council considered a report regarding the risk management treatment of water structures, including ponds and attenuation basins holding open water.

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to commission the Royal Society for the Prevention of Accidents (RoSPA) to carry out all risk assessments relating to ponds and open water within the Council's ownership, i.e. basins 1a-c in the Country Park currently.

23/8 FUTURE OF THE CRANBROOK CITIZEN OF THE YEAR AWARD

The Council considered a report regarding the citizen of the year award.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to replace the existing award with a mechanism to recognise achievements across the wider community as and when they arise which would be subject to a full Council report following a received nomination.

23/9 FUTURE OF THE CRANBROOK CHARITY OF THE YEAR AWARD

The Council considered a report regarding its charity of the year.

It was proposed by Cllr Barry Rogers, seconded by Cllr Kim Bloxham and **resolved** to not appoint a charity of the year for 2023-24 and beyond unless resource-efficient fundraising opportunities present themselves again in the future.

23/10 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES

The Council noted reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

The Council removed Cllr Ray Bloxham's appointment to the Sky Park / Hayes Farm Liaison Group and Cllr Barry Rogers' appointment to the Exeter University Geography Research Programme.

Cllr Ray Bloxham reported in addition to his written report regarding the lack of facilities at the train station in Cranbrook and that Simon Jupp MP was seeking to progress station enhancements and was inviting suggestions for reasonable improvements at the station, e.g. additional shelter(s).

Cllr Les Bayliss reported in addition to his written report that the Cranbrook Strategic Delivery Board had met in the morning of 23 January 2023, that the Sport England grant board had not met and that the Sport England steering group had met on 19 January 2023 which had awarded Cranbrook Town Council £10,000 towards storage and equipment at the Ingrams sports pitches and confirmed a £10,000 contribution towards a bicycle pump track in Cranbrook.

23/11 EAST DEVON DISTRICT COUNCIL'S STREET TRADING POLICY CONSULTATION

The Council considered its draft response to East Devon District Council's consultation on the latter's street trading policy.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to approve the consultation response as drafted.

23/12 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 16 December 2022.

23/13 COMMITTEE MINUTES

It was proposed by Cllr Barry Rogers, seconded by Cllr Matt Bayliss and **resolved** to adopt the minutes of the following meetings:

a) Planning Committee on 19 December 2022
b) Planning Committee on 16 January 2023

Signed ---------- Date: 20 February 2023

c) Finance & Personnel Committee on 16 January 2023

23/14 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council payments
£171,056.64 to Healthmatic Ltd. for Ingrams Pavilion stage payment
£22.01 to M&G Associates for work for January 2022 Payroll
£91.2 to Studio Four Architects Ltd for initial review of design drawings for Town Square
£3,571.20 to Studio Four Architects Ltd for project-managing the construction stage of the Ingrams Pavilion

Younghayes Centre payments
£95.00 to Infinity Electrical Services for portable appliance testing and light fault findings
£898.58 to Green Machines for cleaning January 2023
£504.00 to Castle CCTV for AVA Licence Fees 2023-24

23/15 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/16 HAYES SQUARE GATES

The Council considered a report regarding the replacement of the pedestrian entrance gates into Hayes Square with chicanes because the self-closing mechanisms in the gates had failed. The manufacturing and construction guarantees had not transferred with the gates when the public open space and play area transferred to the Town Council.

Since the agenda and supporting documents had been published, the Council had received quotes for the supply and installations of new motors at the entrance gates at St Martin's and Northwood Acres play areas ranging between £525.00 and £999.63 plus VAT.

The Council noted that Hayes Square was a dog exclusion area in its entirety which featured a play area and discussed the option of installing gates without self-closing mechanisms with signage to request that users close them, or the installation of kissing gates. The Council was not satisfied that chicanes would act as a barrier to dogs and would not be effective in preventing children from accessing adjacent roads.

The Council was in the process of delivering its latest play area at the Phase 3 Southern public open space, the Platinum play park, and discussed the option of awaiting the performance of the self-closing mechanisms in the gates there before making a final decision regarding the replacement of gates, or before incurring any expenditure for the replacement of motors in any gates' self-closing mechanisms.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to await the performance of the self-closing mechanisms in the gates at the Platinum play area before making a final decision regarding the replacement of gates and to install signage to state "Please shut the gate" at existing gates.

The meeting closed at 8:41pm.

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 14**
23 January 2023			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
13/12/2022	Tony Benger Landscaping Ltd	October 2022 grounds maintenance incl. worship land and MLR strips from Education Campus	£ 12,643.80
15/12/2022	See the Light	Broadband and Telephony	£ 67.22
19/12/2022	Complete Weed Control	Weed control	£ 156.00
19/12/2022	House2home	Replacement of climbing lug and tightening	£ 167.90
19/12/2022	Exemed Occupational Health Ltd	Management Referral	£ 150.00
05/01/2023	Stalite Signs	Re-secure existing post at Northwood Acres Play Area	£ 117.48
05/01/2023	Hartwood Treeworks	Christmas Tree installation and removal	£ 600.00
31/12/2022	OUTCO	Winter gritting	£ 1,785.60
06/01/2023	Peter Woodman Pitch Service	Pitch Maintenenace	£ 197.50
16/01/2023	See the Light	Broadband and Telephony	£ 64.87
17/01/2023	Hirer	Refund of Ingrams pitch rental	£ 50.00
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/12/2022	Siemens Financail Services Ltd	Office Copier Lease Rental and Facility Fee	£ 120.30
04/01/2023	Concorde	Printing Costs	£ 24.42
28/12/2022	British Gas	CCTV Electricity	£ 32.90
n/a	Asda Mobile	Office mobile monthly cost	
04/01/2023	Core Office IT	Monthly email and cloud services hosting	£ 346.74
04/01/2023	Core Office IT	IT Support	£ 562.80
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/01/2023	Employees	Salaries	£ 9,898.92
27/01/2023	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 3,102.95

Signed ----------

Date: 20 February 2023

27/01/2023	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 3,488.92
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
13/12/2022	Tony Benger Landscaping Ltd	December 2022 Younghayes Mainenance	£ 81.74
15/12/2022	See the Light	Broadband and Telephony	£ 16.80
14/12/2022	PHS	Sanitary Disposal	£ 193.39
20/12/2022	Green Machine	Cleaning December 2022 (Four Credit Notes been applied)	£ 733.14
30/12/2022	IWS	Legionella Testing	£ 91.01
04/01/2023	Modern HCS	Heating, Hot Water Systems Annual Service	£ 432.00
01/01/2023	Johnsons Workwear	Tea towel and door mat cleaning	£ 49.06
09/01/2023	Green Machine	Consumables	£ 23.35
16/01/2023	See the Light	Broadband and Telephony	£ 16.80
12/01/2023	Cowley's Building & Maintenance Ltd	Internal Renovation	£ 13,252.80
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/12/2022	E.ON	Heating	£ 954.28
31/12/2022	Biffa	Waste Collections	£ 59.62

Signed ---------- Date: 20 February 2023

MINUTES

Meeting: Town Council
Date: Monday, 20 February 2023
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Cllr Henry Gent, Devon County Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

23/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Matt Bayliss.

23/18 DECLARATION OF INTERESTS

No declarations of interest were made.

23/19 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 23 January 2023 as a correct record.

23/20 PUBLIC PARTICIPATION

There were no members of the public in attendance.

23/21 DISTRICT AND COUNTY COUNCIL MATTERS

Cllrs Kim and Ray Bloxham informed Cllr Henry Gent, representing Devon County Council, that they had responded to the Managing Director of Stagecoach South West regarding the issues associated with service 4 and the park and ride.

Cllr Kevin Blakey, representing East Devon District Council, reported that East Devon District Council's Strategic Planning Committee had considered a report on the district heating network on 14 February 2023. Whilst East Devon District Councillors were concerned regarding E.ON's performance, they remained in support of the roll-out of district heating serving new developments on the basis of a lack of ecologically and financially viable alternatives. A district heating stakeholder

forum would commence with representatives from Devon County Council, Cranbrook Town Council, other affected parish councils, the MP representing the area and, if regulated, Ofgem.

23/22 TOWN COUNCIL BUDGET 2023-24

a) Play Area Maintenance

The Council considered a report regarding the appointment of a second contractor to maintain some of the Council's play areas following the appointment of SNC Playground Specialists as the Council's preferred contractor for play park maintenance on 24 October 2022 (minute ref. 22/184).

The Council noted that its draft budget for the 2023-24 financial year did not yet contain the costs detailed under this agenda item.

Councillors expressed concern at appointing two different contractors for the maintenance of different play areas in the same town at a high proposed cost with a risk of incurring additional costs because the quote was not inclusive and non-specific about the actual cost.

The Council already carried out weekly (routine) and quarterly (operational) play area inspections in-house and commissioned annual play area inspections by a competent third party, none of which had highlighted any major safety concerns regarding any of the play equipment. The current programme of Council staff inspecting play equipment and commissioning reactive repairs appeared to be fit for purpose and if there were any concerns relating to that programme, the Council would consider a proposal to change the approach.

The Council noted that it had spent £4,340 on play areas in the 2021-22 financial year and £16,175 in the financial year to date which included capital items e.g. the installation of see-saws at Northwood Acres and Hayes Square and the installation of additional safety surfacing at Northwood Acres at a combined total of £13,138.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to continue with the appointment of SNC Playground Specialists as per Council minute ref. 22/184 dated 24 October 2022 and to produce an in-house maintenance schedule detailing the servicing and maintenance requirements for each piece of play equipment.

b) Budget 2023-24

The Council considered its draft budget for the 2023-24 financial year which included the amended allotment rent of £75.00 per half plot as recommended by the Amenities Committee on 30 January 2023 (ref. minute A/23/10) and the revised charging structure for the Ingrams sports pitches which the Council had agreed under minute ref. 23/6(b) dated 23 January 2023.

It was proposed by Cllr Kim Bloxham seconded by Cllr Colin Buchan and **resolved** to adopt the Town Council's budget for the 2023-24 financial year.

23/23 USE OF OPEN SPACE POLICY

The Council reviewed its policy on the use of public open space.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to adopt the policy as amended at the meeting.

23/24 CLYST MEADOW SUSTAINABLE ALTERNATIVE GREENSPACE (SANG) CONSULTATION

The Council considered its draft response to a consultation by East Devon District Council on the Clyst Meadow sustainable alternative natural greenspace (SANG) in Broadcast.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to agree and submit the consultation response as drafted.

23/25 YOUNGHAYES CENTRE FIRE RISK ASSESSMENT

On 27 June 2022, the Council had reviewed its risk management arrangements and resolved to review the Council's arrangements relating to risk management, fire safety, health and safety and emergency planning once in a Council period, i.e. every four years as well as to receive reports as and when a need arises at any time in relation to risk management, fire safety, health and safety and/or emergency planning (ref. minute 123(e)).

The Council considered a revised fire risk assessment for the Younghayes Centre following the departure of a commercial tenant and the creation of a large meeting room.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to adopt the Younghayes Centre fire risk assessment.

23/26 CLIMATE PLAN

The Council considered its updated climate plan.

Regarding the purchase of water butts, the Council recognised that rainwater harvesting was desirable but was concerned regarding potential vandalism if installed outside the Younghayes Centre. The main purpose of these water butts would be to water the planters in the Younghayes Place car park.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to not purchase water butts and remove the item from the plan.

Regarding the treatment of weeds, it was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to continue liaising with the Council's grounds maintenance contractor to ensure that they use the best available weed treatment method(s).

The Council requested an update from Cllr Matt Bayliss regarding the environmental and climate change building audit of the Younghayes Centre.

23/27 PROCUREMENT POLICY

The Council considered its draft procurement policy.

The Council suggested the following amendments:

- A reference should be made in the document to the Council's Financial Regulations
- Change the sentence "Community Involvement – respond to the community about what they want" to take into account the community's wishes
- Add the use of local suppliers wherever possible under procurement aim 1
- Remove the perceived ranking of procurement aims by numbering those

It was proposed by Cllr Barry Rogers, seconded by Cllr Ray Bloxham and **resolved** to adopt the procurement policy as amended.

23/28 TOWN COUNCIL STAFFING

a) Ranger

The Council considered a report and job description regarding the post of Ranger.

b) Cleaner

The Council considered a draft job description to enable the appointment of a part-time cleaner for Council properties.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt both job descriptions as written.

23/29 COMMITTEE MINUTES

The Council requested that the Committees are clearer in their minutes whether they are making decisions in accordance with their terms of reference or whether they are making recommendations to full Council.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the following meetings:

a) Amenities Committee on 30 January 2023

N.B. By adopting these minutes, the Council agreed to the Amenities Committee's recommendation to increase the allotment rental charges to £75.00 per half-plot (or pro rata for quarter plots) from 1 April 2023 for the 2023-24 financial year under minute ref. A/23/10).

b) Planning Committee on 30 January 2023

23/30 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 9 February 2023.

23/31 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Town Council payments</u>

£69.88 to See the Light for broadband and telephony
£40.00 to the Information Commissioner's Office for the annual subscription 2023-24

<u>Younghayes Centre costs</u>

£1,169.28 to Cowley's Ltd for roof repairs
£381.63 to Green Machine for the cleaning service in February 2023 (with credits to reimburse for shortfalls in cleaning services)
£16.80 to See the Light for the Younghayes Centre broadband

The Council considered a quote from the Royal Society for the Prevention of Accidents (RoSPA) to carry out the open water risk assessments for basins 1a-c in the Country Park as requested under minute 23/7 dated 23 January 2023. In summary the fees were £890 plus VAT for non-members plus mileage for the consultant at 65p/mile and additional £150 plus VAT for overnight accommodation. The Council agreed to obtain quotes from other risk assessors.

23/32 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/33 TOWN COUNCIL INSURANCE

The Council considered quotes for the insurance of the Council's insured risks during the 2023-24 financial year.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to appoint Zurich as the Town Council's insurance provider and to enter into a three-year long-term agreement with Zurich at a cost of £3,775.92 per annum inclusive of 12% insurance premium tax.

23/34 INGRAMS SPORTS PITCHES STORAGE AND EQUIPMENT

The Council considered a report regarding appointing a contractor to provide a storage solution at the Ingrams sports pitches and to decide on the purchase of a cricket roller.

The Council suggested purchasing one 20ft container and a number of smaller containers for sports clubs to hire storage space. The Council noted that providing a storage solution would require the construction of some hardstanding and planning consent.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to

a) purchase a Stothert & Pitt roller from Poweroll at a cost of £4,645 from the Ingrams Pavilion earmarked reserve.

b) agree in principle to provide storage subject to further research on the size and cost of containers and hardstanding as well as consultation with the planning authority East Devon District Council prior to submitting a planning application for the provision of storage on site.

The meeting closed at 8:28pm.

Signed ---------- Date: 20 March 2023

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 15**
20 February 2023			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/01/2023	Proludic Ltd	Hand Hold for Hayes Square	£ 20.28
31/01/2023	Stephen Scown	Employment Law Advice	£ 895.20
31/01/2023	Tony Benger Landscaping Ltd	January 2023 grounds maintenance incl. MLR strips from Education Campus	£ 9,989.40
31/01/2023	OUTCO	Winter gritting	£ 1,934.40
03/02/2023	Devon County Council	Vetting Checks for Dec 2022	£ 9.90
02/02/2023	House2home	Sanding and painting Benches in Hayes Square Park	£ 270.00
07/02/2023	Healthmatic Ltd	Ingrams Pavilion stage payment	£ 93,694.79
30/03/2023	SLCC	Deputy Clerk - Annual Membership Fee	£ 296.00
24/11/2022	Devon Investigations Ltd	2nd Quarter of Silver Reassurance Cover	£ 208.50
25/01/2023	Devon Investigations Ltd	3rd Quarter of Silver Reassurance Cover	£ 208.50
25/02/2023	Rialtas	Financial software annual support and maintenance	£ 525.13
30/01/2023	South West Water	Water and Sewage Charges for Crannaford Allotments	£ 90.45
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/02/2023	Concorde	Printing Costs	£ 4.01
26/01/2003	British Gas	CCTV Electricity	£ 33.47
	Asda Mobile	Office mobile monthly cost	
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/02/2023	Employees	Salaries	£ 9,344.58
28/02/2023	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 3,039.18

Signed ---------- Date: 20 March 2023

28/02/2023	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 3,317.91
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/01/2023	IWS	Legionella Testing	£ 91.01
30/01/2023	South West Water	Water and Sewage Chargess	£ 358.39
31/01/2023	Tony Benger Landscaping Ltd	January 2023 Younghayes Mainenance	£ 81.74
02/02/2023	House2home	Repair of YHC	£ 105.00
29/01/2023	Johnsons Workwear	Tea towel and door mat cleaning	£ 49.06
07/02/2023	G.J. Wqaller & Co	Replace Tap Valve for Medical Centre	£ 36.85
09/02/2023	Green Machine	Consumables	£ 103.74
13/02/2023	Cowley's Ltd	Investigate Leak and Report	£ 60.00
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
05/05/2023	E.ON	Heating	£ 1,059.88
31/01/2023	Biffa	Waste Collections	£ 69.74
05/02/2023	Total Energies	Electricity	£ 4,187.08

Signed ---------- Date: 20 March 2023

MINUTES

Committee: Town Council
Date: Monday, 20 March 2023
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Also Present

Four members of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

23/35 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Matthew Bayliss.

23/36 DECLARATION OF INTERESTS

No declarations of interest were made.

23/37 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 20 February 2023 as a correct record.

23/38 PUBLIC PARTICIPATION

One member of the public asked the Council questions regarding the its use of communications and social media channels as well as services for young people in Cranbrook.

Another member of the public spoke objecting to the hire charges for the Ingrams sports pitches which the Council had agreed on 23 January 2023 (ref. minute 23/6(b)). The Chairman responded advising that the Chairman of the Cranbrook Football Club had been corresponding with him and that the setup of a meeting to discuss the topic was imminent.

23/39 DISTRICT AND COUNTY COUNCIL MATTERS

The Council considered the report by the district councillors and Cllr Sam Hawkins, representing East Devon District Council, confirmed that it was East Devon District Council's intention to indeed provide one flagship play area in each town in East Devon, without the usual caveat that a district-wide policy would not apply in Cranbrook.

The Council noted the report by Cllr Sara Randall Johnson, representing Devon County Council.

23/40 GRANT APPLICATIONS

The Council considered two grant applications by the Cranbrook United Football Club for funding of £2,000 to help the Club continue to provide football sessions to the children of Cranbrook and surrounding areas, as well as £1,000 to continue to develop a strong adult setup within the Club and continue to provide a pathway for young players to progress.

The Council noted that £2,144 remained in its community grant budget during the current financial year.

The Council also noted that its grants policy required that applicants must demonstrate a clear need for financial support, usually by explaining in an application what exactly the grant would be used for e.g. venue hire, purchase of equipment etc and a breakdown of anticipated expenditure. The Council was unable to provide non-specific funding because it administered public funds.

Another consideration under the Council's grants policy was financial sustainability. The supporting documents for the children's application, the youth balance sheet for the 2021-22 season, indicated spending of £7,397.70 on two presentation evenings and £3,961.46 on sundries out of total payments of £18,422.93. In the absence of specific information on how the grant would be spent, the Council was reluctant to provide public funding when the Club seemingly spent its funds on social events and unspecified items, seemingly resulting in the Club now not being able to support its revenue outgoings.

The Chairman of the Cranbrook United Football Club, who attended the meeting in support of the application, responded by advising that presentation evenings were an integral part to youth football and each presentation evening required a venue suitable for 500 people in addition to trophies and medals for 200 children. He further explained that sundries might include fuel for vehicles and mowers.

The Council had previously committed to financially support sports clubs which were unable to use the sports pitches at the Ingrams site during the pavilion construction period and had awarded £650 to the Cranbrook Football Club towards the use of alternative training grounds on 26 September 2022 (minute ref. 22/164(b)). On that basis, Cllr Ray Bloxham, seconded by Cllr Kevin Blakey, proposed to award the same amount of £650 to the Cranbrook United Football Club for the same reason. The Chairman of the Cranbrook United Football Club appeared to disagree with the proposal and, subsequently, Cllr Ray Bloxham withdrew it.

It was then proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to defer the consideration of the grant applications by the Cranbrook United Football Club and to work with the Club to submit grant applications which were in accordance with the Council's grants policy to a future meeting.

23/41 RESTATING SECTION 2 OF THE 2021-22 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (STATEMENT OF ACCOUNTS)

The Council considered a report recommending the restatement of Section 2 of the 2021-22 Annual Governance & Accountability Return, the Statement of Accounts for the reasons stated in the report.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to restate Section 2 of the 2021-22 Annual Governance and Accountability Return (AGAR), the Statement of Accounts as presented to this meeting.

23/42 TREATMENT OF EARMARKED RESERVES

The Council considered a report regarding the treatment of some of its earmarked reserves at the financial year-end.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the treatment of earmarked reserves 321, 330, 333 and 340 as detailed in the report.

23/43 COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORT

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the Community Infrastructure Levy annual report dated 31 December 2022.

23/44 COMMUNITY GARDEN

The Council considered a report regarding the progress in delivering a community garden in Cranbrook.

In addition to the report, Cllr Ray Bloxham reported that a site visit with South West Water had been carried out on 15 March 2023 and the Council was awaiting their quote for a commercial water connection.

The Council noted the report.

23/45 MOBILE BUSINESSES TRADING ARRANGEMENTS

The Council considered a report proposing possible trading arrangements for mobile businesses which did not require a street trading licence.

The Council debated the difficulty in providing a dedicated guaranteed trading space for any venture at any of the locations proposed in the report and was therefore of the view that charging a fee was inappropriate. The Council commented that East Devon District Council's economic development team might be able to advise regarding trading arrangements for mobile businesses which did not require a street trading licence.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to reject the proposal in the report and to invite any applicant to seek any advice by East Devon District Council's economic development team.

23/46 COMMITTEE MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the Amenities Committee meeting on 13 March 2023, including approving minute A/23/24 recommendation to Council to replace the external lights at the Younghayes Centre, install an override switch in the Conference Room and to delegate to the Property Administrator to coordinate the high ceiling clean and the community hall light repairs at the same time to reduce scaffolding expenditure and limit the time the hall is out of action.

23/47 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 7 March 2023.

23/48 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Town Council payments</u>

£370.25 to BHIB for cyber liability insurance, inclusive of the 12% insurance tax and a £25.00 arrangement fee N.B. In 2022-23, this insurance cost £299.00
£65.81 to See the Light for broadband and telephony
£36.00 to DALC for staff training
£630.00 to SNC (Southwest) for repairs and maintenance of play parks
£110.30 to Stalite Signs for repair sign at Northwood Acres play area
£126.48 to Rialtas for bookings Google Public Calendar website integration support and maintenance

Younghayes Centre payments

£75.66 to Johnsons Workwear for tea towel and door mat cleaning
£16.80 to See the Light for the Younghayes Centre public broadband
£91.01 to IWS for Legionella testing February 2023
£91.01 to IWS for Legionella testing March 2023
£4,540.90 to East Devon District Council for business rates for community hall
£1,946.10 to East Devon District Council for business rates for library
£1,244.39 to East Devon District Council for business rates for Younghayes Centre

23/49 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/50 INGRAMS SPORTS PITCHES STORAGE

The Council considered a report regarding the delivery of a storage compound at the Ingrams site.

The Council had been awarded £10,000 from the Sport England Exeter and Cranbrook local delivery pilot towards storage and equipment at the Ingrams sports pitches and had previously agreed to purchase a Stothert & Pitt roller from Poweroll at a cost of £4,645 (ref. minute 23/34).

Although the Council was able to quantify its own storage needs for grounds maintenance plant and equipment, the Council commented on the unknown future storage needs of sports clubs at this stage and the need to await those before installing storage solutions.

A design prepared by the Council's construction project manager indicated a compound in the location shown on the consented plan under planning application reference 22/1561/RES which allowed for the positioning of three 20ft x 8ft shipping containers with doors at each end.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) purchase one 20ft tri-door container at a cost of £2,900 each plus £750 delivery from Cleveland Containers before making a future decision regarding the storage space(s) for use by individual sports clubs.

b) obtain quotes for the installation of a concrete base for three 20ft x 8ft containers plus aprons.

c) delegate authority to the Chairman of the Finance & Personnel Committee and the Clerk to finalise the arrangements for the installation of foundations.

d) install suitable screening once the storage compound was finalised.

The meeting closed at 8:23pm.

Signed ---------- Date: 24 April 2023

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 14**
20 March 2023			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/02/2023	Tony Benger Landscaping Ltd	Waste bin installaiton at St. Martins/ Mayfield Way	£ 223.56
23/02/2023	Tony Benger Landscaping Ltd	Hedge cutting	£ 840.00
23/02/2023	Tony Benger Landscaping Ltd	Tree removal and replacement with fruit tree	£ 357.60
23/02/2023	Tony Benger Landscaping Ltd	Febnruary 2023 grounds maintenance incl. MLR strips from Education Campus	£ 9,989.40
24/02/2023	Rialtas	Group Training	£ 600.00
21/02/2023	Zurich	Insurance premium 2023-24	£ 3,775.92
28/02/2023	M & G Associates	Payroll February 2023	£ 22.01
28/02/2023	Tony Benger Landscaping Ltd	January and February 2023 grounds maintenance worship land	£ 508.80
28/02/2023	Proludic Ltd	Post Caps for play parks	£ 47.86
28/02/2023	OUTCO	Winter gritting	£ 1,339.20
28/02/2023	Tony Benger Landscaping Ltd	Static load testing Okat Tree	£ 3,300.00
28/2/223	Tony Benger Landscaping Ltd	Prepare and produce an Arboricultural Risk Strategy	£ 240.00
06/03/2023	Cranbrook Youth Club CIC	Youth service for second half of the 2022-23	£ 4,640.00
07/03/2023	Power Precision and Fabrication Ltd.	Roller Deposit	£ 900.00
07/03/2023	Power Precision and Fabrication Ltd.	Roller Balance Payment	£ 4,674.00
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/03/2023	Concorde	Printing Costs	£ 3.01
28/02/2023	British Gas	CCTV Electricity	£ 33.47
17/02/2023	Core Office IT	Monthly email and cloud services hosting	£ 340.50
17/02/2023	Core Office IT	IT Support	£ 562.80

Signed ---------- Date: 24 April 2023

27/03/2023	Siemens Financail Services Ltd	Office Copier Lease Rental and Facility Fee	£ 120.30
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/03/2023	Employees	Salaries	£ 8,400.48
28/03/2023	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£2,953.71
28/03/2023	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 3,045.20
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/02/2023	Tony Benger Landscaping Ltd	February 2023 Younghayes Mainenance	£ 81.74
13/01/2023	G.J. Waller & Co.	Replacement of tap cartridge for medical tap	£ 165.85
07/03/2023	Infinity Electrical Services	Replace Lamps in ladies' toilet	£ 9.80
08/03/2023	AW Services	Hydroboil repair	£ 257.29
13/03/2023	DL Cleanwindows	External Window Cleaning Annual Invoice	£ 316.80
13/03/2023	Green Machine	Consumables	£ 25.82
13/02/2023	House2home Handyman Services	Handyman services for Younghayes Centre	£ 320.00
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
08/03/2023	E.ON	Heating	£ 956.39
28/02/2023	Biffa	Waste Collections	£ 69.74

Signed ---------- Date: 24 April 2023

MINUTES

Committee: Town Council
Date: Monday, 24 April 2023
Time: 7:50pm on the rising of the annual meeting of the town
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Barry Rogers

Also Present

Three members of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

23/51 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Sam Hawkins.

23/52 DECLARATION OF INTERESTS

Cllr Ray Bloxham declared a personal interest in relation to agenda item 13 (occupational lease – commercial tenant) by virtue of serving as the coordinator of the patient participation group at the Cranbrook Medical Centre.

23/53 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 20 March 2023 as a correct record.

23/54 PUBLIC PARTICIPATION

No requests were received from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

23/55 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by one of the County Councillors representing Cranbrook.

23/56 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 4 April 2023.

Signed ---------- Date: 15 May 2023

23/57 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments and noted that the invoice for a tree survey of £270.00 by Tony Benger Landscaping had been received in error and was payable by the East Devon New Community partners.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council payments

£25,694.83 to Tony Benger Landscaping Ltd for grounds maintenance in April 2023
£400.00 to Peter Woodman Pitch Services for labour, materials and ground equipment/machinery for pitch maintenance of Ingrams cricket square
£523.56 to Rialtas Business Solutions Ltd for Omega Cashbook annual support and maintenance licence

The application of a credit of £31.02 to the Green Machine invoice for a missed clean on 31 March 2023

Staffing costs

Salaries: £9,268.37
HMRC contributions (PAYE and E'er and E'ee NICs): £2,984.94
Pension contributions (E'er and E'ee): £3,188.43

Town Council direct debits

£7.55 to British Gas for CCTV electricity at St Martin's play area

Younghayes Centre payments

£4,316.40 to Outsource Engineering Service Ltd for replacement of all the external lights and install the PIR override switch in the conference room (ref. minute A/23/24)
£91.01 to IWS for Legionella Testing
£93.18 to Tony Benger Landscaping Ltd for April 2023 Younghayes maintenance

23/58 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/59 INGRAMS SPORTS PITCHES STORAGE COMPOUND

The Council considered quotes for the construction of a concrete base to enable the installation of a storage compound at the Ingrams sports pitches.

The Council had received an additional quote on 21 April 2023 which it also considered.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to appoint Exe Valley Plant Hire to construct a concrete base to enable the installation of a storage compound at the Ingrams sports pitches at a cost of £5,400.00 plus VAT and to delegate to the Clerk to finalise with the contractor the arrangements for the disposal of spoil either on or off site.

23/60 ANNUAL INSPECTION OF SOLAR PV INSTALLATION

The Council considered quotes for the annual inspection of the solar photovoltaic installation on the roof of the Younghayes Centre.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to commission Sungift Solar to carry out the annual inspection of the solar photovoltaic installation on the Younghayes Centre.

23/61 RISK ASSESSMENT OF WATER STRUCTURES

The Council considered quotes for carrying out risk assessments relating to water structures in Cranbrook and queried whether one of the quoting firms had included in their quote the cost covering their proposal that the Ranger work with them to develop an Open Water Risk Strategy so that in time the Council could monitor and manage this activity in-house – or whether that service was chargeable in addition, and when they could complete the risk assessment.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to commit to a spend of in the region of £1,000 to carry out all risk assessments relating to ponds and open water within the Council's ownership, i.e. basins 1a-c in the Country Park currently, and to delegate authority to the Clerk to appoint a contractor following receiving responses to the above queries.

23/62 CREDIT CONTROL POLICY – WRITING OFF BAD DEBT

The Council considered a report regarding writing off bad debt and to review the Council's credit control policy in light of a particular recent case.

Section 1.13. of the Council's Financial Regulations stipulated that the Council was not able to delegate certain specified decisions, including writing off bad debts.

When reviewing the Council's credit control policy, the Council amended a bullet point in the policy as follows: "Amounts which the Council is unable to collect and/or which the Council deems not cost-effective to pursue".

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the policy as amended at the meeting.

It was further proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to not write off the bad debt of £171.42 originating from invoice CTC-210 in accordance with section 1.13 of the Council's Financial Regulations, to issue a warrant of control at a cost of up to £130.00 which would be recoverable from the defendant.

23/63 OCCUPATIONAL LEASE – COMMERCIAL TENANT

The Council considered a commercial lease relating to a commercial tenancy which required entering into as a contract by deed. The Council's Standing Order 23 covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to approve the commercial lease on behalf of the Council in accordance with Standing Order 23 subject to the tenant confirmation that the signature format is in accordance with the tenant's partnership agreement.

The meeting closed at 8:39pm.

Signed ---------- Date: 15 May 2023

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 07**
24 April 2023			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/01/2023	Devon Investigations Ltd	4th Quarter of Silver Reassurance Cover	£ 208.50
20/3/20023	Devon County Council	Silver Advert - Devon jobs for Ragner	£ 180.00
21/03/2023	RoSPA PlaySafety	Annual Play Park Inspection Reports	£ 469.20
21/03/2023	Tony Benger Landscaping Ltd	March 2023 grounds maintenance incl. MLR strips from Education Campus and area of worship	£ 10,243.80
~~21/03/2023~~	~~Tony Benger Landscaping Ltd~~	~~Tree Survey at site adjacent to Plum Close~~	~~£ 270.00~~
21/03/2023	Tony Benger Landscaping Ltd	Recommended works on Tree Report	£ 3,420.96
22/03/2023	Countryside Jobs Service	Basic Text Listing for Ranger	£ 90.00
22/03/2023	Studio Four Archtitects	Project management Ingrams pavilion	£ 1,190.40
24/03/2023	South West Water	New water connection for community garden by the dog exercise area	£ 2,733.60
17/04/2023	Tony Benger Landscaping Ltd	Quote for 12 gallon plastic water trough with fittings, base slabs and isolation tap for community garden - excluding VAT	£ 498.00
24/03/2023	Wicksteed Leisure Ltd	Play table and play house at Platinum Park	£ 6,873.67
24/03/2023	Wicksteed Leisure Ltd	Platinum Park	£ 68,749.56
31/03/2023	OUTCO	Winter gritting	£ 148.80
03/04/2023	Devon Association of Local Council	Membership Fee 2023-24	£ 995.10
31/03/2023	MAT Electric Ltd	Installation of the night landing site	£ 7,202.53
04/04/2023	Maverick Industries Ltd	Noise assessment by Inacoustic for Skatepark	£ 1,920.00
05/04/2023	Maverick Industries Ltd	Site survey for Skatepark	£ 1,680.00
18/08/2022	Core Office IT	New Councillor Email and user configuration	£ 67.20

Signed ---------- Date: 15 May 2023

21/07/2022	Core Office IT	Setup Laptop and Email for Open Space Ranger and access request information	£ 688.80
12/04/2023	Stalite Signs	Platinum Play Park Welcome Signs	£ 483.29
14/04/2023	House2home Handyman Services	Repairs at St Martins Play Park	£ 300.00
17/04/2023	See the Light	Broadband and Telephony	£ 65.14
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
04/04/2023	Concorde	Printing Costs	£ 21.93
28/03/2023	British Gas	CCTV Electricity	£ 29.98
05/04/2023	Core Office IT	Annual web hosting fee	£ 172.80
05/04/2023	Core Office IT	Monthly email and cloud services hosting	£ 324.00
05/04/2023	Core Office IT	IT Support	£ 562.80
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/04/2023	Employees	Salaries	To follow
28/04/2023	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	To follow
28/04/2023	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	To follow
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
20/03/2023	Green Machine	Cleaning March 2023 (One credit note been applied)	£ 867.56
21/03/2023	Tony Benger Landscaping Ltd	Younghayes Centre grounds maintenance March 2023	£ 81.74
22/03/2023	G.J. Waller & Co	Repair leak secure soil stack	£ 38.85
20/03/2023	Churches Fire Security Ltd	Fire extinguisher service	£ 67.22
23/03/2023	ASAP Locksmiths	Investigate and fix kitchen double door	£ 90.00
30/03/2023	GJ Waller	Investigate blocked toilet	£ 42.85
29/03/2023	Drain Wizard	Clearing the blocked drains	£ 420.00
02/04/2023	Johnsons Workwear	Tea towel and door mat cleaning	£ 60.53
13/04/2023	Contour Commercial	Exterior cleaning at Younghayes Centre	£ 765.00

Signed ---------- Date: 15 May 2023

14/04/2023	House2home Handyman Services	Repairs at Younghayes Centre	£ 115.00
17/04/2023	See the Light	Broadband and telephony	£ 16.80
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/03/2023	E.ON	Heating	£ 1,342.86
31/03/2023	Biffa	Waste collections	£ 104.62

Signed ---------- Date: 15 May 2023

MINUTES

Committee: Town Council
Date: Monday, 15 May 2023
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr James Gill
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Barry Rogers
Cllr Vincent Wilton

Also Present

Five members of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

23/64 ELECTION OF CHAIR OF THE COUNCIL FOR 2023-24 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Ray Bloxham proposed that Cllr Les Bayliss be elected Chair of the Council for 2023-24. This was seconded by Cllr Kevin Blakey and **resolved.** It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

Cllr Lisa Goudie abstained from the vote.

23/65 ELECTION OF VICE-CHAIR OF THE COUNCIL FOR 2023-24 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Kim Bloxham proposed that Cllr Kevin Blakey be elected Vice-Chair of the Council for 2023-24. This was seconded by Cllr Colin Buchan and **resolved.** It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

Cllr Lisa Goudie abstained from the vote.

23/66 APOLOGIES FOR ABSENCE

No apologies for absence were received.

Signed ---------- Date: 26 June 2023

23/67 DECLARATIONS OF INTERESTS AND DISPENSATIONS

Cllr James Gill declared a personal interest in relation to agenda item 20 (review of Council policies) by virtue of being personally acquainted with a Council employee.

23/68 MINUTES

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 24 April 2023 as a correct record.

23/69 PUBLIC PARTICIPATION

One member of the public enquired regarding the extent of the ongoing construction works and the implications for wildlife. Cllr Ray Bloxham responded explaining that planning applications relating to some of the expansion areas had received planning consent whereas others had not. Some of the expansion areas were located in the parish of Cranbrook whereas others were located within surrounding parishes. Cllr Ray Bloxham referred the member of the public to East Devon District Council's Cranbrook Plan which contained all the details. Cllr Ray Bloxham also highlighted that the Environment Act 2021 stipulated that all planning permissions granted in England (with a few exemptions) would have to deliver at least 10% biodiversity net gain from an unconfirmed date in November 2023.

Another member of the public enquired regarding the future use of the Ingrams sports pitches and the Football Association requirement for sports clubs to be able to evidence the existence of a home ground for affiliation purposes. The Council responded to advise that no such request had been received and that it would work together with any sports club and the Football Association to provide any required evidence or assurance.

23/70 REVIEW OF THE CODE OF CONDUCT

The Council reviewed its Code of Conduct which it noted was based on the national model code.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the Council's Code of Conduct.

Cllr Lisa Goudie abstained from the vote.

23/71 REVIEW OF FINANCIAL REGULATIONS

a) Review of Financial Regulations

The Council reviewed its Financial Regulations dated 27 June 2022 and the delegation arrangements (especially Financial Regulations 4.1 and 4.5).

The Council noted the suggested amendments in Regulations 4.1 and 4.3 and raised that the numbering in section 5 required correction.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to adopt the Council's Financial Regulations and to confirm the delegation arrangements (especially Financial Regulations 4.1 and 4.5).

Cllr Lisa Goudie abstained from the vote.

b) Regular Payments

The Council reviewed its schedule of regular payments in accordance with Financial Regulation 5.6.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to approve the Council's schedule of regular payments.

Cllr Lisa Goudie abstained from the vote.

c) Review of Fees and Charges

The Council reviewed its schedule of fees and charges in accordance with Financial Regulation 9.3.

The Council reserved the right to review the hire charges for the Ingrams sports pitches which had been agreed by the full Council on 23 January 2023 (minute ref. 23/6(b)) as well as the charges in relation to the electric vehicle charge point, and that therefore Standing Order 7 would not apply to those two areas of Council business.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to approve the Council's schedule of fees and charges except the Ingrams hire charges and electric vehicle charge point charges which the Council reserved for review.

Cllr Lisa Goudie abstained from the vote.

23/72 REVIEW OF STANDING ORDERS

The Council reviewed its Standing Orders.

Cllr Ray Bloxham suggested that a provision could be added to Standing Order 4d to appoint six councillors to Council committees plus the Chair and Vice-Chair of the full Council as ex officio members of those. The Chair and Vice Chair of the full Council would have voting rights and form part of the quorum.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to adopt the Council's Standing Orders as amended.

23/73 DISPENSATION PROCEDURE

To consider the attached document, determine the options highlighted and adopt the procedure.

Cllr Ray Bloxham suggested that dispensations should be granted by the Clerk.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to delegate the power to grant dispensations to the Clerk on the basis that the power rested with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

Cllr Lisa Goudie abstained from the vote.

23/74 GENERAL POWER OF COMPETENCE

The Council confirmed that it met the eligibility criteria to operate the General Power of Competence and to adopt it as the Power of First Resort for Council actions.

An eligible council is one which resolved to adopt the General Power of Competence, with at least two thirds of its members being elected or declared elected and the Clerk holding an appropriate qualification in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to confirm that the Council met the eligibility criteria to adopt and operate the General Power of Competence and to adopt it as the Power of First Resort for Council actions.

23/75 COUNCIL OPERATING PRINCIPLES

The Council's operating principles as a non-party-political and non-religious organisation had last been adopted on 17 June 2019 (minute ref. 19/117) following the previous ordinary elections in 2019.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to reaffirm the Town Council's operating principles as a non-party-political and non-religious organisation which served all members of the community in accordance with current equality legislation.

23/76 SERVING OF SUMMONS ELECTRONICALLY

Councils must obtain councillors' consent to receive agendas via email, otherwise the agendas would need to be sent by post posted with three clear days' notice. The Council had been operating as a paper-free organisation since its creation as a local authority in 2015.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to confirm that all councillors are content to receive agendas via email.

23/77 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF COUNCILLORS TO COMMITTEES AND WORKING GROUPS

The Council agreed the appointment of committees and working groups and appointed councillors to committees and working groups for the year 2023-24 as follows:

<u>Amenities Committee</u>

Cllr Les Bayliss
Cllr Kevin Blakey

Cllr Kim Bloxham
Cllr Colin Buchan
Cllr James Gill
Cllr Lisa Goudie
Cllr Barry Rogers
Cllr Vincent Wilton

<u>Finance & Personnel Committee</u>

Cllr Les Bayliss
Cllr Kevin Blakey

Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Barry Rogers
Cllr Vincent Wilton

<u>Planning Committee</u>

Cllr Les Bayliss
Cllr Kevin Blakey

Cllr Matt Bayliss
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Barry Rogers
Vacancy

Asset Delivery Working Group

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Town Clerk

Ingrams Working Group

Cllr Matt Bayliss
Cllr Kevin Blakey
Cllr Vincent Wilton
Property Administrator

Safety Working Group

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan
Town Clerk

Town Emergency Response Group (ref. Emergency Plan at agenda item 31)

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Vincent Wilton
Town Clerk

The Council appointed the following two new working groups:

Policy Working Group

Cllr Ray Bloxham
Cllr Lisa Goudie
Town Clerk

Noticeboard Strategy Working Group

Cllr Vincent Wilton
Cllr Lisa Goudie
Deputy Clerk

23/78 APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF TOWN COUNCIL COMMITTEES

The Council appointed the following:

Amenities Committee

Cllr Barry Rogers (Chair)
Cllr Kim Bloxham (Vice-Chair)

Finance & Personnel Committee

Cllr Sam Hawkins (Chair)
Cllr Ray Bloxham (Vice-Chair)

Planning Committee

Cllr Ray Bloxham (Chair)
Cllr Matt Bayliss (Vice-Chair)

23/79 TERMS OF REFERENCE AND REVIEW OF DELEGATION ARRANGEMENTS

The Council reviewed the terms of reference for its committees and working groups as well as the associated delegation arrangements where documented.

The Council commented that in previous years it had given its committees and working groups the opportunity to review their terms of reference before adopting those at a full Council meeting and a suggestion was made to follow the same process again. The Council noted that the two new working groups would develop their own terms of reference for the Council's approval.

All terms of reference would be submitted for approval by full Council at the earliest opportunity.

23/80 APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES

The Council appointed the following councillors with special responsibilities:

E.ON district heating liaison: Cllr Kim Bloxham
Community Speedwatch: Cllr Barry Rogers
Gypsy and traveller liaison: Cllr Colin Buchan
Risk management, emergency planning and health and safety: Cllr Les Bayliss
Street naming suggestions: Cllr Barry Rogers

The Council did not re-appoint a councillor with lead responsibility for highway matters on the basis that this topic fell under the Planning Committee's jurisdiction.

23/81 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

The Council appointed the following councillors to the following outside bodies:

Catchment-Sensitive Communities: Cllr Barry Rogers
Cranbrook Strategic Delivery Board: Cllr Les Bayliss
East Devon Arts and Culture Forum: Cllr Lisa Goudie
E.ON Stakeholder Forum: Cllr Les Bayliss
Exeter Airport Consultative Committee: Cllrs James Gill and Barry Rogers
Police and Crime Commissioner Councillor Advocate: Cllr Kim Bloxham
Sport England Local Delivery Pilot Cranbrook Steering Group: Cllr Les Bayliss
Tree Warden Forum: Cllr Barry Rogers

The Council did not re-appoint a representative to the Cranbrook and Ottery St Mary Community Safety Group as it was not operational at present.

The Council did not re-appoint a representative to the Sport England Local Delivery Pilot Board as it was not operational.

The Council encouraged the Clerk to attend the Larger Councils Forum at her discretion.

23/82 RISK MANAGEMENT STRATEGY, RISK REGISTER, RISK ASSESSMENTS AND REVIEW OF RISK MANAGEMENT ARRANGEMENTS

On 27 June 2022, the Council had reviewed its risk management arrangements and had resolved to review the Council's arrangements relating to risk management, fire safety, health and safety and emergency planning once in a Council period, i.e. every four years as well as to receive reports as and when a need arises at any time in relation to risk management, fire safety, health and safety and/or emergency planning (ref. minute 22/123(e)).

a) Risk Management Strategy and Risk Register

The Council considered its risk management strategy and risk register and noted that a business risk relating to value added tax (VAT) compliance would be added to the document by the Council's appointed councillor with lead responsibility for risk management, emergency planning and health and safety.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the risk management strategy and risk register as well as the Council's approach to risk management detailed in minute 22/123(e) dated 27 June 2022.

b) Risk Assessments

The Council considered the following risk assessments:

i. Slips and Trips Generic
ii. Manual Handling Generic
iii. Office Safety
iv. Kitchen
v. Playground Safety
vi. Councillor
vii. Allotments Safety
viii. Christmas Tree
ix. Lone Working
x. Country Park General Tasks
xi. Country Park Events
xii. Driving
xiii. Younghayes Centre
xiv. Homeworking all staff
xv. Returning to Work (following prolonged illness)

The Council noted that a risk assessment relating to the vehicle-activated sign (VAS) would be considered by the next meeting of the Council's Amenities Committee.

The Council noted that a risk assessment relating to the use of Council-issued equipment by Council volunteers would be produced.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the risk assessments as detailed on the agenda.

c) Archived Risk Assessments

i. Play Parks Safety
ii. Country Park River Work (N.B. this risk assessment may become live again following the appointment of a Ranger)
iii. Volunteer
iv. Risk Assessment Temp A – Return to Work Post Covid-19
v. Risk Assessment Temp B – Re-Opening Playgrounds Post Covid-19
vi. Risk Assessment Temp C – Council Meetings

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to archive the risk assessments as detailed on the agenda.

d) Health and Safety Policy

The Council considered its health and safety policy and suggested to remove the three-page section on lone working and simply refer to the Council's lone working policy (ref. agenda item 20), similar to the sections on unacceptable behaviour and safeguarding in the document.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the health and safety policy as amended.

e) Younghayes Centre Fire Management Plan and Fire Risk Assessment

The Council considered the Younghayes Centre fire management plan and fire risk assessment.

The Council's appointed councillor with lead responsibility for risk management, emergency planning and health and safety reported that the Devon and Somerset Fire and Rescue Service had recommended to review the documents once every five years or when significant changes occurred, instead of annually.

It was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to adopt the Younghayes Centre fire management plan and fire risk assessment.

23/83 REVIEW OF COUNCIL POLICIES

The Council reviewed the following documents:

The Council's HR-related policies: Absence Management Policy, Grievance and Disciplinary Policy and Capability Procedure, Lone Working Policy, Personal Use of Council Equipment Policy, Training and Development Policy, Whistleblowing Policy

The Council's policies: Accessibility Policy, Assets Policy, CCTV Policy, Cash Handling Policy, Credit Control Policy, Community Engagement Strategy, Councillor Officer Protocol, Customer Service Policy and Complaints Procedure and Freedom of Information Procedure, Document Retention Policy, Equality and Diversity Policy, Grants Policy and application form, Media and Social Media Policies, Privacy Policy, Procurement Policy, Sandbag Scheme, Street Trading Guidelines, Unacceptable Behaviour Policy, Unauthorised Encampment Policy, Use of Public Open Spaces including Code of Conduct for Cyclists and Professional Dog Walkers

The Maternity Policy and Peninsula Pensions Employer Discretion Policy were not recommended for review at present.

The Council appointed a new working group dedicated to the review of Council policies under minute ref. 23/77 above which may wish to consider whether all the polices remain a requirement, e.g. the sandbags scheme.

The Council also amended its absence management policy to include the following section:

Compassionate Leave

Employees are entitled to take time off work to deal with the bereavement involving a person who was not a dependant. In those circumstances, the Council grants paid time off for a reasonable period of time at the discretion of the line manager and depending on circumstances.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to adopt the policies as detailed on and circulated with the agenda as amended and to task the Policy Working Group with the detailed review of all documents and a report back to full Council.

23/84 REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTION TO OTHER BODIES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to remain a member of the Devon Association of Local Councils and, therefore, the National Association of Local Councils as well as Parish Online and for the Clerk and Deputy Clerk to remain members of the Society of Local Council Clerks.

23/85 PUBLICATION SCHEME

The Council considered its Publication Scheme which followed the template published by the Information Commissioner.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the Publication Scheme.

23/86 COUNCIL MEETINGS CALENDAR

It was proposed by Cllr Matt Bayliss, seconded by Cllr Vincent Wilton and **resolved** to

a) note the meetings calendar 2023-24.
b) to modernise and digitalise the document using a public Outlook calendar.

23/87 BANK SIGNATORIES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to confirm the Council's current duly authorised bank signatories as follows:

"View and Submit" level of access: Janine Gardner and Alexandra Robinson
"View and Authorise" level of access: Cllrs Kevin Blakey, Ray Bloxham and Colin Buchan

23/88 DELIVERY OF AN OUTDOOR GYM IN THE STONE MEADOW AREA OF THE COUNTRY PARK

The Council considered tender documents relating to the delivery of an outdoor gym in the Stone Meadow area of the Country Park for launching the tender in accordance with the Council's Financial Regulations and the proposed timetable.

The Council noted that grant funding would be sought for this facility and that the Council had successfully completed a Stage 1 application to the Valencia Communities Fund (formerly known as Viridor Credits). The submission of a Stage 2 application required a completed public procurement exercise. It was not proposed to fund an outdoor gym via the Town Council's precept.

Advice from the Valencia Communities Fund had been received which clarified that if a contract was signed prior to confirmation of an award from the Fund, the Council's application would not be considered, i.e. if the Council made a financial commitment to a specific contractor prior to securing funding from the Valencia Communities Fund, then the Council's application would be ineligible for consideration. Therefore, an amendment to the tender timetable was suggested as follows:

Item	**Date**
Publication date of the contract notice and publication of tender documents	16 May 2023
Deadline for submission of tenders	**31 May 2023 at 23:59**
Evaluation of tenders (including any clarification questions to tenders)	From 1 June 2023
Notification to shortlisted applicants and invitation to presentation	By 9 June 2023
Submission of shortlisted applicants' tender responses to Valencia Communities Fund, together with complete Stage 2 submission	By 9 June 2023 Valencia Communities Fund submission deadline: 31 July 2023
Presentations by shortlisted tenderers	w/c 12 June 2023
Evaluation Panel's Recommendation to Council	20 June 2023
Valencia Communities Fund decision date	5 October 2023
Date of the full Council meeting	Following decision by Valencia Communities Fund
Notification to applicants & contract award	Following decision by Valencia Communities Fund
Construction works commencing	Following decision by Valencia Communities Fund

Signed ---------- Date: 26 June 2023

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the tender documents relating to the delivery of an outdoor gym in the Stone Meadow area of the Country Park and to launch the tender in accordance with the Council's Financial Regulation and the proposed timetable.

Cllrs Lisa Goudie and Vincent Wilton abstained from the vote.

23/89 REQUEST TO USE COUNTRY PARK EVENT SPACE

The Council considered a request for the use of the Country Park event space by the National Festival Circus for one day on 1 August 2023.

The Council commented that this was an event suitable to take place in the event space and it noted the amended charges payable under the Council's policy on the use of public open spaces approved under minute 23/83.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the request by the National Festival Circus to use the Country Park event space on 1 August 2023.

23/90 COMMERCIAL SPONSORSHIP OPPORTUNITIES

The Council considered a proposal to create commercial sponsorship opportunities in the town.

Councillors articulated concerns in relation to:

- Proposed locations
- Planning considerations
- Whether the proposed opportunities at the Ingrams sports pitches would benefit the Council or sports clubs
- VAT compliance
- Sponsorship of the Country Park which helped develop the Country Park

It was therefore proposed by Cllr Ray Bloxham, seconded by Cllr James Gill and **resolved** to explore commercial sponsorship opportunities further.

23/91 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Town Council Payments</u>

£81.60 to Countryside Jobs Service for basic text listing for Ranger recruitment
£73.24 to South West Water for water and sewage charges at Crannaford Allotments
£600.00 to East Devon District Council for office business rates
£318.00 to SNC for reinstated basket swing at St. Martin's play area
£59.31 to See the Light for broadband and telephony

Staffing payments had not been calculated yet pending the appointment of a payroll provider under agenda item 32 and the payment of staffing costs was authorised under agenda item 8(b) (approval of the Council's regular payments).

At the request of allotment holders at the Crannaford Allotments, the Council had installed "no ball games" signage at the Crannaford play area on 3 May 2023 (ref. £186.77 on the schedule of payments). By 9 May 2023 that signage had been stolen. Stalite Signs had quoted the same amount of £186.77 for replacement "no ball games" signage at the Crannaford play area but the Council agreed to research and obtain quotes for vandalism-proof alternatives.

Town Council Direct Debits

£357.60 to Core Office IT for monthly email and cloud services hosting
£562.80 to Core Office IT for IT support

Younghayes Centre Payments

£125.00 to House2home for repairs at Younghayes Centre
£354.00 to SunGift Solar Ltd for inspection of solar PV installation on Younghayes Centre roof
£60.53 to Johnsons Workwear for tea towel and door mat cleaning
£16.80 to See the Light for Younghayes Centre broadband

23/92 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/93 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Council considered its insurance schedule for the 2023-24 financial year as well as the Council's asset register dated 31 March 2023.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to confirm and approve the arrangements for insurance cover in respect of all insured risks as well as the Council's asset register dated 31 March 2023.

23/94 EMERGENCY PLAN

The Council considered its emergency plan.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to adopt the document and to submit it to the Devon Community Resilience Forum.

23/95 PAYROLL PROVIDER

The Council considered a report recommending the appointment of a new payroll provider in accordance with the Council's Financial Regulations.

It was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to appoint East Devon District Council to provide the Town Council's payroll service.

The meeting closed at 9:24pm.

Signed ---------- Date: 26 June 2023

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 28**

15 May 2023

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/05/2023	Devon Investigations Ltd.	Silver Resassurance Service - Burrough Fields (annual payment excluding VAT)	£ 795.00
04/05/2023	Stalite Signs	No Ball Games Signage	£ 186.77

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
03/05/2023	Concorde	Printing Costs	£ 3.94

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	Employees	Salaries	Refer to Item 32
	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	Refer to Item 32
	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	Refer to Item 32

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
26/04/2023	Green Machine	Consumables March 2023	£ 81.95
03/05/2023	Trinity Fire & Security Systems Ltd	Routine service of the Fire alarm system	£ 96.19
03/05/2023	South West Water	Water and Sewage Chargess	£ 352.80

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
03/05/2023	E.ON	Heating	£ 908.83
05/05/2023	Total Energies	Electricity	£ 2,667.36
30/04/2023	Biffa	Waste Collections	£ 69.74

Signed ---------- Date: 26 June 2023

MINUTES

Committee: Town Council
Date: Monday, 26 June 2023
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present

Four members of the public
Cllr Henry Gent, Devon County Council
Andrea Bomanson, Cranbrook Community Builder
Gemma Tozer-Howe, Cranbrook Road Safety Campaign
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

23/96 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs James Gill and Barry Rogers.

23/97 DECLARATION OF INTERESTS AND DISPENSATIONS

Cllrs Kim and Ray Bloxham declared personal interests in agenda item 6 (citizen recognition award) by virtue of being personally acquainted with the nominee. For that reason, Cllrs Kim and Ray Bloxham would not participate in any debate or vote.

Cllr Vincent Wilton declared a personal interest in agenda item 14 (support for 20's Plenty campaign) by virtue of being a member of the Cranbrook Road Safety Campaign.

23/98 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 15 May 2023 as a correct record.

23/99 PUBLIC PARTICIPATION

No request were made from member of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

Signed ---------- Date: 24 July 2023

23/100 INGRAMS SPORTS PITCHES

a) Connection of Temporary Services

The Council considered a report regarding the connection of temporary services to the Ingrams Sports Pavilion and the problems associated therewith, as well as a lack of safe access to site.

The Council noted that the developers were obligated to deliver serviced land at the Ingrams sports pitches (and elsewhere in Cranbrook) under the Section 106 agreement but there were no timescales attached to that obligation and the delivery of serviced land followed the developers' programme of works. For example, the district heating infrastructure would require routing through an adjacent residential parcel to the west first before it would reach the sports pitch site.

The local highway authority had indicated that there would be times during the construction of the new junction to the south-west sports pitch site during which there might be no access at all. The developers had offered to provide access to the site at weekends.

Re-opening the site on an ad-hoc basis again without fully functioning facilities was unattractive to the Council because previously this had resulted in temporary buildings and structures being installed on site without consent, some of which still remained, and had also resulted in public health concerns by e.g. human excrement being left on site.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to thank the East Devon New Community Partners for their offer and to decline it for the following reasons:

a) The consortium's offer of £10,000 to procure a temporary generator and foul effluent tank would not cover the total cost of the procurement of those two elements.

b) E.ON would not be able to provide a temporary heat generator to the Council until two cell developer agreements had been signed and following this, the lead time for the generator was three months whereas the Council had been hoping to reopen the site soon. The immersion heater in the building which could be used to heat water has a capacity of 750 litres, resulting in no showers being available until the permanent services could be connected.

c) Access being possible at weekends only resulted in the Council not being able to generate the revenue income required to fund the provision of temporary services.

b) Conditions of hire and booking forms

The Council deferred the approval of the conditions of hire and booking forms until the Ingrams sports pitches neared re-opening.

23/101 SUPPORT FOR 20'S PLENTY CAMPAIGN

The Council considered a report recommending the support of the 20's Plenty campaign.

Cllr Ray Bloxham, who chaired the Council's Planning Committee, clarified that 20mph zones would be signified by signage upon entry and exit and not every 40 metres as stated in the report. He also highlighted that the roads in the residential parcels in Cranbrook were designed for a traffic speed of 20mph while the main local route was designed for a traffic speed of 30mph.

Some councillors felt that attaching stickers to 200 bins when there were more than 3,000 occupied homes and when those bins were only visible to drivers for a few hours every three weeks would probably not result in a change in motorists' behaviours.

Cllr Henry Gent, representing Devon County Council, apologised for not bringing two previous invitations by Devon County Council to the Town Council's attention for expressions of interest to create 20mph zones and reported that in 2022, 100 communities had applied and four had been accepted and in 2023, 60 communities had applied and six had been accepted.

The Council noted that planning applications relating to the expansion areas which abutted the B3174 were being considered in isolation by both the local planning authority East Devon District Council and the local highways authority Devon County Council, with no cohesive approach to the B3174 to date.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to

a) apply to the highway authority Devon County Council to impose a 20mph blanket speed limit to all roads in Cranbrook excluding the B3174 but including those not yet constructed in the expansion areas.

b) press both the local planning authority East Devon District Council and the local highways authority Devon County Council to bring forward a cohesive approach to the B3174 which included a uniform speed limit along the B3174 from Black Horse to Whimple.

Cllr Lisa Goudie voted against.

It was further proposed by Cllr Vincent Wilton and seconded by Cllr Colin Buchan to purchase 200 20's Plenty wheelie bin stickers at a cost of £180.00 and to make those available to Cranbrook households. That motion was not carried.

23/102 DISTRICT AND COUNTY COUNCIL MATTERS

Cllr Henry Gent, representing Devon County Council, reported that the vegetation along the shared footpath and cycleway along the B3174 had been cut following residents' complaints. Devon County Council was also liaising with the bus service provider regarding the quality of the bus service.

In response to the district councillors' report, the Council noted that some of the street traders who had been displaced by the town centre works had relocated to the Cranbrook Education Campus.

23/103 CITIZEN RECOGNITION AWARD

The Council considered a report on a nomination received for a citizen recognition award.

On 23 January 2023, the Council had agreed to replace the pre-existing award with a mechanism to recognise achievements across the wider community as and when they arose which would be subject to a full Council report following a received nomination (minute ref. 23/8).

Following a paper ballot, it was confirmed that Adam Prowse would be awarded a citizen recognition award.

23/104 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022-23

a) Report by the Internal Auditor

The Council considered and noted the report by its internal auditor covering the 2022-23 financial year, awarding a "Substantial Assurance" rating, the highest-possible assurance within their rating hierarchy, confirming that the Council maintained a sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.

b) Section 1 – Governance Statement

The Council considered Section 1 of the annual governance and accountability return 2022-23, the governance statement.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to respond individually and positively to each of the eight assertions in Section 1 of the annual governance and accountability return 2022-23, the governance statement, in consecutive order.

c) Section 2 – Statement of Accounts 2022-23

The Council considered the Statement of Accounts 2022-23 set out in Section 2 of the annual governance and accountability return.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the Statement of Accounts set out in Section 2 of the annual governance and accountability return.

d) Period for the Exercise of Electors' Rights

The period for the exercise of public rights was a period during which the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. The period had to last for 30 working days set by the smaller authority and must include the first 10 working days of July.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the period for the exercise of public rights from Monday, 3 July 2023 until Friday, 11 August 2023.

e) Statement of Internal Control 2023

It was proposed by Cllr Matt Bayliss, seconded by Cllr Sam Hawkins and **resolved** to approve the Council's Statement of Internal Control 2023.

f) Re-Appointment of Signatory for Bank Statements and Bank Reconciliations

On 16 June 2019, the Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who had verified and signed bank reconciliations and the underlying hard copy bank statements in accordance with Financial Regulation 2.2.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to re-appoint Cllr Barry Rogers as the Council's signatory for bank statements and quarterly bank reconciliations.

23/105 TOWN COUNCIL'S ANNUAL REPORT 2022-23

The Council considered its annual report covering the period 1 April 2022 until 31 March 2023.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the annual report 2022-23.

23/106 TOWN COUNCIL'S FIVE-YEAR PLAN 2023-28

The Council considered its five-year plan covering the period 2023 until 2028.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to adopt the Council's five-year plan covering the period 2023 until 2028.

23/107 TERMS OF REFERENCE

The Council considered the terms of reference relating to its committees and working groups.

The Council noted that the Planning Committee's terms of reference contained a duplication in items 5 and item 8 which it requested to be removed.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to adopt the terms of reference for Council committees and working groups as amended.

23/108 RISK ASSESSMENT OF OPEN WATER STRUCTURES

The Council considered a report following a recent risk assessment of basins 1a-c in the Country Park.

An external provider, Atlantic Crest, had carried out the risk assessment following a Council decision on 24 April 2023 (minute ref. 23/61). The risk assessment concluded that the Council was doing everything which was reasonable and practicable to mitigate any risks and no recommendations had been made, except regular monitoring and to inform the public of adverse weather when the basins might significantly raise their water levels.

The risk assessment would be reviewed in five years' time.

The Council noted that its Ranger had noted the content of the risk assessment and was finalising the basins' maintenance regime in accordance with it.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) approve and adopt the risk assessment reports as prepared by Atlantic Crest in respect of ponds and open water within the Council's ownership, i.e. basins 1a-c in the Country Park.

b) note the recommendations contained within the risk assessment reports and conclude that, whilst no additional remediation was required at this time, the sites should be monitored regularly, particularly following periods of heavy rainfall and communicate updates via local media channels.

23/109 MANAGEMENT OF VEHICLE-ACTIVATED SIGN (VAS)

The Council considered a report regarding the management of a vehicle-activated traffic speed sign which had followed the consideration of the same item at the Council's Amenities Committee meeting on 22 May 2023 (minute ref. A/23/36).

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to

a) note the updated report.

b) instruct PLG Services as a suitably qualified contractor to manage and deploy the Vehicle Activated Sign on behalf of the Town Council at a rate of £50 per deployment.

c) supply the contractor with a mobile telephone to enable data capture for analysis by the Town Council.

d) purchase two additional brackets and tamtorque clamps costing £111.50 plus VAT for use at the second speed monitoring site, Tillhouse Road, and to retain the existing acid batterie.

e) report back to a future meeting of the Amenities Committee with an evaluation of the project.

23/110 URBAN TREE CHALLENGE FUND GRANT PROPOSAL

The Council considered a report which proposed the submission of a grant application to the Urban Tree Challenge Fund.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Kevin Blakey and **resolved** to

a) submit a grant application to the Urban Tree Challenge Fund to fund 80% of the purchase cost of 15 poplars and 15 crab apple trees, subject to identifying the right locations for the trees being planted.

b) approve expenditure of £157.50 of poplars and £217.50 for crab apple trees in case of a successful grant application, representing the remaining 20% of the purchase cost.

23/111 HOME FROM HOME SUMMER HOLIDAY ACTIVITIES

The Council considered a report proposing to part-fund summer holiday activities from the Council's town events budget and noted that the activities would be facilitated externally with no deployment of Council staff.

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to

a) approve closure of the Younghayes Place car park to support the event on Monday, 14 August 2023.

b) allocate funds from the town events budget to cover the bouncy castle hire and any additional entertainment costs which would not exceed £150.00.

23/112 CONFIRMATION OF LEGAL REPRESENTATION

The Council considered a report regarding its legal representation.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to confirm Stephens Scown LLP as the Council's legal representative.

23/113 COUNCIL IDENTITY AND NAME BADGES

The Council considered a report proposing providing photograph identification and the possibility of using lanyards for access to buildings in the future.

The Council suggested adding an expiry date for councillors at the date of the next ordinary elections.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to delegate to the Clerk to purchase new identity cards with lanyards for all town councillors and staff from Imagin Products Ltd.

23/114 RISK ASSESSMENT – LITTER PICKING EQUIPMENT

The Council considered a risk assessment covering the use of litter-picking equipment.

On 27 June 2022, the Council had reviewed its risk management arrangements and resolved to review the Council's arrangements relating to risk management, fire safety, health and safety and emergency planning once in a Council period, i.e. every four years as well as to receive reports as and when a need arises at any time in relation to risk management, fire safety, health and safety and/or emergency planning (ref. minute 22/123(e)).

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to approve the risk assessment.

23/115 INTERACTIVE MEETINGS CALENDAR

The Council considered a report regarding the introduction of an interactive meetings calendar.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to

a) delegate to the Clerk to implement option 3 listed in the report, creating an interactive calendar for public view and an interactive calendar for Council use.

b) delegate to the Clerk to arrange the administration of diary invitations to attendees.

23/116 CHRISTMAS TREE LIGHTS SWITCH-ON AND SANTA'S GROTTO

The Council considered a report regarding the Christmas lights switch-on and Santa's Grotto.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to purchase new Christmas tree lights from Festive Lights and hire an inflatable Santa's Grotto from the town events budget which would not exceed £400.00.

23/117 COMMITTEE MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to adopt the minutes of the Amenities Committee on 22 May 2023, including minute:

A/23/31: £4,067.95 retrenchment works at the veteran oak Tree in Tillhouse Road
A/23/36: Approve vehicle-activated sign (VAS) risk assessment and VAS battery check risk assessment and delegated authority to Clerk and Chair of Amenities to investigate a six-months trial of the VAS equipment up to a budget of £700.00 from the amenities and property budget.

The Council agreed to place on hold the spend of £8,674.00 for a path replacement through the centre of the St Martin's play area (ref. minute A/23/33) until a current review of gravel migrating onto safety surfaces at play areas had been concluded.

It was further proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the Finance and Personnel Committee on 5 June 2023. By adopting these minutes, the Council agreed to confirm its level of materiality at 1.9% of actual annual expenditure (ref. minute F&P/23/22 and minute 20/81(i) dated 22 June 2020).

It was further proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to adopt the minutes of the Planning Committee on 22 May 2023.

23/118 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 7 June 2023.

23/119 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Town Council Costs</u>

£91.08 AS Signs for work clothing for the Ranger
£50.00 to House2Home for play parks maintenance
£846.00 to Studio Four for project management of the Ingrams Pavilion
£56.47 to Proludic Ltd for end caps for play parks
£37.50 to House2Home for repairs and maintenance of noticeboards
£18.720.00 to East Devon County Council for bin collections away from the main local route during 2022-23 (N.B. It was believed that this total included charges relating to a non-existing bin in Stone Barton which was being queried)

£17,356.51 to East Devon District Council for payroll recharge and payroll service, including:

£9,979.01 in salaries
£3,536.08 in PAYE income tax and national insurance contributions
£3,739.02 in pension contributions
£52.40 payroll service

The total included an amount of £50.00 which was being queried.

<u>Younghayes Centre Costs</u>

£91.01 to IWS for Legionella Testing

23/120 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/121 CONTRACT FOR PAYROLL SERVICES

On 15 May 2023, the Council had appointed East Devon District Council as its new payroll provider (ref. minute 23/95). East Devon District Council required their Services Contract for Provision of Payroll and Associated Support to be entered into as a contract by deed.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to execute and sign East Devon District Council's Services Contract for Provision of Payroll and Associated Support on behalf of the Town Council in accordance with the Council's Standing Order 23.

23/122 YOUNGHAYES CENTRE/CRANBROOK MEDICAL CENTRE FOOTPATH REPAIRS

The Council considered a report recommending the appointment of a contractor to repair the footpath leading to and from the Cranbrook Medical Centre in accordance with the Council's Financial Regulations

It was proposed by Cllr Matt Bayliss, seconded by Cllr Les Bayliss and **resolved** to

a) approve the repairs at £285.00 on the basis of best value for public money and monitor the effectiveness of the repair for twelve months.

b) plan into a future budget to replace the footpath with tarmac if the approved repair was inadequate.

23/123 YOUNGHAYES CENTRE REPLACEMENT OF AUTOMATIC WATER BOILER

The Council considered a report recommending the replacement of the automatic water boiler in the Younghayes Centre in accordance with the Council's Financial Regulations.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Kevin Blakey and **resolved** to replace the automatic water boiler like-for-like with a new Lincat filter flow 1.7 litre automatic water boiler from Nisbets at a cost of £719.99 Exc VAT with free delivery.

The meeting closed at 8:56pm.

Signed ---------- Date: 24 July 2023

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 24**

26 JUNE 2023

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
13/05/2023	Power Precision and Frabrication Ltd	Roller machine balance payment	£ 4,674.00
19/05/2023	Devion County Council	Bronze Advert Devon Jobs for Ranger	£ 132.00
24/05/2023	Devon County Council	Vetting Checks for April 2023	£ 9.90
25/05/2023	Tony Benger Landscaping Ltd	May 2023 Ingrams grounds maintenance	£ 66.70
25/05/2023	Tony Benger Landscaping Ltd	May 2023 grounds maintenance	£ 30,000.00
30/05/2023	Members of Public	Refund of Crannaford Allotment Rent	£ 31.25
31/05/2023	G.J. Waller & Co	Clean drain flush water tanks for allotments	£ 126.85
06/06/2023	HCI Data Ltd.	Renew domain for two years	£85.00 + VAT
08/06/2023	Atlantic Crest Ltd.	Risk Assessment of balancing ponds (Minutes: 23/61)	£ 969.60
12/06/2023	Throw & Tow Eco Skips Ltd	Mixed Waste Clearance	£ 180.00
08/06/2023	Devon County Council	Internal Audit 2022-23	£ 780.00
13/06/2023	House2Home	Repairs for play parks and benches	£ 442.67
15/06/2023	See the Light	Broadband and Telephony	£ 64.80
16/06/2023	Core Office IT	HDMI to VGA adaptor	£ 30.00
16/06/2023	House2Home	Repairs and maintenance planning on all Cranbrook play parks	£ 100.00
19/06/2023	Kompan	Play area repair parts (two swing seats, nuts and washers)	£ 220.32

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/06/2023	Siemens Financail Services Ltd	Office Copier Lease Rental and Facility Fee	£ 120.30
02/06/2023	Concorde	Printing Costs	£ 13.67
26/05/2023	British Gas	CCTV Electricity	£ 79.56
07/06/2023	Core Office IT	Monthly email and cloud services hosting	£ 357.60
07/06/2023	Core Office IT	IT Support	£ 562.80

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	Employees	Salaries	
	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	
25/06/2023	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme (Correction for April and May differences £188.88-£35.62 - £9.28)	£ 143.98

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
15/05/2023	G.J. Waller & Co	Clean cartridge basin tap	£ 13.85
25/05/2023	Tony Benger Landscaping Ltd	May 2023 Younghayes Mainenance	£ 93.18
31/05/2023	IWS	Legionella Testing	£ 91.01
31/05/2023	ASAP Locksmiths Services Ltd	Medical Centre main entrance dorr repairs	£ 494.98
28/05/2023	Johnsons Workwear	Tea towel and door mat cleaning	£ 75.66
13/06/2023	House2Home	Handyman services at Younghayes Centre	£ 140.00
15/06/2023	See the Light	Broadband and Telephony	£ 16.80
15/06/2023	Paula Simpson Ltd (Oven Wizards)	Oven cleaning	£ 300.00

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/05/2023	E.ON	Heating	£ 660.18
	Total Energies	Electricity	
31/05/2023	Biffa	Waste Collections	£ 69.74

Signed ---------- Date: 24 July 2023

MINUTES

Committee: Town Council
Date: Monday, 24 July 2023
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr James Gill
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Barry Rogers
Cllr Vincent Wilton

Also Present

Two members of the public
Alexandra Robinson, Deputy Town Clerk, Cranbrook Town Council

23/124 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr Matt Bayliss.

23/125 DECLARATION OF INTERESTS

No declarations of interest were made.

23/126 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 26 June 2023 as a correct record.

23/127 PUBLIC PARTICIPATION

One member of the public enquired about the Youth Service and whilst he noted the general improvement and reduction in noise levels at Platinum Park during the two hour sessions on Thursday evenings, he asked about the future longer term plans for the provision of facilities for young people in the town. Cllr Ray Bloxham responded by explaining that whilst the town centre development is under way, the Town Centre Master Plan was still being finalised by the District Council as the Planning Authority. As part of the future town centre, there are plans for a Devon County Council building hosting three services which would include a library, childrens' centre, and youth provision. There would also be a Multi Use Games Area (MUGA) on site and it would be adjacent to the Skatepark for which the Town Council now has planning consent. Cllr Ray Bloxham added that a detailed timescale was not currently available at this stage while the development of the Master Plan continued to be worked on. Cllr Kim Bloxham reported that she and the Town Clerk had recently met with the Youth Service provider in light of recent complaints from residents and welcomed the report of improvement. It was noted that the Youth Provider has a policy of curtailing the service if there is disruptive or anti-social behaviour and had recently done so. This action was

welcomed. The Town Council would continue to liaise with the provider whilst recognising that the service was commissioned by Devon County Council.

23/128 DISTRICT AND COUNTY COUNCIL MATTERS

Cllr Sam Hawkins, representing East Devon District Council, reported on the recycling rates provided by East Devon District Council and noted that whilst rates were reflective across the district, they gave an indication of levels of recycling in the town.

Cllr Kevin Blakey, representing East Devon District Council, confirmed that the contract for collection of waste and recycling remained with SUEZ and the District Council continued to recruit additional operatives.

The Council noted the report by the District Councillors representing Cranbrook.

23/129 REVIEW OF STANDING ORDERS

The Council considered its revised Standing Orders with a suggested addition in section 3(x).

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the Council's Standing Orders as amended.

Cllr Lisa Goudie abstained from the vote.

23/130 COUNCIL IT SUPPORT TENDER DOCUMENTS

The Council considered an invitation to tender document as well as a tender submission form for the purpose of tendering an information technology (IT) support service in accordance with the Council's Financial Regulations and for publication on the government's Contracts Finder platform.

It was proposed by Cllr Vince Wilton, seconded by Cllr Ray Bloxham and **resolved** to approve the invitation to tender document as well as the tender submission form for publication on the government's Contracts Finder platform.

23/131 ENERGY SUPPLY FOR ST MARTIN'S CCTV

The Council considered a report detailing the energy supply for the closed-circuit television (CCTV) at the St Martin's play area.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to delegate authority to the Clerk to authorise the renewal of a fixed-price contract with British Gas for the supply of electricity at St Martin's CCTV for a further one-year term.

23/132 COMMITTEE MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the following meetings:

Amenities Committee on 17 July 2023
Finance & Personnel Committee on 17 July 2023
Planning Committee on 3 July 2023

23/133 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 10 July 2023.

23/134 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council payments

£111.33 to Stephens Scown for VAT element in relation to professional charges for transfer playing field land to the Town Council
£95.52 to Tony Benger Landscaping Ltd for Willow Dome remediation
£133.39 to Tony Benger Landscaping Ltd for July 2023 Ingrams grounds maintenance
£24,000.00 to Tony Benger Landscaping Ltd for July 2023 grounds maintenance
£24,000.00 to Tony Benger Landscaping Ltd for June 2023 grounds maintenance
£133.39 to Tony Benger Landscaping Ltd for June 2023 Ingrams ground maintenance
£160.00 to Houre2Home Handyman Service for St. Martin's Play Park repairs of fire damage
£3,140.06 to Lex Autolease Limited for Council van lease
£102.00 to HCI Data Ltd for Web domain name to September 2025
£1,230.00 to Peter Woodman for three months (May-July)Grounds Maintenance at Ingrams Sports Pitches

Staffing costs

Net salaries: £14,053.63
Employer national insurance: £1,207.17
Employer pension contributions: £3,265.26

Younghayes Centre payments

£93.18 to Tony Benger Landscaping Ltd for July 2023 grounds maintenance
£93.18 to Tony Benger Landscaping Ltd for June 2023 grounds maintenance

23/135 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/136 VALUE ADDED TAX (VAT) ADVICE

The Council considered a report suggesting obtaining specialist advice in relation to the treatment of value added tax (VAT) in the local council sector.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to seek bespoke VAT advice from DCK Accounting Solutions Ltd in accordance with the Council's Financial Regulations on the basis of best value for money.

23/137 YOUNGHAYES CENTRE – REPLACEMENT OF AUTOMATIC WATER BOILER

On 26 June 2023, the Council had resolved to replace the automatic water boiler like-for-like with a new Lincat filter flow 1.7 litre automatic water boiler from Nisbets at a cost of £719.99 Exc VAT with free delivery (ref. minute 23/123).

At this meeting, the Council considered an update report advising that the replacement would have required wiring into its own circuit due to the amount of energy required to operate it.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vince Wilton and **resolved** to return the Lincat filter flow 1.7 litre automatic water boiler EB6FX to Nisbets and order the Lincat filter flow 1.1 litre automatic water boiler EB3FX from Nisbets and arrange installation at the Younghayes Centre.

The meeting closed at 7:36pm.

Signed ---------- Date: 21 August 2023

CRANBROOK TOWN COUNCIL **Schedule of Payments**			**AGENDA ITEM NO. 11**
24 July 2023			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
20/06/2023	Stalite Signs	No Ball Games Signage at Crannaford Play Area	£ 189.22
30/06/2023	Trophies Plus Medals Ltd	Trophy for Citizen Recognition Award	£ 27.48
30/06/2023	Westcotec Limited	Additional brackets and tamtorque clamps for VAS (23/109)	£ 133.80
04/07/2023	Pro Lawn Garden Services	VAS deployment (23/109) 2469	£ 60.00
30/06/2023	Zurich Municipal	Addition of Sports Pitches to Insurance Schedule	£ 481.69
06/07/2023	Complete Weed Control	Weed Control 1st treatment (A/23/37)	£ 189.60
07/07/2023	Ayre Contractors & Plant	Construction of a storage compound base at Ingrams Sports Pavilion (23/59)	£ 6,480.00
12/07/2023	Healthmatic Ltd	Ingrams Pavilion JCT Design & Build Contract Milestone Payment 11	£ 165,280.91
13/07/2023	Devon County Council	Vetting Check for June 2023	£ 57.80
14/07/2023	Imagin Products Ltd	Councillors and Staff ID Cards (23/113)	£ 168.24
17/07/2023	Pro Lawn Garden Services	VAS deployment (23/109) 2487	£ 60.00
17/07/2023	See the light	Broadband and Telephony	£ 76.36
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
04/07/2023	Concorde	Printing Costs	£ 25.90
05/07/2023	Core Office IT	IT Support	£ 562.80
05/07/2023	Core Office IT	Monthly email and cloud services hosting	£ 351.90
27/06/2023	British Gas	CCTV Electricity	£ 44.92
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £

Signed ---------- Date: 21 August 2023

	East Devon District Council	Payroll recharge - July 2023 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
04/07/2023	South West Water	Water and Sewage Chargess	£ 421.65
02/07/2023	Johnsons Workwear	Tea towel and door mat cleaning	£ 60.53
17/07/2023	See the light	Broadband	£ 16.80
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/06/2023	E.ON	Heating	£ 982.39
30/06/2023	Biffa	Waste Collections	£ 69.74

Signed ---------- Date: 21 August 2023

MINUTES

Committee: Town Council
Date: Monday, 21 August 2023
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Roger Collier (from agenda item 6 onwards)
Cllr James Gill
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Barry Rogers
Cllr Vincent Wilton

Also Present

Antonia Weeks, Inspector, Ottery Rural, Devon and Cornwall Police
Richard Stonecliffe, Sergeant, Ottery Rural, Devon and Cornwall Police
Cllr Henry Gent, Devon County Council
Wayne Taylor, Cranbrook Town Football Club
Andy Tomlinson, Cranbrook Town Football Club
Craig Wilson, Cranbrook Town Football Club
Nine members of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

23/138 APOLOGIES FOR ABSENCE

No apologies for absence were received.

23/139 DECLARATION OF INTERESTS AND DISPENSATIONS

No declarations were made or dispensations granted.

23/140 MINUTES

It was proposed by Cllr Vincent Wilton, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 24 July 2023 as a correct record.

23/141 PUBLIC PARTICIPATION

In response to questions by members of the public, the Devon and Cornwall Police representatives provided the following information:

Decisions relating to the installation of speed cameras along the B3184 were the responsibility of the South West Peninsula Safety Partnership not Devon and Cornwall Police's. Decisions regarding the installation of cameras were based on collision data and accurate data in Cranbrook would be obtained in the future in order to establish accurate data evidence relating to the B3174, before any speed cameras could be installed.

Despite not operating from a police station in Cranbrook, Devon and Cornwall Police were responding to calls in Cranbrook from the location of the nearest police unit. Recently, police officers patrolled the town on Friday and Saturday evenings both in uniform and plain clothing and in patrol vehicles and by bicycle. Devon and Cornwall Police did not have the resources to deploy untasked officers to patrol any areas with no specific purpose, but they were spending as much time in Cranbrook, including drive-throughs, as possible.

The conversation of resource allocations to an emerging community should be addressed to the Police and Crime Commissioner. There was a recognition that resource allocations lagged behind the development of the town.

Communications with the public regarding police responses and actions locally could be improved.

The Council appealed to the members of the public present, alongside all residents of Cranbrook, to report any suspicious activities to Devon and Cornwall Police. Often, the police had no record of incidents in Cranbrook because those had not been reported.

23/142 DEVON AND CORNWALL POLICE

In response to questions by councillors, the Devon and Cornwall Police representatives provided the following information:

The policing priorities in Devon and Cornwall currently focussed on responding to vulnerable persons including those suffering from acute mental health episodes, responding to violence against women and girls as well as child sexual exploitation.

The biggest challenges which Devon and Cornwall Police faced in Cranbrook were domestic violence and abuse as well as child neglect problems.

Conversations remained open regarding a permanent police office in Cranbrook in the future. The Town Council may be able to facilitate a relevant solution in the future.

The implementation of a new IT system at Devon and Cornwall Police meant that local crime statistics could not be provided.

The Town Council had initiated a Community Speed Watch programme which would welcome additional volunteers to enable more sessions to be held. Residents who were concerned regarding vehicle speeds were invited to volunteer for the programme in order to help produce evidence relating to vehicle speeds in Cranbrook.

23/143 APPLICATION FOR CO-OPTION

The Council noted an application for co-option by Roger Collier to fill a vacancy which had existed on the Town Council since the local elections in May 2023 The application for co-option was accepted and the Council welcomed Cllr Roger Collier as a member of the Council.

23/144 GRANT APPLICATION – CRANBROOK TOWN FOOTBALL CLUB

The Council considered a grant application by the Cranbrook Town Football Club for £1,081.22 towards essential equipment for the training and playing of matches involving the under-10s. Since the submission of the application, the cost of the items had increased to a grant total of £1,091.53.

The Club was planning to expand on its offer for the younger and older age ranges.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to support the grant application and award the full amount of £1,091.53 to the Cranbrook Town Football Club.

23/145 DISTRICT AND COUNTY COUNCIL MATTERS

Cllr Henry Gent, representing Devon County Council, reported that he was in support of the Town Council's resolution to request the introduction of speed limits of 20mph and its challenging of the policy of no lining and no signing the public highway in Cranbrook. Cllr Henry Gent agreed to lend his support in correspondence with highway officers.

23/146 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 2 August 2023.

The Council noted that its noticeboard working group was planning to produce a report within two months, the contents of which would be able to inform the Council's budget-setting process.

23/147 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council payments

£60.23 to See the Light for broadband and telephony
£445.00 to House2Home for play parks repairs, Viewpoint gate repair and sourcing of wood and preparing for container bases
£36.00 to SLCC for staff training

Younghayes Centre payments

£16.80 to See the Light for community broadband
£456.00 to Outsource Engineering Services Ltd for replace batteries in fire panels and inspection of ceiling window lights
£395.00 to House2Home for Younghayes Centre repairs

The Council noted that the purchase cost of storge containers at the Ingrams site would be recovered by a grant obtained from the Football Foundation.

23/148 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Barry Rogers, seconded by Cllr Matt Bayliss and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/149 LONE WORKER APPLICATIONS

The Council considered quotes for lone-working applications with a view to appointing a contractor in accordance with its Financial Regulations.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Vincent Wilton and **resolved** to instruct People Safe to provide two MYSOS wearable devices at a cost of £320.83 based on a 36-month contract.

23/150 REPLACEMENT OF LITTER BINS IN ST MARTIN'S PUBLIC OPEN SPACE

The Council considered quotes for the replacement of two litter bins which had been vandalised in early August 2023 with a view to appointing a contractor in accordance with its Financial Regulations.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Barry Rogers and **resolved** to continue with the cheaper option and purchase two Trojan Outdoor 100 litre litter bins at a cost of £319.18 plus VAT with an expected installation cost of no more than £500.00 for both bins using Tony Benger Landscaping Ltd and to charge that cost to budget code 4201 Remediation of Vandalism.

Cllr Roger Collier voted against the resolution.

23/151 INGRAMS SPORTS PITCHES GROUNDS MAINTENANCE

The Council considered a revised budget which had been submitted by the Council's contractor Peter Woodman, trading as Peter Woodman Pitch Services.

Peter Woodman Pitch Services had been appointed to renovate and maintain the cricket square by the Council on 21 November 2022 (minute ref. 22/208).

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to agree to the revised new budget dated 9 August 2023 covering the period from September 2023 until August 2024 to maintain the cricket square and to assume a general oversight of grounds maintenance activities and performance at the Ingrams sports pitches.

The meeting closed at 8:47pm.

Signed ---------- Date: 25 September 2023

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 10**
21 August 2023			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/07/2023	Tamar Security	CCTV Installation 1st fix of CCTV works	£ 540.00
25/07/2023	Cleveland Containers	Three 20ft 8ft6in Tri-door Containers (23/50a)	£ 10,554.00
31/07/2023	Eibe	Flat swing parts at St. Martins's Play Area	£ 280.80
11/08/2023	Let's Bounce Devon	Hire of bouncy castle (23/111)	£ 120.00
31/07/2023	Pro Lawn Garden Services	VAS deployment	£ 60.00
31/07/2023	Stalite Signs	Self locking nuts	£ 3.60
02/08/2023	National Society of Allotment and Leisure Gardeners Ltd.	Membership renewal	£ 66.00
14/08/2023	Planning Portal	Discharge of conditions in relation to skatepark planning application	£ 181.00
14/08/2023	Pro Lawn Garden Services	VAS deployment	£ 60.00
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/08/2023	Concorde	Printing Costs	£ 17.31
02/08/2023	Core Office IT	IT Support	£ 562.80
02/08/2023	Core Office IT	Monthly email and cloud services hosting	£ 351.90
26/07/2023	British Gas	CCTV Electricity	£ 43.56
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - July 2023 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	£18,478.46

Signed ---------- Date: 25 September 2023

Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/07/2023	IWS	Legionella Testing	£ 91.01
30/07/2023	Johnsons Workwear	Tea towel and door mat cleaning	£ 60.53
	See the light	Broadband	
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/07/2023	E.ON	Heating	£ 531.64
31/07/2023	Biffa	Waste Collections	£ 69.74
05/08/2023	Total Energies	Electricity	£ 1,316.01

Signed ---------- Date: 25 September 2023

MINUTES

Committee: Town Council
Date: Monday, 25 September 2023
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Roger Collier
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

23/152 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs James Gill and Lisa Goudie.

23/153 DECLARATION OF INTERESTS

Cllr Vincent Wilton declared a disclosable pecuniary interest in relation to agenda item 15 (Council IT support tender) by virtue of having made an offer for his company to host the Town Council's website domain at cost. Cllr Wilton would leave the meeting for that element of the item.

23/154 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to accept and sign the minutes of the meeting held on 21 August 2023 as a correct record.

23/155 PUBLIC PARTICIPATION

There were no members of the public in attendance.

23/156 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the reports from the Devon County Councillors representing Cranbrook.

Cllr Kim Bloxham, representing East Devon District Council, reported in addition to the district councillors' report that:

- she had met with Simon Jupp MP who had, following that meeting, written to the Police and Crime Commissioner and the Acting Chief Constable requesting a review of the policing resources available in the West End of East Devon. At a councillor advocate meeting during the previous week, other parishes had raised concerns regarding policing resources in the area too.

- she could confirm that some of the perpetrators of recent antisocial behaviour had been identified by the police and that consequences were being processed.

- another road accident had occurred along the B3174 in the Cranbrook parish and that a mobile speed unit would now be deployed along the B3174, although the police had confirmed there remained no evidence of speeding problems locally.

- a Police Constable had recently attended the Cranbrook Education Campus, which had been very well received locally, and was anticipating attending the Campus again in the future.

- a Police Community Support Officer had been cycling from Ottery St Mary to Cranbrook and was patrolling Cranbrook by bicycle.

The Council commented on the more visible police patrol presence within Cranbrook.

23/157 NOTICE OF CONCLUSION OF AUDIT

The Council noted documents by the Council's external auditor PKF Littlejohn confirming that in their opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) 2022-23 was in accordance with Proper Practices and no other matters came to their attention giving them cause for concern that relevant legislation and regulatory requirements had not been met.

23/158 COMMITTEE APPOINTMENTS

Following the resignation of Barry Rogers on 2 September 2023, the Council appointed the following positions:

Amenities Committee: Cllr Roger Collier

The Council appointed Cllr Kim Bloxham as the Chair of the Amenities Committee and agreed that the Committee would appoint a new Vice Chair at the next Committee meeting.

Finance & Personnel Committee: Vacancy

Planning Committee: Vacancy

Catchment-Sensitive Communities: Not re-appointed
Exeter Airport Consultative Committee: Cllr Colin Buchan
Tree Warden Forum: Ranger
Community Speedwatch: Cllr Roger Collier
Street naming suggestions: Cllr Colin Buchan

23/159 BANK RECONCILIATIONS

On 26 June 2023, the Council had re-appointed Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (ref. minute 23/104(f)) in accordance with section 2.2. of the Council's Financial Regulations which states that "On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and Personnel Committee".

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to appoint Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations.

23/160 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES

The Council noted the reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

23/161 EXPENSES POLICY

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to refer the expenses policy to the Council's policy review working group for review and to present the revised policy to the next meeting of the full Council on 30 October 2023.

23/162 CO-OPTION PROCEDURE

The Council considered a new co-option procedure.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to refer the co-option procedure to the Council's policy review working group for review and to present the revised policy to a future meeting of the full Council.

23/163 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Matt Bayliss, seconded by Cllr Ray Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council payments

£18,340.95 to East Devon District Council for payroll recharge September 2023 and administration charge

£24,000.00 to Tony Benger Landscaping Ltd for September 2023 grounds maintenance

£133.39 to Tony Benger Landscaping Ltd for September 2023 Ingrams grounds maintenance

£270.00 to Tony Benger Landscaping Ltd for gate post to dog walking area

£285.00 to Studio Four Architects for Ingrams Sports Pavilion storage area design

£120.00 to the Society of Local Council Clerks (SLCC) for a Financial Introduction to Local Council Administration (FILCA) qualification for the Council's Finance Officer

£120.00 to the Society of Local Council Clerks (SLCC) for an Introduction to Local Council Administration (ILCA) qualification for the Council's Office Administrator

£20.83 to Stalite Signs for Bug Hotel signs

£44.85 to G.J.Waller & Co - Plumbing & Heating for a replacement seal and ball valve body in a water trough at the Crannaford Allotments

Younghayes Centre payments

£91.01 to IWS for legionella testing September 2023

£93.18 to Tony Benger Landscaping Ltd for Younghayes Centre grounds maintenance September 2023

£566.50 to ASAP Locksmiths for Younghayes Centre front entrance doors repairs

23/164 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/165 TREATMENT OF VALUE ADDED TAX

The Council considered a report regarding its future treatment of value added tax (VAT).

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to

a) register for VAT with HM Revenue and Customs in-house and to 'Opt to Tax' the Ingrams Pavilion with an effective date of 1 October 2023.

b) remove the standalone hire charge for the use of the kitchen in the Younghayes Centre which had been introduced on 23 January 2023 under minute reference 23/6(d).

c) retain the Council's current method of recording asset values in its asset register.

23/166 COUNCIL IT SUPPORT TENDER

On 24 July 2023, the Council had approved the invitation to tender document as well as the tender submission form for publication on the government's Contracts Finder platform relating to a contract covering its future IT support and website support requirements (minute ref. 23/130).

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Blakey and **resolved** to not appoint and for the tender evaluation panel to re-score the shortlisted submissions after references relating to the shortlisted submissions had been obtained.

Cllr Vincent Wilton left the meeting.

The Council considered its website domain host arrangements and suggested that individual councillors should not provide any commercial service to the Council, whether it be charged at cost or at profit.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Blakey and **resolved** to thank Cllr Wilton for his offer for his company to host the Town Council's website domain at cost and to not pursue it, while asking the Clerk to provide a further report to a future meeting of the Council regarding the website host options which would include the website package for local councils which had been launched by Parish Online.

Cllr Vincent Wilton re-joined the meeting.

23/167 UNAUTHORISED ACCESS TO ROOF OF YOUNGHAYES CENTRE

The Council considered a report on how to protect the roof of the Younghayes Centre against unauthorised access.

Councillors acknowledged that, while risks could be reduced, they could never be eliminated, and debated whether installing roller barriers or other forms of anti-climb barrier would actually add risks of injury and death, rather than reduce them, in cases where climbers could slide off e.g. roller barriers or anti-climb paint.

The Council suggested the installation of risk of death and fragile roof signage, educating young people and families by engaging with local schools and youth service providers and publishing materials on the Council's social media channels. The Council suggested reviewing and re-assessing the risks following the implementation of these measures and re-visiting the need for the installation of roof edge protection at a later date.

The Clerk suggested seeking advice from the Council's insurer Zurich regarding the above.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Les Bayliss and **resolved** to

a) note the Council's responsibility under the Occupiers' Liability Act 1957 and 1984.

b) approve risk assessment number 17 in relation to unauthorised access to the roof of Younghayes Centre.

c) install signage and carrying out an education campaign whilst seeking advice from the Council's insurer.

23/168 WHEELED SPORTS FACILITY JCT DESIGN AND BUILD CONTRACT

The Council received two copies of the design and build contract governing the construction of the wheeled sports facility in the town centre by its contractor Maverick Industries (ref. minute 22/63 dated 21 March 2022). The Council's project manager studio four architects (ref. minute 22/44 dated 21 February 2022) had reviewed the contract and had agreed to it.

The Council's Standing Order 23 covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the execution of the minor works building contract with the contractor's design by deed in accordance with the Council's Standing Order 23.

The meeting closed at 8:48pm.

Signed ---------- Date: 30 October 2023

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 12**
25 September 2023			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/08/2023	Imagin Products Ltd	Councillor ID Card	£ 14.88
29/08/2023	Pro Lawn Gardne Serivces	VAS deployment	£ 60.00
01/09/2023	Castle CCTV	AVA CCTV licences fee at St. Martins	£ 252.00
31/08/2023	Eibe Play Ltd.	Track cable for cableway at St. Martins Play Area	£ 241.20
31/08/2023	Tony Benger Landscaping Ltd	Grounds mainteancne August 2023	£ 24,000.00
31/08/2023	Tony Benger Landscaping Ltd	Ingrams grounds maintenance August 2023	£ 133.39
01/09/2023	Quick Plant & Groundworks Ltd	Hire of X35 Heras security fence	£ 472.50
31/08/2023	Roadware Ltd	Two Trojan Outdoor 100L Litter Bin	£ 417.48
31/08/2023	DCK Accounting Solutions Ltd	VAT Consultancy Visit	£ 1,542.36
08/09/2023	Core Office IT	One off installation of Works Everywhere firewall	£ 153.00
09/09/2023	SNC	Cableway maintenance and repair & installation of swings	£ 546.00
11/09/2023	People Safe	Two MYSOS wearable devices initial annually instalment	£ 354.14
11/09/2023	Pro Lawn Gardne Serivces	VAS deployment	£ 60.00
13/09/2023	PKF Littlejohn LLP	External Audit 2022-23	£ 2,520.00
14/09/2023	Royal Agricultural University	Basic Tree Survey and Inspection Training	£ 200.00
01/11/2023	SLCC	Clerk's membership 2023-24	£ 354.00
15/09/2023	See the light	Broadband and telephony	£ 61.93
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
04/09/2023	Concorde	Printing Costs	£ 12.31
06/09/2023	Core Office IT	IT Support	£ 562.80

Signed ---------- Date: 30 October 2023

06/09/2023	Core Office IT	Monthly email and cloud services hosting	£ 357.60
28/08/2023	British Gas	CCTV Electricity	£ 44.69
27/09/2023	Siemens Financial Services Limited	Office Copier lease rental and annual service fee	£ 192.30
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - September 2023 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/08/2023	Contour Commercial	Internal high level cleaning at Younghayes Centre and scissor lift mule hire	£ 776.04
29/08/2023	IWS	Legionella Testing	£ 91.01
31/08/2023	Tony Benger Landscaping Ltd	Grounds maintenance August 2023	£ 93.18
25/08/2023	PHS Group	Annual Duty Of Care	£ 101.40
27/08/2023	Johnsons Workwear	Tea towel and door mat cleaning	£ 75.66
05/09/2023	AW Services Devon Ltd	Annual maintenance inspection on catering equipment	£ 288.00
15/09/2023	See the light	Broadband	£ 16.80
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/08/2023	E.ON	Heating	£ 541.44
31/08/2023	Biffa	Waste Collections	£ 104.62
	Total Energies	Electricity	

Signed ---------- Date: 30 October 2023

Signed ---------- Date: 30 October 2023

MINUTES

Committee: Town Council
Date: Monday, 30 October 2023
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr James Gill
Cllr Lisa Goudie
Cllr Vincent Wilton

Also Present

Cllr Henry Gent, Devon County Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

23/169 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Roger Collier and Sam Hawkins.

23/170 DECLARATION OF INTERESTS

No declarations were made or dispensations granted.

23/171 MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 25 September 2023 as a correct record.

23/172 PUBLIC PARTICIPATION

There were no members of the public in attendance.

23/173 DISTRICT AND COUNTY COUNCIL MATTERS

Cllr Henry Gent, representing Devon County Council, highlighted in addition to his report that the Town Council could write the County Council expressing its support for a 20mph speed limit in all residential areas which would require a change in national policy. The Town Council agreed to place an item on a future full Council agenda to debate this matter separately.

The Council noted that works had commenced to install road markings in four trial locations which the Council had first requested on 23 August 2021 (minute ref. 21/161). Cllr Henry Gent would confirm when those works would be completed.

Signed ---------- Date: 20 November 2023

The Council noted the reports from the Devon County Councillors representing Cranbrook.
The Council noted that Cllr Kevin Blakey, representing East Devon District Council, would be attending and speaking at the District Council's Cabinet meeting on 1 November 2023 when bin charges would be considered which had been considered already by the District Council's Overview Committee on 12 October 2023.

The Council noted that East Devon District Council's Planning Committee had agreed to the removal of the condition to connect to district heating at the South Whimple Farm development at a meeting on 26 September 2023 with four votes in support of the motion, two against and four abstentions. The latter had included the chair and vice-chair of that Committee. The motion had been proposed in light of a previous comment by the Planning Inspector that district heating connection charges were not viable.

The Council noted the reports from the District Councillors representing Cranbrook.

23/174 TOWN CENTRE CONSULTATION RESPONSE

The Council considered its draft response to a consultation on the future development of the remainder of the town centre in Cranbrook commissioned by East Devon District Council.

The Council noted that the consultation would inform the first draft of the masterplan. East Devon District Council anticipated that the first draft of the masterplan might be prepared by summer 2024 for further consultation before finalisation and eventual agreement by East Devon's Cabinet and full Council. The delivery of the remainder of the town centre, therefore, was not imminent and the Council remained concerned about how residents' expectations were being managed during the consultation process.

The Council noted that it could submit a response as a corporate body with councillors having been elected to represent residents, and that councillors were also able to submit consultation responses as individuals.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to submit the consultation response as drafted.

Cllr Vincent Wilton voted against the motion.

Cllr Lisa Goudie abstained from the vote.

23/175 TENDER DOCUMENTS PUMP TRACK

The Council considered an invitation to tender document as well as a tender submission form for the purpose of tendering the design and build of a wheeled sports pump track in accordance with the Council's Financial Regulations and for publication on the government's Contracts Finder platform.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the invitation to tender document as well as the tender submission form for publication on the government's Contracts Finder platform.

23/176 COUNCIL NOTICEBOARDS

The Council considered a report on the future provision of noticeboards across Cranbrook.

The Council requested that the Clerk enquires regarding a noticeboard at the train station which was not in the Town Council's ownership, appeared out-of-date but featured a Town Council logo.

Councillors suggested during the debate that the installation of the proposed noticeboards at the Ingrams sports pitch site and the Ecology Park could be deferred until the sports pitch site would have been in operation and the Ecology Park would have been transferred to the Town Council.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) replace the wording “Cranbrook Town Council” with the wording “Cranbrook Country Park” on the five noticeboards in the Country Park at a cost of £75 plus VAT.

b) purchase one additional noticeboard from the Parish Noticeboard Company to instal at the triangular public open space at the junction of Rush Meadow Road with Yonder Acre Way and to include this position in the Council’s draft budget for the 2024-25 financial year at a cost of £2,575 plus VAT including delivery and installation.

c) to instal one additional noticeboard at the Platinum Park.

d) offer sponsorship opportunities at Council noticeboards to contribute to their maintenance and eventual replacement in the form of A4-size sponsorship information at a cost of £40 per month plus VAT.

23/177 OUTDOOR GYM

The Council considered a report on the provision of an outdoor gym in Cranbrook.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) note the report.

b) support the relocation of the trim trail into the proposed location opposite Inner Westland in the Stone Meadow area of the Country Park.

23/178 RURAL MARKET TOWN GROUP

The Council considered an invitation from the Rural Market Town Group inviting the Council to join the Group.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to not join the Rural Market Town Group.

Cllr Lisa Goudie abstained from the vote.

23/179 POLICY WORKING GROUP

The Council considered a report from its policy working group.

The Council invited Cllr Lisa Goudie to propose alternative wording to the Equality and Diversity Policy and present that proposal to a future meeting of the full Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to

a) note the report of the working group.

b) confirm that the policies listed at Appendix A to the report remain unchanged.

c) agree the amendments to the polices listed in Appendix B and to delegate to the Clerk to make the necessary changes.

d) approve the Expenses Policy.

e) approve the Co-option Procedure including the principle that where a vote is required this would be by a show of hands.

23/180 COMMITTEE APPOINTMENTS

The Council appointed Cllr Ray Bloxham to the Clyst Valley Regional Park Delivery Board following Barry Rogers’ resignation on 2 September 2023.

Signed ---------- Date: 20 November 2023

The Council removed Cllr Lisa Goudie from the Finance & Personnel Committee.

The Council appointed Cllr James Gill to the Planning Committee.

In an attempt to fill vacancies on Council committees, the Clerk would email those councillors who currently did not serve on a minimum of two committees to invite them to serve on a minimum of two.

23/181 COMMITTEE MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the Planning Committee meetings on 21 August 2023 and 16 October 2023.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Vincent Wilton and **resolved** to adopt the minutes of the Amenities Committee on 9 October 2023.

By adopting the minutes of the Amenities Committee, the Council approved expenditure of £8,674.00 for path remediation at St Martin's play area in accordance with minute ref. A/23/55 as well as expenditure of £5,124.00 including VAT for replacement ceiling lights in the Younghayes Centre hall in accordance with minute ref. A/23/64.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the Finance & Personnel Committee on 16 October 2023.

By adopting the minutes of the Finance & Personnel Committee, the Council approved the investment of £167,366 in a two-year fixed deposit account at an interest rate of 5.20% with Unity Trust Bank from its general reserve in accordance with minute ref. F&P/23/41 as well as agreeing to the principle of the average Band D precept remaining stable at £256.03 in accordance with minute ref. F&P/23/42.

23/182 ASSET DELIVERY REPORT

The Council noted is asset delivery report dated 11 October 2023.

23/183 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Kim Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Town Council Payments</u>

£1,200.00 to Stephens Scown LLP for response to freedom of information request regarding IT services tender
£150.00 to Signs of Cheshire Ltd for noticeboards locks
£18,000.00 to Tony Benger Landscaping Ltd for grounds maintenance October 2023
£133.39 to Tony Benger Landscaping Ltd for Ingrams grounds maintenance October 2023
£256.80 to Tony Benger Landscaping Ltd for waste bins installation (23/150)
£32.40 to employee for milage to harvest mouse surveying course
£132.84 to South West Water for water and sewage charges at Crannaford Allotments
£60.00 to Pro Lawn Garden Services for VAS deployment
£150.00 to House2Home for play parks repairs and kitchen unit transported to the Ingrams Sports Pavilion
£18,340.95 to East Devon District Council for payroll recharges October 2023 and administration charge
£150.00 to Exeter Bouncy Castle for decorated Santa Grotto (ref. minute 23/116)

<u>Town Council Direct Debits</u>

£28.46 to British Gas for CCTV electricity

Younghayes Centre Payments

£91.01 to IWS for legionella testing
£93.18 to Tony Benger Landscaping Ltd for Younghayes Centre grounds maintenance October 2023
£160.00 to House2Home for Younghayes Centre handyman works

23/184 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Vincent Wilton seconded by Cllr Kim Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/185 WEBSITE SUPPORT PACKAGE

The Council considered a report recommending the appointment of a provider of a website support service for the Town Council which included design, hosting, maintenance and support.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Kim Bloxham and **resolved** to award the contract for the Council's website design, hosting, maintenance and ongoing web support to Aubergine on the basis of best value for public money, visual appeal of example websites and the company partnering with the Society of Local Council Clerks (SLCC).

23/186 COUNCIL IT SUPPORT TENDER

On 24 July 2023, the Council had approved the invitation to tender document as well as the tender submission form for publication on the government's Contracts Finder platform relating to a contract covering its future IT support and website support requirements (minute ref. 23/130).

On 25 September 2023, the Council had considered a report summarising the tender evaluation exercise and resolved to not appoint and for the tender evaluation panel to re-score the shortlisted submissions after references relating to the shortlisted submissions had been obtained (ref. minute 23/166). The Council further requested on 25 September 2023 a report regarding the website host options which would include the website package for local councils which had been launched by Parish Online. That report was presented to the Council at the preceding agenda item.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to appoint soVision IT as the Council's the preferred supplier of an IT support service only as specified in the invitation to tender document and to work with the supplier to enable delivery for an initial contract period of three years as per the invitation to tender document.

23/187 YOUNGHAYES CENTRE – ANNUAL SERVICING OF HEATING, HOT WATER AND VENTILATION SYSTEMS

Cllr Vincent Wilton declared a disclosable pecuniary interest by virtue of having a pre-established commercial relationship with one of the firms under consideration.

Cllr Vincent Wilton left the meeting.

The Council considered a report a recommending to carry out repair works as well as the annual servicing and maintenance for the heating, hot water and ventilation systems for the Younghayes Centre.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colini Buchan and **resolved** to

a) instruct KS Heating, Gas and Engineering Specialists to carry out the repair works in the plant room.

b) instruct the same contractor to complete the annual servicing and maintenance for the heating, hot water and ventilation systems for the Younghayes Centre.

c) instruct Alpha to carry out the annual maintenance on the building management system control panel dependant on a pre-approved quote.

Cllr Vincent Wilton re-joined the meeting.

23/188 TRANSFER OF LAND FOR THE WHEELED SPORTS FACILITY

The Council considered the land transfer documents relating to the land on which the wheeled sports facility was located.

The Council's Standing Order 23 covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to approve the execution of the deed of land transfer relating to the wheeled sports facility land at Cranbrook on behalf of the Council in accordance with Standing Order 23.

The meeting closed at 8:22pm.

Signed ---------- Date: 20 November 2023

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 14**

30 OCTOBER 2022

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/11/2022	Employee	Expense for purchase of refreshemnts for Christmas Light Switch On Event	£ 62.26
21/11/2022	Devon County Council	Vetting Checks for Oct 2022	£ 9.90
21/11/2022	Devon County Council	Vetting Checks for Oct 2022	£ 9.90
24/11/2022	Tony Benger Landscaping	November 2022 grounds maintenance incl. worship land and MLR strips from Education Campus	£ 15,886.16
24/11/2022	Tony Benger Landscaping	Supply and Installation Hinged Bollards to Country Park	£ 847.69
24/11/2022	Tony Benger Landscaping	Replanting St Micheal Way	£ 603.60
24/11/2022	Tony Benger Landscaping	Log Removal from Stream	£ 90.00
28/11/2022	Core Office IT Limited	HDMI to VAG Adapter	£ 22.80
30/11/2022	OUTCO	Winter gritting	£ 297.60
06/12/2022	M & G Associates	Payroll December 2022	£ 22.01

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/12/2022	Concorde	Printing Costs	£ 5.57
28/11/2022	British Gas	CCTV Electricity	£ 49.17
n/a	Asda Mobile	Office mobile monthly cost	
22/11/2022	Core Office IT	Monthly email and cloud services hosting	£ 346.74
22/11/2022	Core Office IT	IT Support	£ 562.80

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/12/2022	Employees	Salaries	£ 9,795.55
28/12/2022	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 3,102.75
28/12/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 3,459.66

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
21/11/2022	IWS	Legionella Testing	£ 75.84
24/11/2022	Tony Benger Landscaping	November 2022 Younghayes Mainenance	£ 81.74
30/11/2022	Green Machine	Consumables	£ 23.54
27/11/2022	Johnsons Workwear	Tea towel and door mat cleaning	£ 61.32
05/12/2022	Hanover Lifts	Lift Service	£ 103.20
05/12/2022	West Coast Windows	Removal of glass panel	£ 90.00

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/11/2022	Biffa	Waste Collections	£ 59.62

Signed ---------- Date: 20 November 2023

MINUTES

Committee: Town Council
Date: Monday, 20 November 2023
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr James Gill
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Roger Collier
Cllr Vincent Wilton

Also Present

Sharon Thorne, Director, Inspiring Connections South West
Cllr Henry Gent, Devon County Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

23/189 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kevin Blakey.

23/190 DECLARATION OF INTERESTS

No declarations of interest were made.

23/191 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to accept and sign the minutes of the meeting held on 30 October 2023 as a correct record with the addition that Cllr Lisa Goudie had abstained from the vote on the town centre consultation response (ref. minute 23/174).

23/192 PUBLIC PARTICIPATION

There were no members of the public in attendance.

23/193 GRANT APPLICATION – OPERATION RUDOLPH

The Council considered a grant application from the Inspiring Connections South West Community Interest Company (CIC) for £3,000 to support the project “Operation Rudolph” in Cranbrook which

comprised of three elements: A community meal on Christmas Day, fresh meal boxes and gifts from Santa.

The Director, Inspiring Connections South West attended the meeting in support of the application. In response to councillors' questions, the Director clarified that:

- Any contributions made by Cranbrook Town Council would be targeted specifically to support residents of Cranbrook and the amount would be ring-fenced.

- Inspiring Connections South West had been granted £1,511.20 from Honiton Town Council and £900 from Seaton Town Council, in addition to having generated fundraising at events.

- Businesses were subsidising the meal boxes.

The Council had £3,352 remaining in its community grants budget for the 2023-24 financial year.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) support the grant application and award £1,500 based on this amount representing a similar figure to the award which Honiton Town Council had contributed to the project.

b) support Operation Rudolph by publicising the initiative and events.

Cllr Colin Buchan voted against the motion.

23/194 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Sara Randall Johnson, representing Devon County Council.

Cllr Henry Gent, representing Devon County Council, reported that the proposed battery storage facility at Saundercroft Farm in Broadclyst would be storing 180 GWh in energy.

Cllr Gent agreed to enquire at Devon County Council regarding installing security measures at the train station car park in Cranbrook.

The Council noted the report by the district councillors.

23/195 COMMUNITY SAFETY GROUP

The Council considered a report regarding the re-establishment of a community safety group in Cranbrook.

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to support the formation of the Cranbrook Community Safety Group and to appoint Cllr Kim Bloxham as its chair.

23/196 ROUGH SLEEPING POLICY

The Council considered a proposed rough sleeping policy.

The Council suggested to amend the sentence "Council employees and councillors will not seek to engage with the rough sleeper nor take any action to move the rough sleeper on" with "It is not the responsibility of Council employees and councillors to engage with the rough sleeper nor take any action to move the rough sleeper on".

The Council deliberated including a reference in the policy for providing specific support to dog owners.

Budgetary provision for the instruction of the Council's bailiff would be included in the Council's budget 4140 Professional Fees and Services.

It was proposed by Cllr Lisa Goudie, seconded by Cllr Vincent Wilton and **resolved** to include a provision in the policy provision which advised councillors and Council staff of the existence of charities which supported rough sleepers with pets.

The motion was not carried.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the rough sleeping policy as amended.

23/197 20MPH SPEED LIMIT

At the full Council meeting on 30 October 2023, Cllr Henry Gent, representing Devon County Council, had suggested that the Town Council could write to the County Council expressing its support for a 20mph speed limit in all residential areas.

The Council noted that Devon County Council had already made attempts to introduce a settlement-wide 20mph speed restriction in Newton Abbot which had not been supported by the residents of Newton Abbot in a public consultation.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Vincent Wilton and **resolved** to write to Devon County Council, the local MP Simon Jupp and the Secretary of State for Transport again to express the Town Council's support for a 20mph speed limit in all residential areas which would require a change in policy.

Cllr Lisa Goudie voted against the motion.

23/198 COMMITTEE MINUTES

The Council received the minutes of the:

a) Finance & Personnel Committee on 14 November 2023
b) Planning Committee on 14 November 2023

23/199 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Town Council Payments</u>
£312.00 to Throw & Tow Eco Skips Ltd for mixed waste collection
£65.84 to See the light for broadband and telephony
£345.60 to Castle CCTV for repair and replacement battery to CCTV server
£164.40 to Complete Weed Control for the final (third) supply and application of herbicide for the control of general weeds to kerbs and pavements in Cranbrook on 24/10/2023

Awaiting EDDC payroll invoice for November 2023 but payments covered under minute ref. 23/71(b) dated 15 May 2023.

<u>Younghayes Centre Payments</u>
£16.80 to See the light for Younghayes Centre broadband
£91.01 to IWS for legionella testing
£349.15 to Trinity Fire & Security Systems Ltd for Younghayes Centre fire call point repairs

23/200 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to exclude the press and public from the remainder of the

meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/201 YOUNGHAYES CENTRE LIFT REPAIR

The Council considered a report recommending appointing a contractor to carry out the repair of the board in the lift in the Younghayes Centre.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Vincent Wilton and **resolved** to

a) approve the quote of £4,261 for Hanover Lifts to repair the lift in the Younghayes Centre.

b) obtain quotes for routine maintenance and emergency call-out services for the lift in the Younghayes Centre.

c) review the Council's Financial Regulations in relation to the authorisation of unexpected emergency expenditure relating to buildings operated by the Council.

The meeting closed at 8:35pm.

Signed ---------- Date: 11 December 2023

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 11**

20 November 2023

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/10/2023	Proludic Ltd	Multiplay-Unit Handrails at Hayes Square Play Area	£ 466.31
31/10/2023	Proludic Ltd	4 Seater Springer Hand Hold at Hayes Square Play Area	£ 210.53
31/10/2023	Councillor	Travel to Westpoint Exeter and return for D&C Police Community Speed Watch Conference	£ 6.30
31/10/2023	Stalite Signs	Pole and installation at Northwood Acres Play Area	£ 218.41
05/11/2023	Parish Online	Mapping system subscription	£ 108.00
30/10/2023	Stephens Scown LLP	Professional fees for South Whimple Farm	£ 1,152.60
07/11/2023	Aubergine 262 Ltd.	WCAG website set up, Annual website subscription and Annual domain management (23/185)	£ 1,648.80
06/11/2023	Pro Lawn Gardne Serivces	VAS deployment	£ 60.00
02/11/2023	Core Office IT	Ranger Laptop Replacement	£ 1,132.80
14/11/2023	Employee	Toilet Brushes	£ 2.50
13/11/2023	Maverick Industries Ltd	Sketepark Stage 1 Construction	£ 128,921.46

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/11/2023	Concorde	Printing Costs	£ 11.69
07/11/2023	Core Office IT	IT Support	£ 562.80
07/11/2023	Core Office IT	Monthly email and cloud services hosting	£ 444.30

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - November 2023 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
29/10/2023	Johnsons Workwear	Tea towel and door mat cleaning	£ 60.53
03/11/2023	Trinity Fire & Security Systems Ltd	Routine service of the fire detection and alarm system	£ 96.19
03/11/2023	Trinity Fire & Security Systems Ltd	Routine service of the emergency lighting	£ 171.00
08/11/2023	Stalite Signs	Do Not Climb Signs	£ 68.54
08/11/2023	J REDPATH BUCHANAN & CO LTD	Test and inspecton of the Lightning Protection System	£ 222.00
09/11/2023	Member of the Public	Refund of overpayment of hall hire	£ 90.00

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/10/2023	E.ON	Heating	£ 2,743.58
05/11/2023	Total Energies	Electricity	£ 1,931.43
31/10/2023	Biffa	Waste Collections	£ 42.34

Signed ---------- Date: 11 December 2023

MINUTES

Committee: Town Council
Date: Monday, 11 December 2023
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr James Gill
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

23/202 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Matt Bayliss.

23/203 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No declarations of interest were made.

23/204 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 20 November 2023 as a correct record.

23/205 PUBLIC PARTICIPATION

No members of the public attended the meeting.

23/206 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Sara Randall Johnson.

The Council welcomed the reduced waste bin collection charge at £3.06 per bin per collection from 1 April 2024 from the current £5.00 per bin per collection which had been agreed by East Devon District Council's Cabinet on 29 November 2023.

Signed ---------- Date: 22 January 2024

23/207 REVIEW OF FINANCIAL REGULATIONS

At the full Council meeting on 20 November 2023, the Council had agreed to review the authorisation of unexpected emergency expenditure relating to buildings operated by the Council documented in regulation 4.4 (ref. minute 23/201(c)).

The Council also took the opportunity to review regulations 11.

It was proposed by Cllr Kim Bloxham, seconded by Cllr James Gill and **resolved** to agree to the revised Financial Regulations as drafted and to stipulate a re-procurement period of three years in regulation 11.1(h).

Cllr Vincent Wilton voted against.

Cllr Lisa Goudie abstained.

23/208 TOWN COUNCIL BUDGET 2024-25

On 30 October 2023, the full Council had adopted the minutes of the Finance & Personnel Committee on 16 October 2023 and, in doing so, agreed to the principle of the average Band D precept remaining stable at £256.03 in accordance with minute F&P/23/42 (minute ref. 23/181).

On 8 December 2023, the Town Council had received the tax base figure for Cranbrook dated 30 November 2023. The tax base figure for Cranbrook for the 2024-25 financial year would be 2,574.

The precept demand to East Devon District Council would be due by Wednesday, 17 January 2024 i.e. ahead of the next Town Council meeting on 22 January 2024.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) agree the Town Council's precept demand of £659,021.22 for the 2024-25 financial year on the basis of a stable Band D precept.

b) consider and agree the Council's detailed budget for the 2024-25 financial year at its next meeting on 22 January 2024.

23/209 COMMUNITY GARDEN

The Council considered a report regarding the creation of a community garden in Cranbrook.

The Council noted the report.

23/210 VILLAGES IN ACTION

The Council considered a proposal by Villages in Action to provide theatre performances in Cranbrook during 2024.

Councillors commented that additional offerings of cultural value should be provided in Cranbrook with a view to forging long-term connections and providing further future opportunities.

Councillors were concerned regarding Villages in Action's standard price of the tickets which might result in limited appeal locally and suggested to negotiate that position with Villages in Action.

The Council noted that the minutes of the Arts and Culture Forum on 9 November 2023 meeting minutes detailed some Villages in Action highlights from March-October 2023 including £4,385 box office takings in East Devon (£12,597 in total), 503 audiences in East Devon (1,250 in total) and 6 hosted events (20 in total).

It was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to provide a

theatre production in partnership with Villages in Action during 2024 at a cost of £425 from the Council's town events budget in the hall in the Younghayes Centre.

23/211 POLICY WORKING GROUP – EQUALITY AND DIVERSITY POLICY

The Council's policy working group had reviewed the Council's Equality and Diversity policy which had been adopted last by the full Council on 30 October 2023. At that meeting, the Council had also invited Cllr Lisa Goudie to propose alternative wording to the Equality and Diversity Policy and present that proposal to a future meeting of the full Council (ref. minute 23/179). The Council now considered that proposal by Cllr Lisa Goudie.

The Council was concerned regarding the lawfulness of the proposal under the Equality Act 2010.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to not support the proposal.

Cllr Lisa Goudie voted against.

23/212 ASSET DELIVERY REPORT

The Council noted its asset delivery report.

23/213 COMMITTEE MINUTES

The Council received the minutes of the Amenities Committee on 4 December 2023.

The Chair of the Amenities Committee highlighted that a typographical error had occurred in minute A/23/76 and that the sum of £2,925.00 should have been recorded in the resolution as excluding VAT

It was proposed by Cllr Vincent Wilton, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the Amenities Committee on 4 December 2023.

By adopting the minutes of the Amenities Committee, the Council noted the expenditure of:

a) £2,925.00 for the supply and installation of wet pour under the basket swing at the St Martin's play area (minute ref. A/23/76);
b) £635.00 for the supply of suitable paint and carrying out the redecoration of the large and small toddler units the St Martin's play area (minute ref. A/23/77); and
c) £414.82 for the installation of the four horizontal ropes at the rota web at the Hayes Square play area (ref. minute A/23/78).

23/214 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES

The Council considered reports from its councillors appointed to outside bodies and with special responsibilities as detailed on the agenda.

Councillors extensively commented on Cllr Lisa Goudie's report, including that they deemed the report to be a negative and an unbalanced summary of the meeting of the East Devon Arts and Culture Forum on 8 November 2023 which did not mention or discuss any of the agenda items which had been considered by the Forum.

In response to questions, Cllr Lisa Goudie was not able to substantiate the statements made in her report that "the forum's past and future projects were predominantly centred around the controversial issue of the climate emergency" and "Considerable amounts of funding, reaching hundreds of thousands of pounds, had been allocated and utilised exclusively for climate-related projects and decarbonisation efforts".

The Council suggested that councillors appointed to outside bodies and with special responsibilities were invited to present items to the Council which, in their opinion, might be of interest to councillors and residents and which provided a summary of facts and events.

The Council further suggested that publishable minutes should be circulated with reports from councillors appointed to outside bodies and with special responsibilities.

It was proposed by Cllr Kevin Blakey to reject the report from Cllr Lisa Goudie on the basis that it was politically motivated and not a fair reflection of the Arts and Culture Forum meeting on 9 November 2023. The proposal was not seconded.

The Council noted the reports from its councillors appointed to outside bodies and with special responsibilities.

23/215 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Sam Hawkins, seconded by Cllr Vincent Wilton and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Costs

£685.00 to House2home Handyman Service for play parks site visit and repairs

Awaiting EDDC payroll invoice for December 2023 but payments covered under minutes ref. 23/71(b) dated 15 May 2023.

Council Direct Debits

£562.80 to Core Office IT for IT Support
£444.30 to Core Office IT for monthly email and cloud services hosting

Younghayes Centre Costs

£225.00 to House2home Handyman Services for Younghayes Centre repairs
£75.66 to Johnsons Workwear for tea towel and door mat cleaning
£29.95 to an employee for the purchase of cleaning products for the Younghayes Centre

23/216 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

23/217 ELECTRICITY SUPPLY RENEWAL YOUNGHAYES CENTRE

The Council considered a report which included quotes for the renewal of the contract to supply electricity to the Younghayes Centre.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to renew with Total Energies on a two-year contract in accordance with the Council's Financial Regulations.

23/218 YOUNGHAYES CENTRE LIFT MAINTENANCE AND SERVICING

On 20 November 2023, the Council had agreed to obtain quotes relating to servicing and maintaining the lift in the Younghayes Centre to include emergency call outs. The Council considered a report which included the same.

The Council noted that the lift in the Younghayes Centre was out of action again because it did not link with the fire alarm system at present. It was suggested to defer appointing a maintenance and

service contractor until the investigation into the current fault had been completed. In particular, the Council suggested to ascertain whether the faulty link with the fire alarm system coincided with the recent repair of the control board or whether it broke following the repair and in a separate development.

The Council further requested a full specification of and requirements under the future maintenance and service agreement, as well as the advantages and disadvantages of servicing the lift two versus four times a year service.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to defer the decision until the current investigation was complete and to request a further report to a future meeting addressing the points raised during the debate.

23/219 YOUNGHAYES CENTRE LEGIONELLA RISK ASSESSMENT AND TESTING

The Council considered a report which included quotes for the renewal of the legionella risk assessment and monthly testing at the Younghayes Centre.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to instruct IWS Water Hygiene to carry out the legionella risk assessment and to renew their contract for the monthly legionella testing at the Younghayes Centre accordance with the Council's Financial Regulations.

Cllr Lisa Goudie abstained.

The meeting closed at 8:40pm.

Signed ---------- Date: 22 January 2024

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 14**

11 December 2023

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
20/11/2023	Quick Plant & Groundworks Ltd	Hire of X35 Heras security fence panels	£ 367.50
20/11/2023	Pro Lawn Gardne Serivces	VAS deployment	£ 60.00
21/11/2023	Tony Benger Landscaping Ltd	Grounds maintenance Nov 2023	£ 15,242.36
21/11/2023	Tony Benger Landscaping Ltd	Ingrams grounds maintenenace Nov 2023	£ 133.39
21/11/2023	Tony Benger Landscaping Ltd	SUDS maintenance Basin 1A, 1B & 1C	£ 5,932.58
21/11/2023	Tony Benger Landscaping Ltd	Phase 3 grounds maintenance Nov 2023	£ 199.99
22/11/2023	IHASCO Ltd	Staff Training Course	£ 120.00
22/11/2023	IHASCO Ltd	Staff Training Credits	£ 558.00
24/11/2023	Employee	Expense for purchase of refreshemnts for Christmas Light Switch On Event	£ 20.67
23/11/2023	Studio Four	Skatepark construction stage	£ 1,080.00
30/11/2023	Peter Woodman Pitch Service	Ingrams cricket square maintenance	£ 536.00
01/12/2023	Maverick Industries Ltd	Skatepark stage 2 construction	£ 84,714.54
04/12/2023	Pro Lawn Garden Serivces	VAS deployment	£60.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/11/2023	Bristish Gas	CCTV Electricity	£ 29.61
04/12/2023	Concorde	Printing Costs	£10.58
27/12/2023	Siemens Financial Services Ltd	Office Copier lease rental	£ 120.30

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - November 2023 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
21/11/2023	Tony Benger Landscaping Ltd	Ground Maintenance Nov 2023	£ 93.18
22/11/2023	Hanover Lifts	Lift kone board repair (23/201)	£ 5,112.00
21/11/2023	A2M Safety Limited	The Latchways Safety System annual inspection	£ 390.00
27/11/2023	All Doors South West Ltd	Roller shutter door inspection	£ 156.00
27/11/2023	Member of Public	Refund	£ 60.00

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/11/2023	E.ON	Heating	£ 669.46
30/11/2023	Biffa	Waste Collections	£ 69.74
22/11/2023	Biffa	Waste Collections - Overweight container charges for 1st July to 29th September 2023	£ 17.05

Signed ---------- Date: 22 January 2024

MINUTES

Committee: Town Council
Date: Monday, 22 January 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr James Gill
Cllr Lisa Goudie
Cllr Vincent Wilton

Also Present

Two members of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Matt Bayliss, Kevin Blakey, Kim Bloxham and Sam Hawkins.

24/2 DECLARATION OF INTERESTS AND/OR DISPENSATION REQUESTS

No declarations of interest or dispensation requests were made.

24/3 MINUTES

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 11 December 2023 as a correct record.

Cllr Lisa Goudie voted against.

24/4 PUBLIC PARTICIPATION

One member of the public queried the Council's advertising channels for public procurement opportunities. In accordance with Financial Regulation 10.3, the Council obtained three or more quotations or estimates from appropriate suppliers for goods and services below a threshold of £25,000 excluding VAT. Sections 109 and 110 of the Public Contracts Regulations 2015 stipulated that opportunities above a value of £25,000 excluding VAT had to be advertised on the government's Contracts Finder platform. High-value public contracts above £138,760 including VAT had to be advertised on the government's Find a Tender platform.

24/5 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report from Cllr Sara Randall Johnson, representing Devon County Council.

Signed ---------- Date: 19 February 2024

The Council also noted the report from the ward members, representing East Devon District Council and suggested to promote the Creative East Devon Fund on Town Council channels.

24/6 BUDGET 2024-25

On 11 December 2023, the Council had agreed the Town Council's precept demand of £659,021.22 for the 2024-25 financial year on the basis of a stable Band D precept (ref. minute 23/208) and considered its detailed budget for the 2024-25 financial year at this meeting.

The Council noted that the Southbrook Allotments had not yet been transferred to the Council and therefore the assumed income in the 2024-25budget might be subject to change.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to approve the Town Council's budget for the 2024-25 financial year.

Cllr Lisa Goudie abstained.

24/7 CRANRBOOK YOUTH CLUB UPDATE

The Council considered an update from the Council's youth service provider, the Cranbrook Youth Club CIC.

The Council commended the Cranbrook Youth Club's management of the antisocial behaviour which had occurred and the way in which the service was provided

The Council noted the report.

24/8 SKATEPARK AMBASSADORS

The Council considered a report which recommended the establishment of Skatepark Ambassadors. The proposal had been developed in conjunction with the Council's skatepark provider Maverick Industries.

The Council agreed to the principle of providing and encouraging peer support and commented on the potential positive effects on individual's personal development and on their leadership and other skills.

The Council was committed to ensuring the facility could be enjoyed by all age groups.

The Skatepark Ambassadors would be encouraged to abide by a code of practice which would include the reporting of problems to the Council.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) delegate to the Clerk and Chair of the Council to approach the Education Campus and St Martin's primary school to seek their support in identifying and appointing Skateboard Ambassadors.

b) approve a spend of no more than £300 to provide an initial supply of hoodies, T-shirts and wrist bands personalised to identify wearers as Skatepark Ambassadors.

24/9 POLICY REVIEW WORKING GROUP – FUNDING FOR POLITICAL PARTIES AND CHURCHES / RELIGIOUS ORGANISATIONS

The Council considered a report regarding financial support for political parties and churches and religious organisations.

It was proposed by Cllr Vincent Wilton, seconded by Cllr James Gill and **resolved** to make an addition to the grants policy as follows:

The Council will not make any grant payments to:

- political parties.
- churches or religious organisations unless a clear benefit to the wider community can be demonstrated irrespective of religious beliefs.

24/10 COMMITTEE MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to accept the minutes of the

Finance & Personnel Committee on 15 January 2024
Planning Committee on 15 January 2024

Cllr Lisa Goudie abstained.

24/11 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 12 January 2024.

24/12 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr James Gill, seconded by Cllr Vincent Wilton and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Payments

£574.80 to Tony Benger Landscaping Ltd for the installation of a water trough at the Community Garden
£1,137.60 to Stephens Scown LLP for the professional charges for acting on behalf of disclosure of confidential information

Younghayes Centre Payments

£688.44 to KS Engineering remedial works at Younghayes Centre

It was further proposed by Cllr James Gill, seconded by Cllr Vincent Wilton and **resolved** to hold the payment of £683.40 to Core Office IT for the resolution of a distributed denial-of-service (DDoS) attack on the Council's website pending clarification regarding the reason(s) why this had not been included in the Council's regular IT support service.

24/13 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie abstained.

24/14 DELIVERY OF A WHEELED SPORTS PUMP TRACK

On 30 October 2023, the Council had approved tender documents relating to the design and build of a wheeled sports pump track in accordance with the Council's Financial Regulations and for publication on the government's Contracts Finder platform (minute ref. 23/175).

At this meeting, the Council considered the results of the tender process with a view to appointing a preferred supplier for the design and build of the wheeled sports pump track as specified in the tender documents and to work with the supplier to enable delivery within budget.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to

a) appoint Forte Trailscapes the preferred supplier of the design and build of the wheeled sports pump track as specified in the tender documents and to work with the supplier to enable delivery within budget.

b) fund the Town Council's contribution of £10,000 towards the pump track from the Council's general reserves.

c) invoice Exeter City Council for the contribution by the Sport England local delivery pilot towards the construction of the pump track of £20,000.

The meeting closed at 8:07pm.

Signed ---------- Date: 19 February 2024

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 12**

22 January 2024

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
12/12/2023	Tony Benger Landscaping Ltd	Grounds maintenance December 2023	£ 8,565.20
12/12/2023	Tony Benger Landscaping Ltd	Ingrams grounds maintenenace December 2023	£ 133.39
12/12/2023	Tony Benger Landscaping Ltd	Phase 3 grounds maintenance December 2023	£ 199.99
14/12/2023	Stephens Scown	Professional charges for draftign a letter	£ 999.00
18/12/2023	Pro Lawn Gardne Serivces	Vehicle-activated sign (VAS) deployment	£ 60.00
20/12/2023	Core Office IT	Replace laptop	£ 1,126.80
22/12/2023	AS Signs & Graphics	Staff uniforms	£ 91.80
02/01/2024	OUTCO Ltd	Winter service (gritting) first instalment	£ 2,506.80
02/01/2014	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
19/12/2023	Studio Four Architects Ltd	Skatepark construction stage project management	£ 2,160.00
19/12/2023	Studio Four Architects Ltd	Ingrams Pavillion construction stage queries	£ 336.00
15/12/2023	See the Light	Broadband and telephony	£ 59.59
03/01/2024	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels Ingrams sports pitches	£ 315.00
03/01/2024	South West Water	Water charges	£ 95.25
05/01/2024	Peter Woodman Pitch Services	Cricket square maintenance December 2023	£ 220.00
08/01/2024	Maverick Industries	Construction of wheeled sports facility - practical completion stage	£ 73,715.65
11/01/2024	Core Office IT	Resolution of DDOS attack on website	£ 683.40
15/01/2024	See the Light	Broadband and telephony	£ 56.76
30/11/2023	Devon Investigations Ltd	Removal of Camper & Tough Sleeper and tent	£ 1,457.50
13/01/2024	SNC (Southwest)	Wet pour under the basket swing (23/213a)	£ 3,510.00
16/01/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
15/01/2024	House2home	Climbing wall repair after vandalism St. Martins Play Park	£ 60.00
16/01/2024	Tony Benger Landscaping Ltd	Retrenchment pruning on veteran oak	£ 4,881.54

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
29/12/2023	Bristish Gas	CCTV electricity St Martin's play area	£ 28.75
03/01/2024	Concorde	Printing costs	£24.11
03/01/2024	Core Office IT	Clould services subscription	£ 444.30
03/01/2024	Core Office IT	IT support	£ 562.80

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - January 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
12/12/2023	Tony Benger Landscaping Ltd	Ground maintenance December 20	£ 93.18
08/12/2023	KS Engineering	Annual servicing and maintenance for the heating, hot water and ventilation systems (23/187 b)	£ 408.00
14/12/2023	PHS	Sanitary diposal	£ 214.87
13/11/2023	Cowley's Building & Maintenance Ltd	Investigate leaks at Medical Centre	£ 51.24
19/12/2023	Outsource Engineering Services Ltd	Replace lights in hall (23/181)(A/23/64)	£ 5,124.00
27/12/2023	IWS	Legionella testing	£ 98.70
15/12/2023	See the light	Public broadband	£ 16.80
03/01/2024	South West Water	Water and sewerage charges	£ 315.15
31/12/2023	Johnsons Workwear	Tea towel and door mat cleaning	£ 60.53
15/01/2024	See the Light	Public broadband	£ 16.80
15/01/2024	House2home	Fence, fingerguards, banister and fire door repairs	£ 1,116.96

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/12/2023	E.ON	Heating	£ 205.93
31/12/2023	Biffa	Waste collections	£ 69.74

Signed ---------- Date: 19 February 2024

MINUTES

Committee: Town Council
Date: Monday, 19 February 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present

Seven members of the public
Sharon Jewell, District Commissioner, Girlguiding North Exe District
Lauren Martin, Chair, Cranbrook Arrows Netball Club and another member of the Cranbrook Arrows Netball Club
Alison Hernandez, Police & Crime Commissioner
Jim Colwell, Acting Chief Constable, Devon and Cornwall Police
Supt Antony Hart, Exeter and East Devon LPA Commander, Devon and Cornwall Police
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr James Gill.

24/16 DECLARATION OF INTERESTS AND/OR DISPENSATION REQUESTS

No declarations of interest or dispensation requests were made.

24/17 GRANT APPLICATIONS

a) Cranbrook Arrows Netball Club

The Council considered a grant application from the Cranbrook Arrows Netball Club for £410 to fund the replacement of worn or damaged equipment and additional items in order to accommodate a growing membership and coaching team as detailed in the application.

The Chair of the Cranbrook Arrows Netball Club attended the meeting and introduced the application.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to support the grant application and award the full amount of £410 to the Cranbrook Arrows Netball Club.

b) Girlguiding North Exe District

The Council considered a grant application from the Girlguiding North Exe District for £650 to fund a domed shelter, a folding camping table and chairs, outdoor activity equipment, 30 neckerchiefs and two first aid kits.

The District Commissioner attended the meeting and introduced the application.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to support the grant application and award the full amount of £650 to the Girlguiding North Exe District.

24/18 PUBLIC PARTICIPATION

In response to questions raised by members of the public, the Council confirmed that:

- at its meeting on 13 February 2024, East Devon District Council's Strategic Planning Committee had agreed to the production of a town centre masterplan by the summer of 2024.

- the Town Council was not able to advise regarding the amount of additional funding for the repair of potholes awarded by the government to Devon County Council but would seek to provide a written response to the resident.

- the Council anticipated that the Ingrams sports pitches might become available for sporting activities from April 2024 onwards but the timescale for the connections of utilities remained uncertain.

24/19 DEVON AND CORNWALL POLICE

The Acting Chief Constable of Devon and Cornwall Police introduced the item following a previous drive around Cranbrook and a meeting with the manager of the Co-op supermarket, and highlighted that the force had been investing in the local policing team by appointing an additional neighbourhood beat manager and a team of six additional officers based in Exeter with the specific remit to respond to community issues including in Cranbrook.

Devon and Cornwall Police's four-year medium-term financial strategy, which was updated on a rolling annual basis, did currently not envisage a permanent police presence in Cranbrook. However, possibilities for an increased presence included utilising available space at the Younghayes Centre and the deployment of mobile police stations similar to mobile libraries which were being delivered in 2024. The Acting Chief Constable had also held conversations with the Chief Fire Officer to work collaboratively on a blue-light basis in the future.

In response to questions raised by members of the public, the Acting Chief Constable agreed that increasing police visibility in Cranbrook was desirable by e.g. improving beat patrol planning to visit the town more during the early evenings and school holidays, i.e. maximising visibility during known periods with high activities of antisocial behaviours.

The Acting Chief Constable further highlighted that twelve months ago the 101 telephone reporting service suffered from an abandonment rate of 70% which had reduced to 24% in January 2024 and 30% in February 2024.

One member of the public suggested that volunteer residents could collate reports on social media and feeding those to the force.

Another member of the public shared her experience of attempting to report crimes on the online 101 reporting form as a witness, i.e. a non-victim of crime which had been impossible. The Acting Chief Constable agreed to scope possible solutions.

The Acting Chief Constable suggested that the new Inspector for the Ottery Rural team could have conversations with the British Transport Police and Network Rail regarding incidents at the train station and its vicinity.

24/20 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to accept and sign the minutes of the meeting held on 22 January 2024 as a correct record.

24/21 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by the district councillors representing Cranbrook.

Cllr Henry Gent, representing Devon County Council, had informed the Town Council in relation to the safety concerns at the train station in Cranbrook that CCTV could be introduced in return for the introduction of car parking charges, and that he would be interested in the Town Council's views. The Council requested an item at its next full Council meeting on 18 March 2024.

The Council noted the report by Cllr Sara Randall Johnson, representing Devon County Council.

24/22 INGRAMS SPORTS PITCHES CHARGING SCHEDULE

The Council considered a report proposing a charging schedule for the Ingrams sports pitches.

The Council had contacted all the sports clubs which had previously indicated an interest in using the sports pitches in order to ascertain their anticipated usage patterns and requirements.

It was proposed by Cllr Matthew Bayliss, seconded by Cllr Colin Buchan and **resolved** to agree the charging schedule set out in this report.

Cllr Lisa Goudie abstained from the vote.

24/23 POLICY WORKING GROUP

The Council considered a report from its policy working group.

The working group had concluded its review of Council policies and was in the process of developing a new policy on legionella.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matthew Bayliss and **resolved** to

a) note the report of the working group.

b) confirm that the policies listed at Appendix A to the report remain unchanged.

c) agree the amendments to the polices listed in Appendix B and to delegate to the Clerk to make the necessary changes.

d) confirm that a sandbag policy was not required.

e) confirm that a Town Council street trading policy was not required and that the Council will support East Devon District Council's street trading strategy.

f) confirm that the Policy Review Working Group remain as a standing working group of the Council.

24/24 COMMITTEE MINUTES

The Council received the minutes of the:

a) Amenities Committee on 29 January 2024
b) Planning Committee on 5 February 2024

24/25 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Payments

£670 to House 2 Home Handyman Services for repairs for the Town Council.
£66.24 to See the light for broadband and telephony

Younghayes Centre Payments

£205.00 to House 2 Home Handyman Services repairs and remediation at the Younghayes Centre
£16.80 to See the light for public broadband
£5.00 to an employee for the purchase of drain gel for the Younghayes Centre
£1,700.58 to KS Engineering for leak in plant room at the Younghayes Centre

24/26 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Matt Bayliss, seconded by Cllr Vincent Wilton and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie abstained from the vote.

24/27 INGRAMS SPORTS PITCHES GROUNDS MAINTENANCE

The Council considered a budget for the 2024-25 financial year for the maintenance of the playing surfaces at the Ingrams Sports Pitches by the Council's grounds maintenance contractor Peter Woodman Pitch Services.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) exclude the maintenance of the playing surfaces at the Ingrams sports pitches site from the grounds maintenance contract with Tony Benger Landscaping Ltd from 1 April 2024 onwards.

b) agree to the revised budget of £40,000 dated 10 February 2024 by Peter Woodman Pitch Services for the 2024-25 financial year and to review the site's emerging grounds maintenance needs throughout the year.

Cllr Vincent Wilton voted against.

Cllr Lisa Goudie abstained from the vote.

The meeting closed at 8:57pm.

Signed ---------- Date: 18 March 2024

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 11**

19 February 2024

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
24/01/2024	Studio Four Architects Ltd	Skatepark construction stage project management	£ 1,080.00
25/01/2024	Tony Benger Landscaping Ltd	Grounds maintenance January 2024	£ 9,600.00
25/01/2024	Tony Benger Landscaping Ltd	Ingrams grounds maintenenace January 2024	£ 133.39
25/01/2024	Tony Benger Landscaping Ltd	Phase 3 grounds maintenance January 2024	£ 199.99
25/01/2024	Tony Benger Landscaping Ltd	Country Park Remediations	£ 3,609.60
29/01/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
31/01/2024	Proludic	Horizontal Ropes(A/23/78) (23/213)	£ 395.79
31/01/2024	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels Ingrams sports pitches	£ 210.00
02/02/2024	SLCC	Deputy Clerk - Annual Membership Fee	£ 348.00
06/02/2024	Stephens Scown LLP	Prefessional fees South Whimple Farm	£ 776.40
08/02/2024	Stephens Scown LLP	Professional fees disclosure of confidential information	£ 444.00
08/02/2024	iHasco Ltd.	Staff Training	£ 33.00
12/02/2024	Kennford Tarmacadam Ltd	Surface access path for Skatepark	£ 8,924.40
12/02/2024	Asgard Secure Steel Storage	Shed for Community Garden	£666.17 +VAT
13/02/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
29/01/2024	Bristish Gas	CCTV electricity St Martin's play area	£ 29.61
01/02/2024	Concorde	Printing costs	£3.38
06/02/2024	Core Office IT	Clould services subscription	£ 444.30
06/02/2024	Core Office IT	IT support	£ 562.80

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - February 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
24/01/2024	Castle CCTV Ltd	CCTV Licences for Younghayes Centre	£ 504.00
08/12/2023	KS Engineering	Replace faulty valve	£ 357.24
25/01/2024	Tony Benger Landscaping Ltd	Ground maintenance Janury 2024	£ 93.18
30/01/2024	All Doors Souht West Ltd	Inspection for no power to the conrol unit or motor	£ 216.00
28/01/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 60.53
31/01/2024	IWS	Legionella testing	£ 98.70
12/02/2024	All Doors Souht West Ltd	Replace battery backup unit on shutter door	£ 714.00
08/02/2024	Churches Fire Security Ltd	Fire extinguisher and fire balanket services	£ 49.20

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/01/2024	E.ON	Heating	£ 365.33
31/01/2024	Biffa	Waste collections	£ 78.48
01/02/2024	Biffa	Waste collections - overweight container charges for 25th November - 29th December 2023	£ 19.08
05/02/2024	Total Energies	Electricity	£ 4,276.25

Signed ---------- Date: 18 March 2024

MINUTES

Committee: Town Council
Date: Monday, 18 March 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present

Cllr Henry Gent, Devon County Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/28 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Matt Bayliss.

24/29 DECLARATION OF INTERESTS AND/OR DISPENSATION REQUESTS

No declarations of interest or dispensation requests were made.

24/30 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 19 February 2024 as a correct record.

Cllr Lisa Goudie abstained.

24/31 PUBLIC PARTICIPATION

There were no members of the public in attendance.

24/32 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Sara Randall Johnson, representing Devon County Council.

Cllr Henry Gent, representing Devon County Council, highlighted in relation to parking problems at school drop-off and pick-up times at the Cranbrook Education Campus that Sustrans had worked to improve parking problems at school drop-off and pick-up times in Broadclyst. Cllr Kim Bloxham and

Cranbrook Town Council's Deputy Clerk had recently met with Sustrans to discuss that topic and Sustrans would attend a future meeting of Cranbrook's Community Safety Group.

The Council noted the report by the district councillors representing Cranbrook.

24/33 CRANBROOK TRAIN STATION AND CAR PARK CCTV

The Council considered a report regarding the future provision of CCTV at the train station car park in Cranbrook.

The report had recommended to enter into conversations with the County Council regarding the transfer of the train station car park to Cranbrook Town Council but councillors raised concerns regarding the long-term maintenance costs of a large car park with a tarmac surface and the maintenance of safety barriers, not to mention the installation and ongoing costs of CCTV.

Councillors suggested entering into conversations with Devon County Council regarding the future of the car park and seeking grant funding e.g. from South Western Railway's Customer and Community Improvement Fund (CCIF).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) enter into conversations with the County Council regarding the future provision of CCTV at the train station car park in Cranbrook based on the principle that car parking should remain free of charge.

b) explore available grant funding.

24/34 DEVOLUTION DEAL FOR DEVON

The Council considered its draft response to Devon County Council's consultation on the Devolution Deal for Devon.

The Council noted that a sentence would be added to the letter stating that the response had been agreed at a full Council meeting.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Kevin Blakey and **resolved** to agree and submit the consultation response.

24/35 INGRAMS MUGA TENDER DOCUMENTS

The Council considered tender documents relating to the delivery of a multi-use games area (MUGA) at the Ingrams sports pitches for launching the tender in accordance with the proposed timetable and in accordance with relevant public procurement regulations.

The Council suggested a change in the wording of the invitation to tender document to remove the reference to type 4 or 5 MUGA in section 3 (description of the provision) and instead to stipulate the type of sports which would be played on the surface, i.e. football and netball, and to invite tenderers to state what other sports could be played on their proposed solution.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to approve the tender document for publication on the Council's website and the government's Find a Tender platform.

24/36 LEGIONELLA POLICY

The Council considered its draft legionella policy.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to adopt the legionella policy.

24/37 FIRST AID NEEDS ASSESSMENT

The Council considered its draft first aid needs assessment following new Health and Safety Executive's guidance.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to

a) purchase four additional first aid kits at approximately £120 to provide:

i. three first aid kits for the Ingrams Pavilion.
ii. one suitable first aid kit for use by the Country Park Ranger in open spaces.

b) provide first aid training at approximately £350 as follows:

i. two staff members trained to emergency first aid at work (EFAW).
ii. Country Park Ranger trained to first aid at work (FAW).

24/38 COMMITTEE MINUTES

The Council received the minutes of the Amenities Committee on 11 March 2024.

By agreeing to the minutes, the Council supported the delivery of an all-terrain disability scooter in Cranbrook and supported the purchase of a new vehicle (either a TGA Breeze S4 or Adventurer X8), suitable secure storage including an electrical connection to an integral charging point and other capital items which had been listed in the budget in the accompanying the report at minute A/24/23.

24/39 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES

The Council considered reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

24/40 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Town Council Payments</u>

£11,999.70 to Forte Trailscapes Limited for pump track construction
£16,207.78 to East Devon District Council for waste bins collection for 2022/23
£17,176.07 to East Devon District Council for waste bins collection for 2023/24
£4,884.63 to Zurich for insurance annual premium for three-year long-term agreement
£30.00 to House2home for multi-use games area panel bolt repair at St. Martin's play area
£1,500.00 to Cranbrook Festival Committee for Cranbrook Festival 2024
£61.63 to See the light for broadband and telephony
£915.00 to SoVision IT Ltd for laptop for Clerk
£915.00 to SoVision IT Ltd for laptop for Communication Officer

<u>Town Council Direct Debits</u>

£35.00 to ICO (Information Commissioner) for data protection fee

<u>Younghayes Centre Payments</u>

£360.00 to House2home for Younghayes Centre repairs
£16.80 to See the Light for public broadband
£348.48 to DL Clean Windows for external window cleaning for April 2024 - March 2025

24/41 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie abstained.

24/42 INGRAMS PAVILION SERVICES CONNECTIONS

The Council considered a report recommending a way forward in light of the absence of service connections to the Ingrams Pavilion to date.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) seek the local planning authority's consent to not connect to the district heating network if a connection cannot be established by 30 June 2024 because of:

i. the continued delays to the connection,
ii. no timescales for a future connection being available,
iii. all the while the Council is incurring financial losses as a result of not being able to open the site for business.

b) agree to a contribution from the Council's general reserves to a maximum of £50,000 at present to fund the shortfall in capital, to absorb the losses associated with the lack of service connections to date and to vire those funds from the general to the relevant earmarked reserve.

c) receive quarterly financial update reports.

Cllrs Lisa Goudie and Vincent Wilton abstained.

24/43 DISCLOSURE OF CONFIDENTIAL INFORMATION

The Council considered a report recommending how to respond to a disclosure of confidential information by East Devon District Council.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) take no further action on the civil matter between Cranbrook Town Council and East Devon District Council regarding the unauthorised disclosure of confidential (commercially sensitive) information to a third party and to instruct the Council's legal representatives accordingly.

b) instruct the Council's legal representatives to recover 50% of the Town Council legal costs to date from East Devon District Council.

c) delegate to The Clerk and Chairman of the Council to pursue meetings with East Devon District Council regarding the establishment of an improved working relationship for the future.

d) inform East Devon District Council that the Town Council's offer to maintain suitable alternative natural greenspaces within the developing town is withdrawn.

24/44 YOUNGHAYES CENTRE LIFT MAINTENANCE AND SERVICE

The Council considered a report recommending a lift maintenance and service regime at the Younghayes Centre.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to instruct Safe Working Lifts to carry out quarterly services and instruct Euro Lifts Ltd to carry out the LOLER examination every six months.

The meeting closed at 8:04pm.

Signed ---------- Date: 22 April 2024

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 13**

18 March 2024

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/02/2024	Devon County Council	Vetting checks for Jan 2024	£ 9.90
26/02/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
27/02/2024	Tony Benger Landscaping Ltd	Ingrams grounds maintenenace February 2024	£ 133.39
27/02/2024	Tony Benger Landscaping Ltd	Grounds maintenance February 2024	£ 9,600.00
27/02/2024	Tony Benger Landscaping Ltd	Phase 3 grounds maintenance February 2024	£ 199.99
04/03/2024	Imagine Products Ltd	ID Badges	£ 17.88
28/02/2024	Stephens Scowns LLP	Advice on contractural arrangemens with E.On UK Plc	£ 1,500.00
06/03/2024	Forte Trailscapes Limitetd	Pump Track Construction	£ 23,999.40
09/03/2024	Clear Insurance Management Ltd	Cyber Liability Insurance for 2024-25	£ 405.25
29/02/2024	Peter Woodman	Ingrams Cricket Pitch Maintenance	£ 120.00
11/03/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
12/03/2024	Stamp Out Spiking	Education Talks at Education Campus, this is externally funded and cost neutral to the Town Council	£1,800.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/02/2024	Bristish Gas	CCTV electricity St Martin's play area	£ 29.61
01/03/2024	Concorde	Printing costs	£ 4.33
05/03/2024	Core Office IT	Clould services subscription	£ 444.30
05/03/2024	Core Office IT	IT support	£ 562.80
27/03/2024	Siemens Financial Services Ltd	Office Copier lease rental	£ 120.30

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - March 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/02/2024	Members of the Public	Refund	£ 45.00
22/02/2024	IWS	Legionella testing	£ 98.70
21/02/2024	Castle CCTV	Call out service for CCTV server	£ 120.00
27/02/2024	Tony Benger Landscaping Ltd	Ground maintenance February 2024	£ 93.18
28/02/2024	IWS	Legionella risk assessment (23/219)	£ 420.00
29/02/2024	Employees	Purchase of toilet rolls	£ 25.96
25/02/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 75.66

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
07/03/2024	E.ON	Heating	£ 831.43
29/02/2024	Biffa	Waste collections	£ 117.72
05/03/2024	Total Energies	Electricity	£ 594.19

Signed ---------- Date: 22 April 2024

MINUTES

Committee: Town Council
Date: Monday, 22 April 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/45 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kim and Ray Bloxham, and Lisa Goudie.

24/46 DECLARATION OF INTERESTS

No declarations of interest or requests for dispensations were made.

24/47 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 18 March 2024 as a correct record.

24/48 PUBLIC PARTICIPATION

There were no members of the public in attendance.

24/49 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Sara Randall Johnson, representing Devon County Council.

The Council noted the report by the East Devon District Councillors representing Cranbrook.

24/50 CRANBROOK TRAIN STATION AND CAR PARK CCTV

The Council considered a report regarding the provision of CCTV at the train station and station car park in Cranbrook, and commented that maintaining free parking at the train station without the liability of capital installations and ongoing maintenance was desirable.

The Council noted the report.

Signed ---------- Date: 2021

24/51 ACCESSIBILITY STATEMENT

The Council considered its draft accessibility statement relating to its new website which had been commissioned in April 2024.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to adopt the accessibility statement.

24/52 POLICY WORKING GROUP

The Council considered a report by its policy working group and commented that the section entitled "Working Part-Time" in appendix B (annual leave policy) started with the sentence "All employees are entitled to bank/public holiday leave" which appeared incongruous and suggested a further review of that section.

It was proposed by Cllr Sam Hawkins seconded by Cllr Colin Buchan and **resolved** to

a) note the report of the Policy Working Group;

b) approve the policy on Harassment, Sexual Harassment and Bullying at appendix A to the report as an interim measure and to delegate to the Clerk in conjunction with the Policy Working Group to further review the policy once further guidance on this matter is received.

c) approve the amended Leave Policy at Appendix B to take account of the new right to leave for carers.

d) approve the amended Absence Management Policy which reflects the removal of previous duplication with the Leave Policy.

e) approve the policy on flexible working.

Cllr Vincent Wilton abstained.

24/53 COMMITTEE MINUTES

The Council received the minutes of the Amenities Committee on 8 April 2024.

24/54 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to not renew the Devon Association of Local Councils membership based on the significant year-on-year increases in the membership fee and concerns regarding value for public money.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to approve the remaining schedule appended to these minutes in addition to the following payments:

<u>Town Council Payments</u>
£3,222.00 to Furniture@Work Ltd for 60 conference chairs for the Ingrams Pavilion
£199.99 to Tony Benger Landscaping Ltd for Phase 3 ground maintenance April 2024
£8,160.00 to Tony Benger Landscaping Ltd for Skatepark planting and topsoil
£197.40 to Core Office IT ltd for help desk services
£270.00 to soVision IT Ltd for extended warranty for Communication Officer laptop
£192.00 to soVision IT Ltd for extended warranty for Clerk laptop
£7.02 to Employee for travel expenses
£200.00 to House2home Handyman Services for odd job day at Ingrams
£425.00 to Villages in Action for 50% artist fee (23/210)
£13,199.64 to Tony Benger Landscaping Ltd for grounds maintenance for April 2024
£66.00 to Pro Lawn Garden Services for VAS deployment

Younghayes Centre Payments
£93.18 to Tony Benger Landscaping Ltd for Younghayes Centre ground maintenance April 2024
£80.00 to House2home Handyman Services for Younghayes Centre repairs

Younghayes Centre Direct Debit
£879.50 to E.ON for heat
£1,121.99 to E.ON for heat

The Council noted that Keep Britain Tidy would re-issue their invoice for £508.80 on the schedule of payments because it was payable by Tony Benger Landscaping (50%) and the Town Council (50%).

24/55 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

24/56 INSTALLATION OF E.ON SIGFOX BASE STATION

The Council considered a report recommending the installation of a signal mast on the Younghayes Centre to enable automatic meter readings to be transmitted to E.ON and an associated wayleave agreement.

The Council:

- considered the offered indemnity cover as low in cases of e.g. damage to the building during the installation process;
- expressed concerns regarding the proposed connection to the Council's internet network;
- expressed concerns regarding the assumed energy consumption into the medium-term future and its relation to the proposed rental payments.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Sam Hawkins and **resolved** to reject the current proposal to install a signal mast on the Younghayes Centre to enable automatic meter readings to be transmitted to E.ON.

Cllrs Colin Buchan and Matt Bayliss abstained.

The meeting closed at 7:34pm.

Signed ---------- Date: 2021

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			**AGENDA ITEM NO. 10**
22 April 2024			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
19/03/2024	Tony Benger Landscaping Ltd	Ingrams grounds maintenenace March 2024	£ 133.39
19/03/2024	Tony Benger Landscaping Ltd	Phase 3 grounds maintenance February 2024	£ 199.99
19/03/2024	Tony Benger Landscaping Ltd	Removal and disposal of benches and wooden structure at Ingrams Sports Pitches	£ 451.20
19/03/2024	Tony Benger Landscaping Ltd	Grounds maintenance March 2024	£ 9,600.00
20/03/2024	Stalite Signs	Wildflower Meadow Signs	£ 22.92
21/03/2024	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels	£ 367.50
21/03/2024	East Devon District Council	Business rates for Office	£ 1,200.00
22/03/2024	Forte Trailscapes Limited	Pump Tract construction	£ 11,999.70
25/03/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
21/03/2024	Stephen Scowns	Land Registry registration fee for Public Open Space	£ 7.20
01/04/2024	Rialtas Business Solutions Ltd	Omega Cashbook annual support and maintenance licence	£ 666.00
01/04/2024	Rialtas Business Solutions Ltd	Bookings software annual support and maintenance licence	£ 532.80
01/04/2024	Rialtas Business Solutions Ltd	Bookings Google Public Calendar Website Integration annual support and maintenance	£ 164.40
08/04/2024	AS Signs & Graphics	T-shirts and hoodies for Skatepark ambassadors	£ 270.00
02/04/2024	Peter Woodman Pitch Service	Ingrams cricket square maintenance March 2024	£ 420.00

Signed ---------- Date: 2021

02/04/2024	Devon Association of Local Councils	Membership Fee 2024-25	£ 1,433.72
12/04/2024	Cranbrook Youth Club	Youth Services for second half of 2023/24	£ 6,430.00
12/04/2024	RoSPA Playsafely Limited	Annual inspection for St. Martins Play Park	£ 141.60
12/04/2024	RoSPA Playsafely Limited	Annual inspection for Northwood Acres Play Park, Hayes Square Play Park, Crannaford Play Park and Platinum Play Park	£ 475.20
15/04/2024	See the light	Broadband and telephony	£ 65.84
04/04/2024	Keep Britain Tidy	Green Flag Award application fee (A/24/6)	£ 508.80
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/03/2024	British Gas	CCTV electricity St Martin's play area	£ 27.32
02/04/2024	Core Office IT	Cloud services subscriptions for March	£ 444.30
02/04/2024	Core Office IT	IT Support for March	£ 562.80
02/04/2024	Core Office IT	Annual Web Hosting	£ 172.80
03/04/2024	Concorde	Printing costs	£ 25.14
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - April 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
19/03/2024	Tony Benger Landscaping Ltd	Ground maintenance March 2024	£ 93.18
20/03/2024	Safe Working Lifts Ltd	Annual lift serivce (4 visits per annum) (24/44)	£ 280.32

Signed ---------- Date: 2021

21/03/2024	East Devon District Council	Business rates for Younghayes Centre	£ 1,368.83
21/03/2024	East Devon District Council	Business rates for Community Hall	£ 4,540.90
21/03/2024	East Devon District Council	Business rates for Resource Hub	£ 561.38
25/03/2024	IWS	Legionella testing	£ 98.70
25/03/2024	J Redpath Buchanan & Co Ltd	Remedial works on the Loghtning Protection System	£ 384.00
31/03/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 66.15
03/04/204	East Devon District Council	Business Rates for Conference Room 2022/23	£ 8.14
03/04/2024	East Devon District Council	Business Rates for Conference Room 2023/24	£ 3,118.21
03/04/2024	East Devon District Council	Business Rates for Conference Room 2024/25	£ 3,043.90
15/04/2024	See the light	Public broadband	£ 16.80
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/03/2024	E.ON	Heating	£ 364.32
31/03/2024	Biffa	Waste collections	£ 78.48

Signed ---------- Date: 2021

MINUTES

Committee: Town Council
Date: Monday, 13 May 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matt Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/57 ELECTION OF CHAIR OF THE COUNCIL FOR 2024-25 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Kevin Blakey proposed that Cllr Les Bayliss be elected Chair of the Council for 2024-25. This was seconded by Cllr Colin Buchan and **resolved.** It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

24/58 ELECTION OF VICE-CHAIR OF THE COUNCIL FOR 2024-25 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Ray Bloxham proposed that Cllr Kevin Blakey be elected Vice-Chair of the Council for 2024-25. This was seconded by Cllr Colin Buchan and **resolved.** It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

24/59 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No interests were declared or dispensations requested.

24/60 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 22 April 2024 as a correct record.

24/61 PUBLIC PARTICIPATION

No members of the public were in attendance.

Signed ---------- Date: 24 June 2024

24/62 REVIEW OF THE CODE OF CONDUCT

The Council reviewed its Code of Conduct dated 15 May 2023 which was based on the national model code to which no changes had been made.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to adopt the Council's Code of Conduct.

24/63 REVIEW OF FINANCIAL REGULATIONS

a) Review of Financial Regulations

The Council reviewed its Financial Regulations dated 15 May 2023 and the delegation arrangements (especially Financial Regulations 4.1 and 4.5).

The Council noted that the National Association of Local Councils had published new model financial regulations on 8 May 2024 which would trigger a detailed review of the Council's Financial Regulations.

b) Regular Payments

The Council reviewed its schedule of regular payments in accordance with Financial Regulation 5.6.

c) Review of Fees and Charges

The Council reviewed its schedule of fees and charges in accordance with Financial Regulation 9.3.

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to

a) adopt the Council's Financial Regulations and to confirm the delegation arrangements (especially Financial Regulations 4.1 and 4.5).

b) to approve the Council's schedule of regular payments.

c) approve the Council's schedule of fees and charges.

24/64 REVIEW OF STANDING ORDERS

The Council reviewed its Standing Orders dated 15 May 2024.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Blakey and **resolved** to adopt the Council's Standing Orders.

24/65 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF COUNCILLORS TO COMMITTEES AND WORKING GROUPS

The Council agreed the appointment of committees and working groups and appointed councillors to committees and working groups for the year 2024-25 as follows:

Amenities Committee

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Vincent Wilton
Vacancy

Signed ---------- Date: 24 June 2024

Finance & Personnel Committee

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Vincent Wilton
Vacancy
Vacancy

Planning Committee

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Matt Bayliss
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Vacancy
Vacancy

Asset Delivery Working Group

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Town Clerk

Policy Working Group

Cllr Ray Bloxham
Cllr Lisa Goudie
Town Clerk

Safety Working Group

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan
Town Clerk

Town Emergency Response Group

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Vincent Wilton
Town Clerk

Play Areas Working Group

Cllr Les Bayliss
Cllr Kim Bloxham
Cllr Vincent Wilton
Deputy Clerk

Signed ---------- Date: 24 June 2024

24/66 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

The Council appointed the following councillors to the following outside bodies:

Clyst Valley Regional Park Delivery Board: Cllr Ray Bloxham
Cranbrook Community Safety Group: Cllr Kim Bloxham
Cranbrook Placemaking Group: Chairman of the Council
East Devon Arts and Culture Forum: *To be confirmed*
E.ON Stakeholder Forum: Chairman of the Council
Exeter Airport Consultative Committee: Cllr Colin Buchan
Police and Crime Commissioner Councillor Advocate: Cllr Kim Bloxham
Sport England Local Delivery Pilot Cranbrook Steering Group: Cllr Les Bayliss

24/67 APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES

The Council appointed the following councillors with special responsibilities:

E.ON district heating liaison: Cllr Kim Bloxham
Gypsy and traveller liaison: Cllr Colin Buchan
Risk management, emergency planning and health and safety: Cllr Les Bayliss
Street naming suggestions: Cllr Colin Buchan

The Council did not re-appoint a councillor with lead responsibility for Community Speedwatch on the basis that the Amenities Committee had assumed oversight.

24/68 APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF TOWN COUNCIL COMMITTEES

The Council appointed the following:

Amenities Committee

Cllr Kim Bloxham (Chair)
Cllr Vincent Wilton (Vice-Chair)

Finance & Personnel Committee

Cllr Sam Hawkins (Chair)
Cllr Ray Bloxham (Vice-Chair)

Planning Committee

Cllr Ray Bloxham (Chair)
Cllr Matt Bayliss (Vice-Chair)

24/69 TERMS OF REFERENCE AND REVIEW OF DELEGATION ARRANGEMENTS

The Council reviewed the terms of reference for its committees and working groups as well as the associated delegation arrangements where documented.

The Council suggested to replace the reference to “tramper” in the all-terrain mobility vehicle working group terms of reference with “all-terrain vehicle” and remove the requirement to appoint members annually.

It was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to adopt the terms of reference for Council committees and working groups as well as the associated delegation arrangements where documented as amended above.

Signed ---------- Date: 24 June 2024

24/70 RISK MANAGEMENT STRATEGY, RISK REGISTER, RISK ASSESSMENTS AND REVIEW OF RISK MANAGEMENT ARRANGEMENTS

On 27 June 2022, the Council had reviewed its risk management arrangements and had resolved to review the Council's arrangements relating to risk management, fire safety, health and safety and emergency planning once in a Council period, i.e. every four years as well as to receive reports as and when a need arises at any time in relation to risk management, fire safety, health and safety and/or emergency planning (ref. minute 22/123(e)).

a) Risk Management Strategy and Risk Register

The Council considered its risk management strategy and risk register.

b) Risk Assessments

The Council considered the following risk assessments:

i. Slips and Trips Generic
ii. Manual Handling Generic
iii. Office Safety
iv. Kitchen
v. Playground Safety
vi. Councillor
vii. Allotments Safety
viii. Christmas Tree
ix. Lone Working
x. Country Park General Tasks
xi. Country Park Events
xii. Driving
xiii. Younghayes Centre
xiv. Homeworking all staff
xv. Returning to Work (following prolonged illness)

c) Health and Safety Policy

The Council considered its health and safety policy.

d) Younghayes Centre Fire Management Plan and Fire Risk Assessment

The Council considered the Younghayes Centre fire management plan and fire risk assessment.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to

a) approve the risk management strategy and risk register as well as the Council's approach to risk management detailed in minute 22/123(e) dated 27 June 2022.

b) approve the risk assessments as detailed on the agenda.

c) adopt the health and safety policy.

d) adopt the Younghayes Centre fire management plan and fire risk assessment.

24/71 REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTION TO OTHER BODIES

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to confirm the Council's subscription to the Information Commissioner's Office, the Parish Online mapping system, the National Allotment Society, Zoom Communications and Amazon Prime Business Basic, as well as the Clerk and Deputy Clerk's memberships of the Society of Local Council Clerks.

24/72 PUBLICATION SCHEME

The Council considered its Publication Scheme which followed the template published by the Information Commissioner.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to adopt the Publication Scheme.

24/73 COUNCIL MEETINGS CALENDAR

The Council noted its meetings calendar 2024-25 and noted that one of the documents currently did not show the meeting dates for the Council's Amenitites Committee.

24/74 SOCIAL MEDIA REPORT

The Council considered a social media report covering the month of April 2024. This report was a new document prepared by the Council's Communications Officer who had arrived in post on 1 April 2024.

The Council commented on transforming the data into useful insights in the future as more data was being collected, e.g. to identify trends. The Council also noted that the younger and older demographics could be targeted better and suggested the consideration of other social media channels, e.g. TikTok.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Ray Bloxham and **resolved** to thank the Council's Communications Officer and to request monthly social media reports.

Cllr Lisa Goudie abstained.

24/75 COMMITTEE MINUTES

The Council received the minutes of the Finance & Personnel Committee on 22 April 2024.

24/76 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Town Council Payments</u>

£75.00 to House2home Handyman Services for repair of Pump Track sign and removal of armchair from the river
£1,148.27 to Stalite Signs for Ingrams sports pitches signs

<u>Younghayes Centre Payments</u>

£98.70 to IWS for legionella testing
£25.00 to House2home Handyman Services for installation of Kings picture and first aid kit in the Younghayes Centre

The Council halted the payment of £253.01 to Water Plus Limited for water charges for the Community Garden pending an investigation into a possible water leak on site or a faulty meter.

Cllr Vincent Wilton voted against the payment to Devon Investigations.

24/77 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act

1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie abstained.

24/78 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Council considered its insurance schedule for the 2024-25 financial year as well as the Council's asset register dated 31 March 2024.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to confirm and approve the arrangements for insurance cover in respect of all insured risks as well as the Council's asset register dated 31 March 2024.

24/79 PROVISION OF HEAT AND HOT WATER TO THE INGRAMS PAVILION

The Council considered a report appraising options for the provision of heat and hot water to the Ingrams Pavilion and noted that the rationale included in a consented local precedent not connecting to the district heating system had been applied in the report.

The Council noted that the development at South Whimple Farm was also not connected to the district heating system.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to

a) explore an alternative to a district heating connection.

b) delegate to the Clerk and Asset Delivery Working Group in association with the Council's Project Manager to seek design and installation costs for an alternative heat and hot water system. This would include exploration of the use of 100% sustainable electricity, electric boiler(s) coupled with heat pump(s) and or photovoltaic panels.

c) Subject to a satisfactory outcome of b) above the Council delegates to the Clerk and Asset Delivery Working Group in conjunction with the Council's Project Manager to prepare an appropriate application to the local planning authority.

d) inform E.ON that at the present time the Council was not minded to sign the Cell Developer Agreement as required by E.ON. The reasons were that the Council did not regard itself as a "cell developer", the agreement included clauses which went beyond what the Council considered was reasonable for the Council to agree and the continued uncertainty of timescale within which a district heating connection to the Ingrams Pavilion could be delivered.

The meeting closed at 8:15pm.

Signed ---------- Date: 24 June 2024

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 20**

13 May 2024

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/04/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
23/04/2024	soVision IT Ltd	Microsoft 365 Business Basic April 2024 with credit note no 1487	£ 70.56
25/04/2024	Stephens Scown LLP	Advice on contractual arrangements with E.On UK Plc	£ 1,200.00
23/04/2024	Water Plus Limited	Water charges for Community Garden for 15 December 2023 to 22 Apirl 2024	£ 253.01
30/04/2024	Peter Woodman Pitch Services	Ingrams cricket square and outfield maintenance April 2024	£ 2,510.00
30/04/2024	Peter Woodman Pitch Services	Supply of cricket equipment	£ 540.17
30/04/2024	Cloudy Group Ltd	Microsoft Loop Webinar Training	£ 30.00
02/05/2024	Core Office IT	Cloud servcies subscription April 2024	£ 183.00
02/05/2024	Public Sector Software Ltd	Operational Playground Inspector Training	£ 1,920.00
01/05/2024	soVision IT Ltd	IT Services May 2024	£ 573.12
02/05/2024	soVision IT Ltd	IT Onboarding	£ 1,356.00
30/04/2024	Devon Investigations Ltd	Ressaurance service at Ingrams Sports Pavilion, sports field & car park	£ 954.00
03/05/2024	Power Portal Limited	Works for EV charing points	£ 1,684.56

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
29/04/2024	British Gas	CCTV electricity St Martin's play area	£ 29.02
02/05/2024	Concorde	Printing costs	£ 5.22

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - May 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/04/2024	Furniture at Work Ltd	Conference tables for conference room	£ 300.00
26/04/2024	IWS	Legionella testing	£ 98.70
29/04/2024	Energy Systems (SW) Ltd	Call out for the plant room	£ 165.60
30/04/2024	South West Water	Water and sewerage charges	£ 676.92
28/04/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 66.15

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/04/2024	Biffa	Waste collections	£ 78.48

Signed ---------- Date: 24 June 2024

MINUTES

Committee: Town Council
Date: Monday, 24 June 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/80 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kevin Blakey and Lisa Goudie.

24/81 DECLARATION OF INTERESTS

No declarations of interest were made or dispensations granted.

24/82 MINUTES

The Chairman stated that it had come to light that it was alleged that the minutes of the full Council meeting held on 21 August 2023 had omitted the voting against one motion by potentially two councillors. At the following full Council meeting on 25 September 2023, the minutes of the meeting on 21 August 2023 had been accepted and signed as a correct record (minute ref. 23/154).

The Chairman advised that it was the councillors' responsibility to ensure that their votes were recorded and to ensure that minutes of meetings were correct before accepting and signing them as a correct record.

The Chairman further advised that if the councillor(s) whose vote(s) had allegedly been omitted from the minutes of the full Council meeting held on 21 August 2023 were able to submit a written notice to the Proper Officer containing a motion for the full Council meeting on 22 July 2024 under Standing Order 9.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 13 May 2024 as a correct record.

Signed ---------- Date: 22 July 2024

24/83 PUBLIC PARTICIPATION

There were no members of the public in attendance.

24/84 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023-24

a) Report by the Internal Auditor

The Council considered and noted the report by its internal auditor covering the 2023-24 financial year, awarding a "Substantial Assurance" rating, the highest-possible assurance within their rating hierarchy, confirming that the Council maintained a sound system of governance, risk management and control, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the areas audited.

b) Section 1 – Governance Statement

The Council considered Section 1 of the annual governance and accountability return 2023-24, the governance statement.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to respond individually and positively to each of the eight assertions in Section 1 of the annual governance and accountability return 2023-24, the governance statement, in consecutive order.

c) Section 2 – Statement of Accounts 2023-24

The Council considered the Statement of Accounts 2023-24 set out in Section 2 of the annual governance and accountability return.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to approve the Statement of Accounts set out in Section 2 of the annual governance and accountability return.

d) Period for the Exercise of Electors' Rights

The period for the exercise of public rights was a period during which the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. The period had to last for 30 working days set by the smaller authority and must include the first 10 working days of July.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Sam Hawkins and **resolved** to approve the period for the exercise of public rights from Monday, 1 July 2024 until Friday, 9 August 2024.

e) Statement of Internal Control 2024

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to approve the Council's Statement of Internal Control 2024.

f) Re-Appointment of Signatory for Bank Statements and Bank Reconciliations

On 25 September 2023, full Council had appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (ref. minute 23/159) who verified and signed bank reconciliations and the underlying hard copy bank statements in accordance with Financial Regulation 2.2.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to re-appoint Cllr Vincent Wilton as the Council's signatory for bank statements and quarterly bank reconciliations.

24/85 TOWN COUNCIL'S ANNUAL REPORT 2023-24

The Council considered its annual report covering the period 1 April 2023 until 31 March 2024.

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to approve the annual report 2023-24.

24/86 TOWN COUNCIL'S FIVE-YEAR PLAN 2024-29

The Council considered its five-year plan covering the period 2024 until 2029.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to adopt the Council's five-year plan covering the period 2024 until 2029.

24/87 PROCUREMENT OF TRIM TRAIL

The Council considered a report recommending the procurement of a trim trail in the Stone Meadow area of the Country Park, and associated tender documents.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the tender documents for advertising the procurement of a trim trail in the Stone Meadow area of the County Park on the Contracts Finder platform.

24/88 CRANBROOK YOUTH CLUB UPDATE

The Council considered and noted an update from the Cranbrook Youth Club CIC.

The Council thanked the Cranbrook Youth Club CIC for the report and commented on the usefulness of the update. The Council was disappointed to hear of the challenging behaviours and credited the Cranbrook Youth Club CIC for their actions.

One councillor mentioned that Whitely Town Council employed a Community Support Officer who responded to low-level anti-social behaviour in the town. Councillors commented on the difference in approach to low-level anti-social behaviour by the local Police and Crime Commissioner and Devon and Cornwall Police's Chief Constable, and that the local police service did not appear to be minded to provide a particularly robust response to criminal behaviour. The Council would continue to highlight the need to do that with both the Police and Crime Commissioner and Devon and Cornwall Police.

24/89 SOCIAL MEDIA REPORT

The Council considered a social media report covering the month of May 2024 with a comparison to data in April 2024.

The Council commented on the need to provide greater visual clarity on the origin of information when the Town Council informed residents on behalf of partners, e.g. by providing overlays on pictures to indicate visually that content was not the Town Council's.

The Council noted the report.

24/90 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 18 June 2024.

24/91 COMMITTEE MINUTES

The Council received the minutes of the Finance & Personnel Committee on 17 June 2024.

24/92 VAT REGISTRATION UPDATE

The Council considered a report documenting that the Council had not been making VATable supplies of the Ingrams Pavilion or the Ingrams sports pitches pending its VAT registration which the Council had agreed on 25 September 2023 (ref. minute 23/165).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) note the update.

b) confirm that the Council had not been making VATable supplies of the Ingrams Pavilion or the Ingrams sports pitches pending its VAT registration which the Council had agreed on 25 September 2023 (ref. minute 23/165).

c) continue to not make any VATable supplies of the Ingrams Pavilion or the Ingrams sports pitches until the VAT registration process is complete.

24/93 COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORTS 2022-23 AND 2023-24

The Council considered its community infrastructure levy annual reports for the 2022-23 and 2023-24 financial years.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to agree the community infrastructure levy annual reports for the 2022-23 and 2023-24 financial years and to submit those to the local planning authority East Devon District Council.

24/94 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Costs

£66.00 to Pro Lawn Garden Services for the deployment of the vehicle-activated sign (VAS)
£860 to House2home for play park repairs, Ingrams signs installation and Community Garden shed base and assembly

Younghayes Centre Costs

£179.99 to Euro Lifts Ltd for Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) examination (24/44)
£100.00 to House2home for Younghayes Centre repairs

24/95 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

24/96 INGRAMS SPORTS PITCHES

a) Multi-Use Games Area

The Council considered a report by its tender evaluation panel.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to not award the contract at this stage and to re-tender the opportunity on the government's Find a Tender as well as the Contracts Finder platforms.

Cllr Vincent Wilton abstained from the vote.

b) Sanitary and Nappy Waste Collections

The Council considered a report recommending the appointment of a contractor to collect sanitary and nappy waste from the Ingrams Pavilion.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to instruct PHS to service Ingrams with hygiene waste equipment for the external toilets and once the Pavilion is open, increase to include the internal.

24/97 TOWN COUNCIL'S TOWN CENTRE BUILDING

The Council considered a report regarding the delivery of the Town Council's town centre building.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) agree to the Council's assets delivery working group to continue to progress conversations with Devon County Council regarding their contributions towards the Town Council's town centre building The Tillhouse.

b) request that Devon County Council's land allocation is also transferred to the Town Council in order to enable an as-large-as-possible northern counterpart to the town square and a direct link between The Tillhouse and the Country Park on parcel TC2.

24/98 CRANBOX

The Council considered a report regarding the delivery of the modular commercial space in the town centre ("Cranbox").

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) continue to explore and to support the delivery of modular and flexible commercial units (Cranbox) in the town centre in Cranbrook.

b) express a formal interest in owning, managing and maintaining Cranbox.

24/99 INSTALLATION OF E.ON SIGFOX BASE STATION

On 22 April 2024, the Council had considered a report recommending the installation of a signal mast on the Younghayes Centre to enable automatic meter readings to be transmitted to E.ON and an associated wayleave agreement.

At that meeting, the Council rejected the proposal to install a signal mast on the Younghayes Centre to enable automatic meter readings to be transmitted to E.ON on the basis of a number of concerns (ref. minute 24/56) which had now been addressed.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Vincent Wilton and **resolved** to

a) grant permission to E.ON's partner Heliot Europe access to the Younghayes Centre to install, operate and maintain a 60cm radio aerial station which forms part of a communications network.

b) agree to Heliot Europe's wayleave agreement.

24/100 UNAUTHORISED ENCAMPMENTS

The Council considered a report recommending the appointment of a bailiff firm to deal with unauthorised encampments on Council land.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to instruct Devon Investigations Ltd trading as County Investigations to provide cover for the event space in the Country Park at a bronze level of service at £495.00 per annum.

Cllr Vincent Wilton abstained from the vote.

24/101 COMMERCIAL LEASE

The Council considered a lease agreement for a commercial tenant by deed.

The Council's Standing Order 23 covers the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the lease agreement on behalf of the Council in accordance with Standing Order 23.

The meeting closed at 8:09pm.

Signed ---------- Date: 22 July 2024

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 15**

24 June 2024

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
15/05/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
15/05/2024	See the light	Broadband and telephony	£ 64.23
17/05/2024	Employee	Puchase of tough cut scissors	£ 5.78
17/05/2024	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels	£ 420.00
17/05/2024	Water Plus	Community Garden water charges	£ 38.08
23/05/2024	iHasco	Training Credits	£ 900.00
28/05/2024	Tony Benger Landscaping Ltd	Phase 3 grounds maintenance May 2024	£ 199.99
28/05/2024	Tony Benger Landscaping Ltd	Landscaping between Pavilion and Pitches	£ 2,033.18
28/05/2024	Tony Benger Landscaping Ltd	Ingrams additional works	£ 1,432.80
28/05/2024	Tony Benger Landscaping Ltd	Cranbrook train station maintenance May-July 2024	£ 351.16
28/05/2024	Tony Benger Landscaping Ltd	Grounds maintenance May 2024	£ 30,000.00
29/05/2024	Por Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
30/05/2024	SoVision IT Ltd	Datto Workplace May 2024	£ 104.64
02/04/2024	SoVision IT Ltd	IT Services April 2024	£ 502.56
20/05/2024	Studio Four Architects Ltd	Stakepark Project Management	£ 720.00
30/05/2024	Peter Woodman Pitch Services	Extras for May 2024 at Ingrams Sports Centre	£ 861.13
30/05/2024	Peter Woodman Pitch Services	Ingrams cricket square and outfield maintenance May 2024	£ 3,565.00
30/05/2024	AS Signs & Graphics	Ranger Wordwears	£ 58.80
03/06/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
04/06/2024	Core Office IT	Cloud Services Subscription	£ 183.00
06/06/2024	SoVision IT Ltd	IT Services June 2024	£ 766.70
10/06/2024	Complete Weed Control	2024 Weed control services 1st treatment	£ 195.60
11/06/2024	Peter Woodman Pitch Services	Ingrams cricket square and outfield maintenance 1 to 11 June 2024	£ 1,023.00
17/06/2024	See the light	Broadband and telephony	£ 60.70

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/05/2024	British Gas	CCTV electricity St Martin's play area	£ 27.58
28/05/2024	Siemens Financial Services Limited	Office copier lease rental	£ 120.30
03/06/2024	Concorde	Printing costs	£ 6.50

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - June 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
15/05/2024	Membes of the Public	Refund	£ 30.00
15/05/2024	See the light	Public Broadband	£ 16.80
28/05/2024	Tony Benger Landscaping Ltd	Grounds maintenance May 2024	£ 93.18
23/05/2024	Trinity Fire & Security Systems Ltd	Routine service of the fire detection and alarm system	£ 96.19
26/05/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 82.68
13/06/2024	Paula Simpson Ltd (Oven Wizards)	Oven Clean	£ 223.20
17/06/2024	See the light	Public Broadband	£ 16.80

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/05/2024	Biffa	Waste collections	£ 78.48
22/05/2024	E.ON	Heat	£ 757.43

Signed ---------- Date: 22 July 2024

MINUTES

Committee: Town Council
Date: Monday, 22 July 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present
One member of the public
Cllr Henry Gent, Devon County Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/102 APOLOGIES FOR ABSENCE

No apologies for absence were received.

24/103 DECLARATION OF INTERESTS AND DISPENSATIONS

No declarations of interest were made or dispensations requested.

24/104 MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 24 June 2024 as a correct record.

24/105 PUBLIC PARTICIPATION

A member of the public, who was a resident of Stone Barton, attended the meeting to express concerns regarding the car parking situation along Crannaford Lane and Stone Barton during school drop-off and pick-up times at the Cranbrook Education Campus.

24/106 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report from Cllr Sara Randall Johnson, representing Devon County Council.

The Council also noted the report by the district councillors.

Signed ---------- Date: 19 August 2024

24/107 CRANNAFORD LANE PARKING RESTRICTIONS

The Council considered a report regarding the parking situation along Crannaford Lane during school drop-off and pick-up times at the Cranbrook Education Campus.

A query regarding the ownership of the path adjacent to Crannaford Lane needed to be resolved between the consortium of developers, the East Devon New Community Partners, and the local highway authority Devon County Council. The Council noted that that section of Crannaford Lane was shown as “Public Highways” on Devon County Council’ land charges website.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) support an application for yellow lines along Crannaford Lane and to request that the County Councillors representing Cranbrook take a report to the next available parking restrictions review at the East Devon Highways and Traffic Orders Committee to install parking restrictions along both sides of Crannaford Lane north of Stone Barton thus extending the current parking restrictions which had already been established in that area.

b) consider which areas across the town, if any, the Town Council would like to recommend to the local highway authority Devon County Council for the installation of additional double yellow line requests.

24/108 UNAUTHORISED ENCAMPMENTS

The Council considered a report recommending the correction of the service level at the Country Park event space which had been agreed by the full Council at the previous meeting on 24 June 2024 under minute reference 24/100.

The service provider had informed the Council that they had introduced an enhanced Bronze service which provided two signs and a Stage 1 but no Stage 2 benefit at £695. The Council noted that the previous incursion at the event space in the Country Park had not escalated to a Stage 2 response.

It was proposed by Cllr Matt Bayliss and seconded by Cllr Colin Buchan to instruct Devon Investigations Ltd trading as County Investigations to provide cover for the event space in the Country Park at an enhanced Bronze level at £695 per annum.

Cllr Ray Bloxham, seconded by Cllr Kevin Blakey, proposed an amendment to that proposal to instruct Devon Investigations Ltd trading as County Investigations to provide cover for the event space in the Country Park at the current silver level of service at £795 per annum. The amendment was not carried.

Cllr Vincent Wilton voted against the amendment.

The Council then voted on the original proposal which was not carried either.

Cllr Vincent Wilton voted against the original proposal.

It was then proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and resolved to instruct Devon Investigations Ltd trading as County Investigations to provide cover for the event space in the Country Park at the current silver level of service at £795 per annum.

Cllr Vincent Wilton abstained from the vote.

24/109 COMMITTEE MINUTES

The Council received the minutes of the

a) Amenities Committee on 1 July 2024
b) Finance & Personnel Committee on 15 July 2024

Signed ---------- Date: 19 August 2024

24/110 FINANCIAL REGULATIONS

The Council considered revised Financial Regulations which had been considered by the Council's Finance & Personnel Committee on 15 July 2024 (ref. minute F&P/24/37).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the Financial Regulations.

Cllrs Lisa Goudie and Vincent Wilton abstained from the vote.

24/111 SOCIAL MEDIA REPORT

The Council noted the report.

24/112 COST OF LEGAL REPRESENTATION

The Council noted the increase in cost for legal representation as detailed in the report.

24/113 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 16 July 2024.

24/114 DELIVERY OF THE INGRAMS PAVILION

On 18 March 2024, the Council had agreed to a contribution from the Council's general reserves to a maximum of £50,000 to fund the shortfall in capital for the delivery of the Ingrams Pavilion, to absorb the losses associated with the lack of service connections to date, to vire those funds from the general to the relevant earmarked reserve and receive quarterly financial update reports (ref. minute 24/42).

The Council considered and noted those update reports.

24/115 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Costs

£199.99 to Tony Benger Landscaping for Phase 3 grounds maintenance July 2024
£920.00 to House2home Handyman Services for play area repairs and remove fencing in Great Meadow
£3,140.06 to Lex Autolease Limited for the lease of the Council van

Younghayes Centre Costs

£93.18 to Tony Benger Landscaping for grounds maintenance July 2024

By approving the schedule of payments, the Council authorised the payment of £10,408.80 to Tony Benger Landscaping Ltd for the path remediation within the St Martin's play area which had been satisfactorily remediated.

24/116 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public

interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie voted against the motion.

24/117 INGRAMS PAVILION HEAT AND HOT WATER

The Council considered a report recommending a way forward in light of the absence of a means of heating water at the Ingrams Pavilion to date.

Advice from the local planning authority which had been requested on 15 July 2024 was not received in time for the meeting.

The Council considered a variation price for the costs associated with the installation of an air-source heat pump system to provide heat source for the hot water and space heating systems at the Ingrams Pavilion by its contractor Healthmatic, and noted that some costs had not been included within the quote e.g. any planning fees and checking the incoming electricity supply to the building for capacity and ensure suitability for the additional demand from the air-source heat pump system.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Matt Bayliss and **resolved** to pursue the installation of an air-source heat pump system and delegate authority to the Chairman of the Finance & Personnel Committee and the Clerk to approve any additional expenditure in accordance with the Council's Financial Regulations.

24/118 ST MARTIN'S CCTV ENERGY TARIFF

The Council considered a report recommending an electricity supplier for the CCTV installation at the St Martin's play area.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Ray Bloxham and **resolved** to instruct British Gas to renew on a fixed rate contract for two years.

The meeting closed at 7:59pm.

Signed ---------- Date: 19 August 2024

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 14**

24 June 2024

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/06/2024	Tony Benger Landscaping Ltd	Grounds maintenance June 2024	£ 30,000.00
25/06/2024	Tony Benger Landscaping Ltd	Phase 3 grounds maintenance June 2024	£ 199.99
28/06/2024	Studio Four Architects	Town Square project management	£ 1,026.00
28/09/2024	Studio Four Architects	ingrams Pvailion project management	£ 336.00
28/06/2024	Studio Four Architects	Skatepark project management	£ 624.00
01/07/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
01/07/2024	SoVision IT Ltd	IT Services July 2024	£ 718.70
28/06/2024	Tony Benger Landscaping Ltd	St. Martins Play Area path remediation (remediation is yet to take place satisfactorily before we will pay the invoice)	£ 10,408.80
28/06/2024	G. J. Waller & Co	Install garden tap at Ingrams	£ 42.00
03/07/2024	Aubergine 262 Ltd	Annual domain renewal	£ 120.00
10/07/2024	SNC (Southwest)	St. Martins Play Area cableway inspection	£ 354.00
04/07/2024	Core Office IT Limited	Help desk services	£ 948.60
11/07/2024	Peter Woodman Pitch Services	Ingrams cricket square and outfield maintenance 12 June to 11 July 2024	£ 2,872.50
15/07/2024	Peter Woodman Pitch Services	Soil Surveys of cricket square and outfield, analysed by NRM (Cawood)	£ 197.11
15/07/2024	See the light	Broadband and telephony	£ 58.85
15/07/2024	Por Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/06/2024	British Gas	CCTV electricity St Martin's play area	£ 28.43
02/07/2024	Concorde	Printing costs	£ 24.79

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - July 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/06/2024	Tony Benger Landscaping Ltd	Grounds maintenance June 2024	£ 93.18
25/06/2024	IWS	Legionella Testing	£ 98.70
01/07/2024	South West Water	Water and sewerage charges	£ 243.22
30/06/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 66.15
28/06/2024	Drain Wizard	Cleaning drains at Younghayes Centre	£ 144.00
11/07/2024	Contour Commercial	Full external building clean	£ 798.00
12/07/2024	IWS	Legionella Testing	£ 98.70
15/07/2024	See the light	Public Broadband	£ 16.80
15/07/2024	G.J. Waller & Co	Replace pan connector and refix waste pipe to fix the leak in the Medical Centre	£ 92.85

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
09/06/2024	Total Energies	Electricity	£ 960.63
10/06/2024	Total Energies	Electricity	£ 1,306.90
30/06/2024	Biffa	Waste collections	£ 78.48
03/07/2024	E.ON	Heat	£ 838.34

Signed ---------- Date: 19 August 2024

MINUTES

Committee: Town Council
Date: Monday, 19 August 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present
Sharon Thorne, Founder & Director, Inspiring Connections (Operation Rudolph)
Two members of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/119 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Matt Bayliss.

24/120 DECLARATION OF INTERESTS AND DISPENSATIONS

No declarations of interest were made or dispensations requested.

24/121 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to accept and sign the minutes of the meeting held on 22 July 2024 as amended as a correct record.

24/122 PUBLIC PARTICIPATION

The two members of the public spoke in respect of agenda item 14 (Younghayes Centre hire charges) and explained that they represented a not-for-profit community interest company which had been created to benefit from reduced hire charges at the Younghayes Centre in its pursuit of benefitting the community and providing community interest.

24/123 GRANT APPLICATION – OPERATION RUDOLPH

The Council considered a grant application from Inspiring Connections for £2,000 towards Operation Rudolph.

Signed ---------- Date: 23 September 2024

The Founder & Director of Inspiring Connections attended the meeting in support of the application and highlighted that 238 Cranbrook residents had been supported during 2023 with meal boxes, hot meals on Christmas Day and gifts. Inspiring Connections had been able to recruit new volunteers in Cranbrook including two who had helped on Christmas Day.

The Council debated the practicalities of ensuring that funds from Cranbrook taxpayers could only be spent to benefit Cranbrook residents when "the funding goes in a collective pot" (grant application) and if and how funding was proportioned to different areas.

The applicant had made a request on the application form for the Council to support the initiative annually from the Council's budget.

It was proposed by Cllr Colin Buchan and seconded by Cllr Vincent Wilton to support the grant application and award £1,000 to Inspiring Connections for the provision of Operation Rudolph in Cranbrook. Four councillors voted for the motion and four voted against, so the Chairman exercised his casting vote against the proposal.

It was further proposed by Cllr Kevin Blakey and seconded by Cllr Vincent Wilton to support the grant application and award £1,500 to Inspiring Connections for the provision of Operation Rudolph in Cranbrook. Four councillors voted for the motion and four voted against, so the Chairman exercised his casting vote to support the motion which was subsequently carried.

The Council agreed to review its grants policy with the view to recommending the inclusion of criteria relating to the Council's ability to ensure the taxpayers' money is used in Cranbrook.

24/124 COUNTY COUNCIL MATTERS

No reports from the County Councillors representing Cranbrook had been received.

The East Devon District Councillors had not submitted a report due to the summer recess.

24/125 COMMITTEE APPOINTMENTS

No additional councillors volunteered to serve on the Council's Planning Committee, or any other committee.

The Council suggested a communications exercise to attract new councillors to the Council.

24/126 ALL-TERRAIN MOBILITY VEHICLE

The Council considered a report regarding operational support for the provision of an all-terrain mobility vehicle.

Financial information from the Council's lease company had not become available in time for the meeting.

The Council deferred the item to the next full Council meeting.

24/127 PARKING RESTRICTIONS

The Council considered a report recommending the introduction of additional parking restrictions across Cranbrook.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Vincent Wilton and **resolved** to request that East Devon Highways and Traffic Orders Committee agree to the introduction of parking restrictions (double yellow lines) at the following locations:

a) Younghayes Road junction with Barn Orchard (N.B. There were two Barn Orchard junctions with Younghayes Road, one opposite Copse Close Lane with parking restrictions in place and a second adjacent to the Cranbrook Medical Centre which did not. The latter was proposed)

b) Younghayes Road junction with Burrough Fields

c) Younghayes Road junction with Mead Cross

d) Younghayes Road – both sides between Barn Orchard (Cranbrook Medical Centre) and Burrough Fields

in addition to the site previously requested at Crannaford Lane, Cranbrook (ref. minute 24/107).

24/128 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES

The Council considered reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

The Council requested that the Communications Officer follows up on the suggestions included within Cllr Colin Buchan's comments on the minutes of the Arts and Culture Forum meeting on 12 June 2024, e.g. promoting the Arts and Culture East Devon 18-30 mentoring scheme locally and the current round of Creative Fund East Devon opportunities until November 2024.

24/129 SOCIAL MEDIA REPORT

The Council noted its social media report covering the month July 2024.

24/130 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 13 August 2024.

24/131 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council payments

£2.867.50 to Peter Woodman Pitch Services for grounds maintenance at the Ingrams sports pitches
£584.40 to Outsource Engineering for the installation and supply of a socket outlet and light in new scooter shed
£60.34 to See the Light for broadband and telephony

Younghayes Centre payments

£16.80 to See the Light for public broadband

Ingrams Pavilion payments

£21.70 to a Council employee to reimburse the purchase of housekeeping equipment for the Ingrams Pavilion

The Council requested that the previous month's actual salary costs should be reported on the schedule of payments and marked as paid.

24/132 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kim Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public

interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Vincent Wilton voted against.

Cllr Lisa Goudie abstained.

24/133 YOUNGHAYES CENTRE HIRE CHARGES

The Council considered a report regarding the hire charges at the Younghayes Centre and was united in the view that the asset should benefit the town.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) charge the standard rate of hire for all bookings, except to

i. private persons residing in Cranbrook who held private events for which no charges were made;
ii. any event organised by a Cranbrook-based community group which was purely for the benefit of the community and for which no charges were made other than pure cost-recovering and run by volunteers.

b) include on the booking form a question whether any charges for events were intended for the sole purpose of cost recovery.

The meeting closed at 9:17pm.

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 13**

19 AUGUST 2024

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/07/2024	Devon Disability Collective	Mobility vehicle TGA Breeze 4 (24/38) This payment was processed on 24/07/2024 and funded by external funding	£ 6,594.00
29/07/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
29/07/2024	Studio Four Architects Ltd	Heating system redesign for Ingrams Sports Pavilion	£ 1,200.00
30/07/2024	Tony Benger Landscaping	Grounds maintenance July 2024	£ 24,000.00
01/08/2024	PHS	Revised pricing for Hygiene products under ESPO 239-16 Framework	£ 60.66
02/08/2024	Employee	Reimbursement for Ranger events and equipment	£ 35.47
01/08/2024	SoVision IT Ltd	IT Services August 2024	£ 718.70
02/08/2024	National Society of Allotment and Leisure Gardeners Ltd.	Membership renewal	£66.00
05/08/2024	Devon County Council	Internal Audit 2023-24	£ 804.00
07/08/2024	Castle CCTV Limited	St. Martin's CCTV licences	£ 252.00
12/08/2024	Healthmatic Ltd	Construction of the Ingrams Pavilion milestone payment	£ 44,135.68

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
29/07/2024	British Gas	CCTV electricity St Martin's play area	£ 27.28
02/08/2024	Concorde	Printing costs	£ 11.57

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - August 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/07/2024	dormakaba UK Ltd	Medical Centre entrance door call out serivce	£ 274.80
28/07/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 66.15
08/08/2024	IWS	Legionella Testing	£ 98.70

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/07/2024	Biffa	Waste collections	£ 78.48
03/08/2024	E.ON	Heat	£ 582.52

Signed ---------- Date: 23 September 2024

MINUTES

Committee: Town Council
Date: Monday, 23 September 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Kevin Kendall (from agenda item 4 onwards)
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/134 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Lisa Goudie.

24/135 DECLARATION OF INTERESTS

No declarations of interest were made.

24/136 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 19 August 2024 as a correct record.

24/137 APPLICATION FOR CO-OPTION

The Council noted an application for co-option by Kevin Kendall to fill a vacancy on the Town Council. The application for co-option was accepted and the Council welcomed Cllr Kevin Kendall as a member of the Council.

24/138 PUBLIC PARTICIPATION

There were no members of the public in attendance.

24/139 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the reports by Cllr Sara Randall Johnson, representing Devon County Council.

Signed ---------- Date: 21 October 2024

The Council noted the reports by the East Devon district councillors.

24/140 NOTICE OF COMPLETION OF AUDIT

The Council noted documents by the Council's external auditor PKF Littlejohn confirming that in their opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) 2023-24 was in accordance with Proper Practices and no other matters had come to their attention giving them cause for concern that relevant legislation and regulatory requirements had not been met.

The Council congratulated the staff team for the conclusion of another clean audit. Year on year, the Council's internal and external auditors awarded the highest-possible assurance ratings within their respective rating hierarchies, concluding that the Council maintains very high-quality governance arrangements, financial management, risk management and compliance within all areas of operation.

24/141 RISK ASSESSMENT – REMOVAL OF GRAFFITI

The Council considered a report on the risks associated with the removal of graffiti as well as a risk assessment. The covering report had erroneously been dated 24 June 2024 and the correct date was 23 September 2024.

The Council felt that any risks associated with intimidation and/or aggression towards staff were covered by the Council's lone working arrangements.

The Council also felt that the documentation did not state clearly enough the Council's expectations on staff, that it should set out the Council's approaches to non-offensive and offensive graffiti as well as the actual graffiti removal arrangements for both (ref. appendix in the covering report).

The Council had received a quote for graffiti removal at the skatepark of £6,250 with works lasting up to five days and accommodation and meal allowance for three operatives is £1,800 over five nights.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Ray Bloxham and **resolved** to

a) approve the risk assessment on the removal of graffiti.

b) defer the considerations regarding the arrangements for the removal of graffiti set out in the appendix in the covering report to the Council's play areas working group, for that group to adjust its terms of reference to include those considerations and for that group to report to a future meeting of the full Council.

24/142 SOCIAL MEDIA REPORT

The Council noted its social media report relating to August 2024.

The Council discussed whether to enable public comments on Council posts. The Council suggested seeking the views of the Council's Communications Officer on how feedback on the Council's communication channels could be collected.

24/143 COMMITTEE MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to adopt the minutes of the Amenities Committee on 2 September 2024 which included the approval of expenditure recommended by the Amenities Committee of £5,368 to instruct the Council's grounds maintenance contractor to replace the existing perimeter path with grass at the Crannaford play area in accordance with minute ref. A/24/58.

The Council also received the minutes of the meeting of the Planning Committee on 2 September 2024.

24/144 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 17 September 2024.

24/145 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Payments
£1,980.00 to House2home for handyman services
£66.00 to Pro Lawn Garden Services for Vehicle-activated sign (VAS) deployment
£70.02 to Rialtas for Making Tax Digital for VAT submission annual subscription

Ingrams Pavilion Payments
£14,330.23 to Healthmatic Ltd for Ingrams Pavilion installation of an air-source heat pump system

24/146 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Vincent Wilton, seconded by Cllr Matt Bayliss and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

24/147 STONE MEADOW COUNTRY PARK – DELIVERY OF A TRIM TRAIL

On 24 June 2024, the Council had approved the tender documents for advertising the procurement of a trim trail in the Stone Meadow area of the County Park on the Contracts Finder platform (ref. minute 24/87).

The Council considered a report detailing the results of the tender process which had been prepared by its tender evaluation panel.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to appoint the Great Outdoor Gym Company as the Council's the preferred supplier for the delivery of the trim trail in the Stone Meadow area of the Country Park as specified in the invitation to tender document and to work with the supplier to enable delivery within the budget as specified in the invitation to tender document.

24/148 INGRAMS SPORTS PITCHES – DELIVERY OF A MULTI-USE GAMES AREA (MUGA)

On 18 March 2024, the Council had approved tender documents for the delivery of a multi-use games area (MUGA) at the Ingrams sports pitches including fencing, floodlights and an access control system to safeguard the facility against unauthorised use. Subsequently, the tender documents were published on the Council's website and the government's Find a Tender platform (ref. minute 24/35) but only one tender was received by a supplier who was unable to deliver a scheme within the Council's budget of £170,000 plus VAT.

On 24 June 2024, the Council had considered a report by its tender evaluation panel explaining as much and the Council resolved to not award the contract at this stage and to re-tender the opportunity on the government's Find a Tender as well as the Contracts Finder platforms (ref. minute 24/96(a)).

The Council considered a report detailing the results of the tender process which had been prepared by its tender evaluation panel.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to appoint Playinnovation as the Council's the preferred supplier for the delivery of the multi-use games area (MUGA) at the Ingrams sports pitches including fencing, floodlights and an access control system to safeguard the facility against unauthorised use as specified in the invitation to tender document and to work with the supplier to enable delivery within the budget as specified in the invitation to tender document.

24/149 FUTURE OF GROUNDS MAINTENANCE

The Council considered a report discussing options for the future provision of grounds maintenance in Cranbrook.

The Council supported the idea of establishing a compound in the 2025-26 irrespective of the future of the grounds maintenance operation for e.g. storage purposes.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to

a) pursue the possibility of providing a grounds maintenance operation in-house from 1 April 2026 onwards and to recommend to the Finance & Personnel Committee to consider the draft budget for the 2025-26 financial year at its next meeting on 14 October 2024 on the basis that a grounds maintenance compound would need to be established during the 2025-26 financial year at an indicated cost of £25,000 with a view to confirm whether the provision would be affordable.

b) refer the matter to the Council's assets delivery working group to give further consideration to the proposals in order to provide further recommendations to the Council's Finance & Personnel Committee on 14 October 2024.

24/150 TOWN CENTRE BUILDING

On 24 June 2024, the Council had considered a report regarding the delivery of the Town Council's town centre building and had agreed to the Council's assets delivery working group to continue to progress conversations with Devon County Council regarding their contributions towards the Town Council's town centre building The Tillhouse (ref. minute 24/97).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to commission Studio Four Architects to develop a concept design for a town centre building which includes both Town Council and County Council uses at a cost of £5,400 with an additional £1,500 for three-dimensional visualisations if required of which Devon County Council have agreed to pay 50% i.e. £2,700 / £3,450.

24/151 ALL-TERRAIN MOBILITY VEHICLE / COUNCIL VAN

The Council considered a report detailing the future of a currently leased van in conjunction with the Council's new all-terrain mobility vehicle.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) support the recommendation by the all-terrain vehicle working group to purchase a trailer for the recovery of the all-terrain vehicle should the need arise.

b) pursue the purchase of the Council's leased van.

Cllrs Matt Bayliss and Sam Hawkins abstained from the vote.

24/152 YOUNGHAYES CENTRE HEATING SERVICING AND MAINTENANCE

The Council considered a report recommending the appointment of a maintenance contractor in accordance with the Council's Financial Regulations

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to instruct Modern Heating and Cooling Solutions for the annual servicing and maintenance of the (district) heating and hot water systems at the Younghayes Centre.

The meeting closed at 8:01pm.

Signed ---------- Date: 21 October 2024

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 12**

23 September 2024

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
19/08/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment (PAID)	£ 66.00
20/08/2024	Tony Benger Landscaping	Grounds maintenance August 2024	£ 24,000.00
20/08/2024	Tony Benger Landscaping	Phase 3 grounds maintenance August 2024	£ 199.99
19/08/2024	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels	£ 682.50
21/08/2024	Complete Weed Control	Weed control 2nd treatment	£ 195.60
21/08/2024	Studio Four Architects Ltd	Town Squre project management	£ 342.00
21/08/2024	Studio Four Architects Ltd	Ingrams Sports Pavilion heating system redesign	£ 360.00
20/08/2024	Water Plus	Community Garden water charges	£ 34.86
28/08/2024	Devon Wildlife Enterprises Limited	Cranbrook Country Park habitat management plan	£ 657.00
02/09/2024	SoVision IT Ltd	IT Services September 2024	£ 718.70
04/09/2024	PFK Littlejohn LLP	External Audit for 2023-24	£ 2,520.00
04/09/2024	Castle CCTV Limited	CCTV Service	£ 180.00
03/09/2024	Peter Woodman Pitch Services	Ingrams cricket square and outfield maintenance 12 August to 31 August 2024	£ 1,794.00
29/08/2024	Stephens Scown	Professional fees for Ingrams Sports Pitches	£ 2,121.60
11/09/2024	Studio Four Architects Ltd	Town Squre project management	£ 342.00
11/09/2024	Studio Four Architects Ltd	Ingrams Sports Pavilion heating system redesign	£ 120.00
09/09/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
31/10/2024	Society of Local Council Clerks	Clerk's membership 2024-25	£ 354.00
16/09/2024	See the light	Broadband and Telephony	£ 63.56

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/08/2024	British Gas	CCTV electricity St Martin's play area	£ 28.43
28/08/2024	Siemens Financial Services Limited	Office Copier lease rental and annual service fee	£ 192.30
02/09/2024	Concorde	Printing costs	£ 15.03

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/08/2024	East Devon District Council	Payroll recharge - August 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 21,603.73

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
13/08/2024	ASAP Locksmiths Services Ltd	YHC front door emergency lock fail call out (PAID)	£ 244.56
20/08/2024	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance August 2024	£ 93.18
23/08/2024	Trinity Fire & Security Systems	Fire alarm system panel error investigation	£ 151.20
25/08/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 82.68
05/09/2024	IWS	Legionella Testing	£ 98.70
19/06/2024	See the light	Broadband	£ 16.80

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/08/2024	Biffa	Waste collections	£ 117.72
03/09/2024	E.ON	Heat	£ 570.19
07/09/2024	Total Energies	Electricity	£ 4,277.39

Signed ---------- Date: 21 October 2024

MINUTES

Committee: Town Council
Date: Monday, 21 October 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Kevin Kendall
Cllr Barry Rogers (from agenda item 4 onwards)
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/153 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Matt Bayliss and Sam Hawkins.

24/154 DECLARATION OF INTERESTS

No declarations of interest were made.

24/155 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 23 September 2024 as a correct record.

Cllr Lisa Goudie abstained from the vote.

24/156 APPLICATION FOR CO-OPTION

The Council noted an application for co-option by Barry Rogers to fill a vacancy on the Town Council. The application for co-option was accepted and the Council welcomed Cllr Barry Rogers as a member of the Council.

24/157 PUBLIC PARTICIPATION

There were no members of the public in attendance.

Signed ---------- Date: 18 November 2024

24/158 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Sara Randall Johnson and commented on the lack of relevance of the content to Cranbrook.

Cllr Kim Bloxham, representing East Devon District Council, informed the Town Council that the agenda for the District Council's Strategic Planning Committee on 29 October 2024 had been published earlier that day which contained the Cranbrook town centre masterplan.

The Council noted the report by the district councillors representing Cranbrook.

24/159 COUNCIL APPOINTMENTS

The Council reviewed its appointments on committees and working groups following the co-option of Cllr Kevin Kendall on 23 September 2024 and the co-option of Cllr Barry Rogers at this meeting.

The Council appointed Cllr Kevin Kendall to the Amenities, the Finance & Personnel as well as the Planning Committees.

Cllr Ray Bloxham retired from the Amenities Committee.

The Council appointed Cllr Barry Rogers to the Amenities, the Finance & Personnel as well as the Planning Committees.

24/160 TOWN SQUARE OUTDOOR SEATING GOVERNANCE AND CHARGING

The Council considered a report regarding the governance and charging for outdoor seating in the Town Square which was nearing completion.

The Council noted that Devon County Council did not grant pavement licences anymore and East Devon District Council had not finalised its arrangements following all their licences expiring in September 2024.

The Council noted that the purpose of the proposed consultation period would be to seek views on the suitability of the proposed outdoor seating arrangements and, indeed, any concerns which residents and nearby businesses may have.

The Council suggested a permission fee of £100 as reviewed from time to time. This fee would be payable per permission which would be granted for a period of twelve months.

The Council suggested the following amendments to the Schedule of Conditions:

Condition 2: Clarify that the permission is not transferrable e.g. to a successor business
Condition 4: Remove the reference to the public highway
Condition 5: Replace with "Tables and chairs shall be in accordance with Section 4 (page 6) of Devon County Council's guidance for street cafés dated July 2019 and shall be kept in good repair and condition at the permission holder's expense"
Condition 6: Permit no gazebos or marquees
Condition 11: soften – cups of tea and coffee
Condition 20: Replace with the Council always reserving the right to revoke or temporarily suspend the permission for any or no reason.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) adopt the provisions in Devon County Council's guidance for street cafés dated July 2019 for local use as an interim measure until East Devon District Council finalised its pavement licence arrangements.

b) adopt the application process contained in the report as circulated with the agenda as amended.

c) monitor East Devon District Council's finalisation of procedure relating to pavement licences and to update the local procedure when the above became available.

d) adopt the schedule of local conditions for Town Square Outdoor Seating Permission as amended.

24/161 COMMITTEE MINUTES

The Council received the minutes of the meeting of the Finance & Personnel Committee minutes on 14 October 2024.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to agree to the spend outlined in minute F&P/24/53 to slit, aerate, rake and brush the playing surfaces at the Ingrams sports pitches monthly at a cost of £325 per monthly visit for a period of six months by Peter Woodman Pitch Services.

Cllrs Lisa Goudie, Barry Rogers and Vincent Wilton abstained from the vote.

24/162 SOCIAL MEDIA REPORT

The Council considered its social media report covering the month September 2024.

The Council noted that report included "suggested strategies" which had not been agreed by the Council and that the Council's Communications Officer would present a suite of communications strategies for consideration to the next meeting of the full Council on 18 November 2024.

The Council requested the inclusion of website statistics and renaming the report "communications report".

The Council noted its social media report covering the month September 2024.

24/163 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 15 October 2024.

24/164 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Payments
£67.09 to See the Light for broadband and telephony
£625.47 to House2home Handyman Services for play parks repairs
£12,550.48 to The Great Outdoor Gym Company Ltd for Trim Trail deposit (ref. minute 24/147 dated 23 September 2024)

Younghayes Centre Payments
£16.80 to See the light for public broadband
£600.00 to House2home Handyman Services for Younghayes Centre repairs

Cllrs Lisa Goudie and Vincent Wilton abstained from the vote.

24/165 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Vincent Wilton and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public

interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie voted against.

24/166 EMPLOYEE ASSISTANCE PROGRAMME

The Council considered a report recommending the appointment of an employee assistance programme provider.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Ray Bloxham and **resolved** to defer this item for consideration together with a report detailing options relating to the provision of wider HR services.

24/167 CCTV INSTALLATIONS

The Council considered a report recommending the future of Closed-Circuit Television (CCTV) installations in Cranbrook

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) instruct Tamar to assume responsibility for the Council's existing CCTV installation at the Younghayes Centre and to install one additional camera to cover the southwestern elevation of the Younghayes Centre premises at a cost of £2,562.45 plus VAT and £150.00 plus VAT annual maintenance funded by the Council's earmarked reserve for CCTV.

b) instruct Outsource Engineering to provide electrical works to take a feed from the landlord feeder cabinet in the Town Square and supply the Town Square and lift CCTV installation at a cost of £417.00 plus VAT funded by the Council's earmarked reserve for CCTV.

c) instruct Tamar to install three cameras to cover the ground floor Town Square and lift doors at both levels using metal conduit at a cost of £2,182.05 plus VAT as well as £78.62 plus VAT for the supply of a 4G router and annual fee of £833.41 funded by the Council's earmarked reserve for CCTV.

d) instruct Tamar to install one internal camera to the lift car at a cost of £596.10 plus VAT funded by the Town Square Commuted Sum.

24/168 INGRAMS PAVILION TEMPORARY ELECTRICITY SUPPLY

The Council considered a report regarding the installation of a temporary electricity supply at the Ingrams Pavilion.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to not pursue the installation of a temporary electricity supply on the basis of prohibitive cost.

The meeting closed at 8:25pm.

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 12**

21 October 2024

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
24/09/2024	Tony Benger Landscaping	Phase 3 grounds maintenance September 2024	£ 199.99
24/09/2024	Tony Benger Landscaping	Train station maintenance Aug-Oct 2024	£ 351.16
24/09/2024	Tony Benger Landscaping	Grounds maintenance September 2024	£ 24,000.00
01/10/2024	Playinnovation Limited	Delivery of Ingrams MUGA initial payment (24/148) (PAID)	£ 50,714.72
01/10/2024	OUTCO	Winter Gritting Service 1st instalment	£ 2,700.00
27/09/2024	KBS Depot Ltd	Purchase of Happy to Chat bench from locality budget (PAID)	£ 555.00
07/10/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
09/10/2024	AV & N Lee & Partners	Grass removal (A/24/45)	£ 1,728.00
01/10/2024	SoVision IT Ltd	IT Services October 2024	£ 732.82
11/10/2024	SoVision IT Ltd	Laptop for Office Administrator	£ 900.00
11/10/2024	Tony Benger Landscaping Ltd	Crannaford Play Area replace path with turf (24/143)	£ 6,441.60
30/09/2024	Peter Woodman Pitch Services	Ingrams cricket square and outfield maintenance September 2024	£ 3,850.00
10/10/2024	Skyguard Limited T/S Peoplesafe	Two MYSOS wearable devices (23/149)	£ 342.12
01/10/2024	House2home	Quotation for installation of Happy to Chat Bench (Locality Budget Fund)	£ 250.00
02/10/2024	Stalite Signs	Bench Plaque (Loccality Budget Fund)	£ 85.82

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/09/2024	British Gas	CCTV electricity St Martin's play area	£ 42.48
02/10/2024	Concorde	Printing costs	£ 25.33
30/09/2024	Unity Trust Bank	Bank Charges	£ 6.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/09/2024	East Devon District Council	Payroll recharge - September 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 22,154.85

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
24/09/2024	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance September 2024	£ 93.18
04/10/2024	SunGift Solar Ltd	Remedial work to replace Wifi and isolation fault	£ 1,661.10
07/10/2024	SunGift Solar Ltd	Identify and replace faulty optimiser	£ 120.00
09/10/2024	IWS	Legionella Testing	£ 98.70
11/10/2024	Member of the Public	Refund	£ 60.00

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/09/2024	Biffa	Waste collections	£ 78.48
03/10/2024	E.ON	Heat	£ 706.25
30/09/2024	Unity Trust Bank	Bank Charges	£ 5.40

Signed ---------- Date: 18 November 2024

MINUTES

Committee: Town Council
Date: Monday, 18 November 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Kevin Kendall
Cllr Barry Rogers
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/169 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kevin Blakey and Lisa Goudie.

24/170 DECLARATION OF INTERESTS

Cllr Vincent Wilton declared a personal interest by virtue of having engaged one HR support firm as a business customer in the past who had submitted a proposal under agenda item 14 (human resources support services).

24/171 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 21 October 2024 as a correct record.

24/172 PUBLIC PARTICIPATION

There were no members of the public in attendance.

24/173 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Sara Randall Johnson, representing Devon County Council.

The Council noted the report by the East Devon District Councillors.

Signed ---------- Date: 16 December 2024

24/174 CONSULTATION ON REMOTE ATTENDANCE/PROXY VOTING AT MEETINGS

The Council considered its draft response to a consultation by the Ministry of Housing, Communities & Local Government on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Barry Rogers and **resolved** to submit the consultation response as drafted.

Cllr Colin Buchan and Vincent Wilton abstained from the vote.

24/175 CITIZENSHIP AWARDS

The Council considered a report regarding the future of its citizen award.

The Council agreed that the current format of the award was not fit for purpose because of the absence of criteria against which nominations could be assessed. Councillors commented on the difficulty of voting on individual nominations because often the nominees were personally known to them.

The Council recognised that mechanisms already existed within current legislation including awarding individuals e.g. a freedom.

The Council further commented that taxpayers may not expect the Council to reward individuals with public funds.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) remove the Council's citizen recognition award.

b) consider lending support and funding to any community-led scheme but without Council involvement in nominations and decision-making.

Cllr Vincent Wilton abstained from the vote.

24/176 ROUGH SLEEPERS POLICY

The Council considered its revised rough sleepers policy which recognised an improved connection with East Devon District Council's reporting system and East Devon District Council's Streetscene operations. This removed the early need to engage the Council's bailiff which represented a more cost-effective process.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to adopt the revised policy.

24/177 COMMUNICATION REPORTS

The Council considered:

a) Marketing and Public Relations Campaigns July to September 2024

The Council noted its marketing and public relations campaigns report covering the period July to September 2024.

b) Social Media Report October 2024

The Council noted its social media report covering the month of October 2024.

Signed ---------- Date: 16 December 2024

c) and d) Community Engagement Strategy and Communication Strategies

The Council considered the draft Community Engagement Strategy and Communication Strategies and commented that both documents appeared corporate and theoretical with a need to demonstrate how they would practically operate. The Council also recognised a need to remove factual errors in the documents.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to refer both documents to the Council's policy working group in conjunction with the Council's Communications Officer for further review and refinement and for resubmission at a future Council meeting.

24/178 COMMITTEE MINUTES

The Council received the minutes of the Planning Committee on 11 November 2024.

24/179 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 12 November 2024.

24/180 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Payments
£65.88 to See the light for broadband and telephony
£25.00 to House2home for play parks repair
£28.13 refund to members of public

Younghayes Centre Payments
£16.80 to See the light for public broadband
£175.00 to House2home for Younghayes Centre carpark bollard repair

Ingrams Payments
£50,714.72 to Playinnovation Limited for Ingrams MUGA 2nd payment upon commencement of works
£3,129.60 to Stephens Scown LLP for Ingrams sports pitches property
£900.00 to Ke Pring for Ingrams deep tine aeration

The Council noted that the subscription to Parish Online would not be renewed.

24/181 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Matt Bayliss, seconded by Cllr Vincent Wilton and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

24/182 HUMAN RESOURCES SUPPORT SERVICES

At its last meeting on 21 October 2024, the Council had requested a report detailing options relating to the provision of wider HR support services which may include the provision of an employee assistance programme (ref. minute 24/166). This report was attached to the agenda.

The Council commented on the need to budget for the human resources support and allow staff to self-refer to any future service provider e.g. in case of grievances. This could be achieved by

amending the Council's Financial Regulations to allow staff to self-refer without the need to obtain internal payment authorisation.

It was proposed by Cllr Colin Buchan to

a) appoint Wellbeing Solutions as the Council's employee assistance provider from 1 December 2024 for a period of 60 months.

b) debit the cost during the 2024-25 financial year to the Council's contingency budget of £15,000 and to create a new budget code for the employee assistance programme for the 2025-26 financial year and onwards.

c) utilise pay as you go support from HR Dept relating to any issue-based process.

The proposal was not seconded.

It was resolved by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to defer this item to the next meeting of the Council and to ask the Chair of the Council, the Vice Chair of the Finance & Personnel Committee, the Clerk and Deputy Clerk to present succinct cost and service comparisons.

24/183 DELIVERY OF CRANBOX

The Council considered a report regarding the delivery of commercial modular spaces in Cranbrook known as Cranbox.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) agree in principle to the transfer of Devon County Council and Torbay Council's devolution deal funding to the Town Council for the purpose of the Town Council delivering and implementing commercial modular units known as Cranbox.

b) delegate authority to the Council's assets delivery working group to negotiate and finalise the conditions in any grant offer, including its conditions.

Cllrs Sam Hawkins and Vincent Wilton abstained from the vote.

24/184 YOUNGHAYES CENTRE LIFT REMEDIAL WORKS

The Council considered a report recommending a number of remedial works to the lift in the Younghayes Centre.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Vincent Wilton and **resolved** to

a) instruct Safe Working Lifts LTD to:

i. install anti slip flooring on the lift car roof
ii. upgrade the LED lighting
iii. install a removable pit ladder
iv. install a GSM and auto-dialler
v. install emergency light on top of lift car roof
vi. upgrade the emergency stop buttons

b) instruct the Property Administrator to seek alternative purchasing of graphical symbols.

24/185 INGRAMS PAVILION FLOOR MATS

The Council considered a report recommending a provider for the rental and cleaning of floor mats at the Ingrams Pavilion.

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to instruct Johnson's Workwear to supply two social space entrance mats and two rubber mats for each changing room with a two-week changeover frequency.

Cllr Vincent Wilton abstained from the vote.

The meeting closed at 8:21pm.

Signed ---------- Date: 16 December 2024

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL

AGENDA ITEM NO. 12

18 November 2024

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/10/2024	Imagin Products Ltd	Name badges	£ 18.60
24/10/2024	Studio Four Archtiects Ltd	Ingrams Pavilion heating system redesign project management	£ 420.00
24/10/2024	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels	£ 525.00
27/10/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
25/10/2024	South West Water	Water charges for Crannaford Allotements	£ 176.13
29/10/2024	Water Plus	Water supply at Community Garden	£ 59.88
01/01/2024	SLCC	Membership Clerk 2024-25	£ 357.00
29/10/2024	Tony Benger Landscaping	Phase 3 grounds maintenance October 2024	£ 199.99
29/10/2024	Tony Benger Landscaping	Grounds maintenance October 2024	£ 24,000.00
05/11/2024	Employee	Mileage to EWCO seminar	£ 40.23
07/11/2024	SoVision IT Ltd	IT Services November 2024	£ 732.82
31/10/2024	Peter Woodman Pitch Services	Ingrams cricket square and outfield maintenance October 2024	£ 1,940.00
08/11/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
29/10/2024	British Gas	CCTV electricity St Martin's play area	£ 44.33
01/11/2024	Concorde	Printing costs	£ 7.79
31/10/2024	Unity Trust Bank	Bank charges	£ 9.60

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/10/2024	East Devon District Council	Payroll recharge - October 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension	£ 22,154.85

Signed ---------- Date: 16 December 2024

		Scheme) and administration charge (PAID)	

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/10/2024	South West Water	Water and sewerage charges	£ 423.16
27/10/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 66.15
31/10/2024	J Redpath Buchanan & Co Ltd	Test and inspection of the Lightning Protection System	£ 234.00
29/10/2024	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance October 2024	£ 93.18
08/11/2024	Trinity Fire & Security Systems	Routine service of the fire detection and alarm system	£ 96.19

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/10/2024	Biffa	Waste collections	£ 78.48
03/11/2024	E.ON	Heat	£ 689.64
31/10/2024	Unity Trust Bank	Bank charges	£ 14.40

Signed ---------- Date: 16 December 2024

MINUTES

Committee: Town Council
Date: Monday, 16 December 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Kevin Kendall
Cllr Vincent Wilton

Also Present

Alexandra Robinson, Deputy Town Clerk and Deputy Responsible Financial Officer, Cranbrook Town Council

24/186 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr Barry Rogers.

24/187 DECLARATION OF INTERESTS

Cllr Vincent Wilton declared a personal interest by virtue of having engaged one HR support firm as a business customer in the past who had submitted a proposal under agenda item 14 (human resources support services).

24/188 MINUTES

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 18 November 2024 as a correct record.

24/189 PUBLIC PARTICIPATION

There were no members of the public in attendance.

24/190 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by the East Devon District Councillors.

24/191 TOWN COUNCIL'S BUDGET 2025-26

On 21 October 2024, the full Council had adopted the minutes of the Finance & Personnel Committee on 14 October 2024 and, in doing so, agreed to the principle of the average Band D precept remaining stable at £256.03 in accordance with minute F&P/24/50 (minute ref. 24/161). Considering inflation rates, residents had been benefitting from a reduction in real terms in the Town Council's element of the council tax (known as the precept) because the Town Council had kept its precept stable since 1 April 2018.

Signed ---------- Date: 20 January 2025

On 6 December 2024, the Town Council had received the tax base figure for Cranbrook dated 30 November 2024. The tax base figure for Cranbrook for the 2025-26 financial year would be 2,614. This represents an increase of only 40 Band D dwellings compared to the tax base on 30 November 2023 which was 2,574. In discussion, members clarified the following points:

- The Mobility Scooter was externally funded and did not impact on the Council budget and Precept.
- To consider implementing an inflationary increase to future budgets.
- Update the Council's Five Year Plan at the next Annual Meeting in May 2025
- Manage expectations through the Council's communication channels

The precept demand to East Devon District Council would be due by Wednesday, 15 January 2025, which would be ahead of the next Town Council meeting on 20 January 2025.

It was proposed by Cllr Ray Bloxham seconded by Cllr Kevin Blakey and **resolved**

a) to agree the Town Council's precept demand of £669,262.42 for the 2025-26 financial year on the basis of a stable Band D precept,
b) to delegate to the Clerk in consultation with the Chair of the Finance and Personnel Committee to make any minor amendments and
c) consider and agree the Council's detailed budget for the 2025-26 financial year at its next meeting on 20 January 2025.

24/192 COMMUNITY GOVERNANCE REVIEW

On 19 October 2020, the full Council formally requested a Community Governance Review, reference Minute 20/162. At the meeting in October 2020, the Council considered a report recommending that a community governance review be undertaken by East Devon District Council relating to the parish boundary of Cranbrook.

Following discussion, it was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Blakey and **resolved** to reaffirm Cranbrook Town Council's 2020 request for a community governance review and to write to the Chief Executive of East Devon District Council again to request that a community governance review be conducted to revise the parish boundary of Cranbrook to properly reflect the planned expansion of the town.

24/193 COMMITTEE MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the Amenities Committee on 2 December 2024 which included the approval of the updated Play Strategy as amended at the meeting as well as the approval of the Graffiti policy in accordance with Minute reference A/24/68.

Cllr Lisa Goudie abstained from the vote.

24/194 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES

The Council considered reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

Members queried why the Council was not represented at the recent Arts and Culture Group Forum and noted the importance of arranging appropriate alternative cover at all meetings of outside bodies.

24/195 COMMUNICATIONS REPORTS

The Council received the report and invited Officers to further investigate and provide clarity on the resource implications on the use of social media 'comments' function.

The Council noted its communications and social media reports covering the month November 2024.

24/196 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 10 December 2024.

24/197 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Matt Bayliss, seconded by Cllr Ray Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Payments
£169.20 to Complete Weed Control for 3rd treatment
£129.48 to PHS for Ingrams Sports Pitches sanitary waste disposal (24/96)

Younghayes Centre Payments
£171.00 to Trinity Fire & Security Systems for routine service of the emergency lighting core
£113.50 to Integrated Water Service Ltd for legionella testing
£30.00 to House2Home Handyman Services for fitting key safe to external wall at Younghayes Centre
£214.87 to PHS for Younghayes Centre sanitary waste disposal

The Council queried the payment of £519.00 to East Devon District Council to regularise the building control application in respect of the reception hatch to the Town Council Office.

Cllr Lisa Goudie abstained from the vote.

24/198 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Matt Bayliss, seconded by Cllr Vincent Wilton and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie voted against.

24/199 HUMAN RESOURCES SUPPORT SERVICES

At its meetings on 21 October 2024 and 18 November 2024, the Council requested a report detailing options relating to the provision of wider Human Resource services which may include the provision of an employee assistance programme (ref. minutes 24/166 and 24/182). The Council considered a summary of cost and service comparisons.

In considering the appointment of a Human Resources Support Service members noted the cost implications and contract terms, in particular the length of engagement.

Following discussion, it was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and resolved to delegate to the Clerk to provide a short summary report together with a draft contract from the Council's preferred service provider outlining the proposed terms of engagement for consideration at the next meeting of the Council.

The meeting closed at 7.55 pm.

Signed ---------- Date: 20 January 2025

SCHEDULE OF PAYMENTS

AGENDA ITEM NO. 12

CRANBROOK TOWN COUNCIL
16 December 2024

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
31/10/2024	Peter Woodman Pitch Services	Ingrams cricket square maintenance October 2024 (PAID)	£	400.00
19/11/2024	Tony Benger Landscaping	Grounds maintenance November 2024 £12,000.00 with credit note £2,873.62	£	9,126.38
24/11/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£	66.00
26/11/2024	Studio Four Architects Ltd	Ingrams Pavilion heating system redesign	£	120.00
26/11/2024	Studio Four Architects Ltd	Town Centre Building Concept Design (24/150)	£	810.00
27/11/2024	Castle CCTV Limited	CCTV password reset to cameras	£	120.00
29/11/2024	Exeter Bouncy Castles	Christmas Grotto for Christmas Lights On event	£	100.00
29/11/2024	Stalite Signs	Pump track sign and dog exclusion area signs	£	397.26
29/11/2024	Stalite Signs	Post box sign	£	25.63
29/11/2024	Proludic Ltd	Slide sides for Hayes Square play area	£	880.54
30/11/2024	Peter Woodman Pitch Services	Ingrams pitches maintenance November 2024	£	2,300.00
02/12/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£	66.00
02/12/2024	SoVision IT Ltd	IT Services December 2024	£	739.87
05/12/2024	Cranbrook Youth Club CIC	Youth services part 1 of 2 for 2024-25	£	6,261.90
10/12/2024	House2home Handyman Services	Replacement of Hayes Square slide side panels	£	85.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
27/11/2024	Siemens Financial Services Limited	Copier lease rental for period 27 Dec 2024- 26 Mar 2025	£	120.30

Signed ----------

Date: 20 January 2025

03/12/2024	British Gas	CCTV electricity St Martin's play area	£	48.81
02/12/2024	Concorde	Printing costs	£	14.47
30/11/2024	Unity Trust Bank	Bank charges	£	9.60

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
26/11/2024	East Devon District Council	Payroll recharge - November 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£	29,307.02

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
23/11/2024	IWS	Legionella Testing	£	98.70
15/11/2024	A2M Safety Limited	Inspection of roof mounted horizontal lifelines	£	438.00
19/11/2024	All Doors South West Ltd	Roller shutters doors servicees	£	164.40
19/11/2024	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance November 2024	£	93.18
26/11/2024	Member of the Public	Refund	£	45.00
24/11/2024	Johnsons Workwear	Tea towel and door mat cleaning	£	82.68
08/10/2024	East Devon Distric Council	Regularisation fee for installation of reception hatch (PAID)	£	519.00
29/11/2024	Cowley's Building & Maintenance Ltd	Call out for skylight	£	84.60
10/12/2024	House2home Handyman Services	YHC repairs	£	85.00

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
30/11/2024	Biffa	Waste collections	£	78.48
03/12/2024	E.ON	Heat	£	1,016.31
30/11/2024	Unity Trust Bank	Bank Charges	£	12.90
07/12/2024	Total Energies	Electricity	£	3,887.73

Signed ----------

Date: 20 January 2025

MINUTES

Committee: Town Council
Date: Monday, 20 January 2025
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Kevin Kendall
Cllr Barry Rogers
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

25/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

25/2 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No declarations of interest or requests for dispensations were made.

25/3 MINUTES

Cllr Lisa Goudie advised that she had voted against minute 24/198 (exclusion of the press and public) at the previous Council meeting on 16 December 2024 and had not, as had been minuted, abstained from the vote. The Council agreed to amend the minutes of that meeting to reflect Cllr Goudie's vote on that particular item.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 16 December 2024 as amended as a correct record.

25/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

Signed ---------- Date: 24 February 2025

25/5 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the reports from the county and the district councillors.

25/6 2025-26 BUDGET

The Council considered a revised final budget for the 2025-26 financial year since the last full Council meeting on 16 December 2024.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to agree and approve the precept demand of £669,344.35 which was submitted to East Devon District Council on 7 January 2025 and which had been included in the revised final budget under consideration at this meeting.

Cllr Vincent Wilton abstained from the vote.

25/7 CONSULTATIONS

a) Strengthening the Standards and Conduct Framework for Local Authorities in England

The Council considered a consultation by the Ministry of Housing, Communities and Local Government on introducing measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

In the Council's opinion, the response to question 27 contradicted the response to question 24 and requested that the response be amended prior to submission.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to agree the consultation response as amended for submission.

Cllrs Lisa Goudie and Vincent Wilton abstained from the vote.

b) Local Audit Reform: a Strategy for Overhauling the Local Audit System in England

The Council considered a consultation by the Ministry of Housing, Communities and Local Government is consulting on proposals to overhaul the current local audit system in England.

Cllr Sam Hawkins declared a personal interest by virtue of his employer providing audit services to principal authorities.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Barry Rogers and **resolved** to agree the consultation response as drafted for submission.

Cllrs Lisa Goudie and Vincent Wilton abstained from the vote.

25/8 COMMUNICATIONS REPORTS

The Council considered the following reports:

a) Community Engagement Strategy

The Council considered a Community Engagement Strategy and noted with reference to section 4 (iii) in the document that feedback from hirers of the Younghayes Centre was already being sought by way of a feedback form on the premises.

b) Communications and PR Strategy

The Council considered a Communications and PR Strategy.

c) Communications Report December 2024

The Council considered its communications report covering the month of December 2024 and debated whether the Council should allow comments on its Facebook posts in response to section F(2) in the report.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the Community Engagement Strategy and the Communications and PR Strategy as written.

Cllr Lisa Goudie abstained from the vote.

It was further proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) note the Communications Report December 2024.

b) support the proposals of the Communications Officer in section F of the report and to request a further report on how those could be implemented in view of the resources required.

d) Social Media Analysis December 2024

The Council noted the social media analysis covering the month December 2024.

25/9 COMMITTEE MINUTES

The Council received the minutes of the Finance & Personnel Committee meeting on 13 January 2025.

25/10 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 14 January 2025.

25/11 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Payments
£76,072.09 to Play Innovation Ltd for payments 3 and 4 for the multi-use games area (MUGA) at the Ingrams Sports Pitches
£810.00 to Studio Four Architects Ltd for Town Centre Building Concept Design (24/150)
£24.00 to AS Signs & Graphics for staff workwear
£56.27 to See the light for broadband and telephony

Younghayes Centre Payments
£16.80 to See the light for broadband
£80.71 to Churches Fire Security Ltd for fire extinguishers services
£179.99 to Euro Lifts Ltd for LOLER examination (ref. minute 24/44 dated 18 March 2024)

25/12 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie voted against.

25/13 TRANSFER OF TOWN SQUARE

The Council considered the engrossed documents relating to the transfer of the town square into Town Council ownership and was awaiting final advice from its legal representative.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to delegate authority to the Clerk in conjunction with the Chair and Vice Chair of the Council to sign the transfer document providing that it complied with the Town Centre Cranbrook Section 106 agreement dated 11 May 2022 and in accordance with the Council's Standing Order 23.

25/14 PUBLIC OPEN SPACES LAND TRANSFERS

The Council considered the transfer plans relating to the land transfers of the public open spaces at Little Mead, the junction of Yonder Acre Way and Rush Meadow Road as well as parts of the Country Park adjacent to Tillhouse Farm into Town Council ownership, in addition to the remaining car parking spaces at St Martin's. The transferors' solicitor had not yet issued that engrossed transfer documents.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to authorise the land transfer and to sign the land transfer documents in accordance with the Council's Standing Order 23 when those documents were issued and no material changes had been made.

Cllr Lisa Goudie abstained from the vote.

25/15 HR SERVICE PROVIDER

At its meetings on 21 October 2024, 18 November 2024 and 16 December 2024, the Council had considered reports detailing options relating to the provision of wider HR services which may include the provision of an employee assistance programme (ref. minutes 24/166, 24/182 and 24/199).

At its most recent meeting on 16 December 2024, the Council had resolved to delegate to the Clerk to provide a short summary report together with a draft contract from the Council's preferred service provider outlining the proposed terms of engagement for consideration at this meeting of the Council.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to arrange a meeting with the Council's preferred service provider, the Clerk and Deputy Clerk as well as the Chair and Vice Chair of the Council's Finance & Personnel Committee to which all councillors would be invited so that final questions could be answered.

The meeting closed at 8:18pm.

Signed ---------- Date: 24 February 2025

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 11**

20 January 2025

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
16/12/2024	Tamar Security Ltd	Upgrade the CCTV recorder and install new camera to cover the shed (24/167)	£ 3,074.94
16/12/2024	Tamar Security Ltd	CCTV maintenance (24/167)	£ 180.00
18/12/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
23/12/2024	Tamar Security Ltd	Amend settings and reconnect CCTV	£ 297.00
20/12/2025	The Great Outdoor Gym Compnay Limited	Outdoor gym (24/147)	£ 35,141.30
20/12/2025	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels Ingrams	£ 420.00
19/12/2024	SoVision IT Ltd	Network equipment and memory upgrads	£ 900.00
02/01/2025	OUTCO Ltd	Winter service	£ 2,700.00
03/01/2025	Peter Woodman Pitch Services	Ingrams pitches maintenance December 2024	£ 2,370.00
03/01/2025	South West Water (Source for Business)	Water charges at Crannford Alloments	£ 87.45
17/12/2024	Tony Benger Landscaping	Train Station maintenance for Nov 2024 - Jan 2025	£ 351.16
17/12/2024	Tony Benger Landscaping	Grounds maintenance December 2024	£ 12,000.00
16/12/2024	See the light	Broadband and telephony	£ 56.53
03/01/2025	SoVision IT Ltd	IT services January 2025	£ 774.67
02/01/2025	GTC Infrastructure Ltd	Ingrams electricity connecion (The Council should only pay the invoice following the connection)	£ 4,123.09
10/01/2025	AS Signs & Graphics	Handyperson workwear	£ 99.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	British Gas	CCTV electricity St Martin's play area	
06/01/2025	Concorde	Printing costs	£ 26.88
31/12/2024	Unity Trust Bank	Bank charges	£ 9.15

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/01/2025	East Devon District Council	Payroll recharge - December 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 23,069.58

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
03/01/2025	South West Water (Source for Business)	Water and sewerage charges	£ 300.86
17/12/2024	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance December 2024	£ 93.18
16/12/2024	See the light	Broadband	£ 16.80
29/12/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 66.15

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/12/2024	Biffa	Waste collections	£ 69.94
03/01/2025	E.ON	Heat	£ 1,099.94
31/12/2024	Unity Trust Bank	Bank Charges	£ 15.15
	Total Energies	Electricity	

Signed ---------- Date: 24 February 2025

MINUTES

Committee: Town Council
Date: Monday, 24 February 2025
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Les Bayliss (in the chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Kevin Kendall
Cllr Barry Rogers
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

25/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Sam Hawkins.

25/17 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No declarations of interest or requests for dispensations were made.

25/18 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to accept and sign the minutes of the meeting held on 20 January 2025 as a correct record.

25/19 PUBLIC PARTICIPATION

There were no members of the public in attendance.

25/20 DISTRICT AND COUNTY COUNCIL MATTERS

The Council considered the report by Cllr Sara Randall Johnson, representing Devon County Council and queried the cost of support from the Mental Health Support Team in Schools (MHST).

The Council noted the report by the district councillors representing Cranbrook and, in particular, the update on local government reorganisation.

Signed ---------- Date: 24 March 2025

25/21 INGRAMS SPORTS PITCHES

a) Ingrams Pavilion Financial Position

The Council considered a report regarding the financial position of the delivery of the Ingrams Pavilion.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to vire from the general reserve £20,000 to cover the anticipated shortfall of capital expenditure of currently £14,871.52 plus some contingency.

b) Delivery of Local Equipped Area of Play (LEAP)

The Council considered an update on the Procurement Act 2023 as well as tender documents for the procurement of a Local Equipped Area of Play (LEAP) at the Ingrams sports pitches in accordance with the Section 106 agreement dated 29 October 2010 and the open spaces deed of variation to that agreement dated 2021. The latter had transferred the responsibility for the delivery of the LEAP to the Town Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to

a) note the attached procurement update.

b) approve the tender documents for the Local Equipped Area of Play (LEAP) at the Ingrams sports pitches for publication on the government's Contracts Finder platform.

25/22 YOUNGHAYES CENTRE DEFIBRILLATOR

The Council considered a report regarding the future of the automated external defibrillator at the Younghayes Centre.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to accept the gifting of the publicly accessible defibrillator at the Younghayes Centre and to agree to the conditions set out in the South Western Ambulance Service NHS Foundation Trust gifting letter dated 12 February 2025.

25/23 COMMITTEE MINUTES

The Council received the minutes of the meeting of the Amenities Committee on 3 February 2025. By accepting these minutes, the Council approved the recommended spend of up to £7,700 to complete two cuts of meadow grass, baling and removal from the Country Park (ref. minute A/25/13).

The Council received the minutes of the meetings of the Planning Committee on 3 February 2025 and on 17 February 2025.

25/24 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 18 February 2025.

25/25 MEDIA REPORTS

a) Implementation of suggested communications strategies

The Council considered a report on the proposals by the Communications Officer in section F of the "Communications Report December 2024" which the Council had considered at its last meeting on 20 January 2025 and on how those could be implemented in view of the resources required (ref. minute 25/8).

The Council suggested that automated reporting functions be used within Facebook and Instagram in order to reduce the manual reporting produced by the Communications Officer with reference to the monthly communications reports and social media analyses.

At the last Council meeting on 20 January 2025, the Council had adopted its Community Engagement Strategy and the Communications and PR Strategy (ref. minute 25/8) and noted that both documents may require review in light of the suggested feedback report on social media comments on 24 March 2025.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to

a) enable comments on the main Council Facebook page on a trial basis and to recognise that Council officers will at their discretion remove any content which is offensive and/or contravenes with the provisions contained within current legislation (e.g. Equality Act 2010).

b) agree to community guidelines which define acceptable commentary and the approach to responses to comments articulated in this report.

c) receive a further report to the full Council meeting on 24 March 2025 which details the impact of monitoring and responding to comments on social media on officer hours and capacity.

Cllr Lisa Goudie abstained from the vote.

b) Communications report January 2025

The Council noted its communications report dated January 2025.

c) Social media analysis January 2025

The Council noted its social media analysis dated January 2025.

25/26 COUNCIL APPOINTMENTS

The Council appointed Cllr Kevin Blakey to the Airport Consultative Committee.

25/27 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes.

25/28 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie voted against.

25/29 TOWN CENTRE BUILDING – OPTIONS

At its meeting on 23 September 2024, the Council had commissioned a concept design for a town centre building which would include both Town Council and County Council uses, following an earlier meeting of the full Council on 24 June 2024 when the Council had agreed to its assets delivery working group to continue to progress conversations with Devon County Council regarding their

contributions towards the Town Council's town centre building The Tillhouse (ref. minutes 24/97 and 24/150).

Under this item, the Council was invited to consider the options in relation to the delivery of the Town Council's town centre building. The Council reiterated its desire for that building to contain elements which generated revenue so that the building would not present a drain on the taxpayer but was financially sustainable, while being a building of civic significance which defined the northern boundary of the northern town square.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) defer consideration of this item to 24 March 2025 and to ask Devon County Council to confirm whether it wishes to contribute towards the Town Council's town centre building The Tillhouse.

b) enter into conversations with the East Devon New Community Partners in parallel regarding their offer towards the Town Council's town centre building The Tillhouse.

25/30 CRANBOX

On 18 November 2024, the Council had considered a report regarding the delivery of Cranbox and agreed in principle to the transfer of Devon County Council and Torbay Council's devolution deal funding to the Town Council for the purpose of the Town Council delivering Cranbox (ref. minute 24/183). Since then, events had been evolving and East Devon District Council was currently leading on delivering the project themselves and to transfer the finalised asset to the Town Council.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to accept the transfer of flexible modular commercial spaces in the town centre known as Cranbox in principle but on the following conditions:

a) The calculations by the quantity surveyor must be favourable to the delivery of a scheme which can be financially sustainable in perpetuity without creating a liability for the taxpayers of Cranbrook.

b) The Town Council will not accept liability for any costs associated with the delivery of Cranbox, known or unknown, and all associated fees will be paid for by the grant funding. This includes e.g. the planning application fee and an independent fire risk assessment.

c) The Town Council will manage and maintain Cranbox autonomously and at its sole discretion.

d) The District Council provides an undertaking that Cranbox will be delivered on both sides of the northern square as was articulated in the Cranbrook Town Centre Masterplan and agreed by all parties during the production thereof in the autumn of 2024.

e) The transfer of the underlying land forms part of the freehold asset transfer. For ease, the northern town square land, the land for the counterpart of the Cranbox development on the eastern side of the square and The Tillhouse site will be transferred at the same time.

Cllrs Kevin Blakey and Kim Bloxham abstained from the vote.

25/31 HR SERVICE PROVIDER

At its meetings on 21 October 2024, 18 November 2024, 16 December 2024 and 20 January 2025, the Council had considered reports detailing options relating to the appointment of a human resources (HR) service provider which may include the provision of an employee assistance programme (ref. minutes 24/166, 24/182, 24/199 and 25/15).

At its most recent meeting on 20 January 2025, the Council had resolved to arrange a meeting with the Council's preferred service provider, the Clerk and Deputy Clerk as well as the Chair and Vice Chair of the Council's Finance & Personnel Committee to which all councillors would be invited so that final questions could be answered. Those councillors who engaged with that process subsequently confirmed that they had no final questions, and the meeting was therefore cancelled.

The January 2025 item is re-submitted for the Council to decide on the appointment of a human resources service provider.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Barry Rogers and **resolved** to appoint Avensure on a 60-month contract at a monthly cost of £295.

Cllrs Colin Buchan and Vincent Wilton voted against.

Cllr Lisa Goudie abstained from the vote.

The meeting closed at 8:40pm.

Signed ---------- Date: 24 March 2025

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 12**

24 February 2025

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
14/01/2025	Studio Four Architects Ltd	Town Square attendance at completion for defects inspection	£ 342.00
22/01/2025	Allotment tenant	Refund	£ 12.50
23/01/2025	Tony Benger Landscaping	Grounds maintenance January 2025	£ 12,000.00
23/01/2025	Devon Car Keys Ltd	Van replacement key (PAID)	£ 165.00
26/01/2025	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
23/01/2025	Wyevale Nurseries Limited	EWCO grants purchase (A/25/11)	£ 685.50
20/12/2024	The Great Outdoor Gym Company	Trim Trail balance payment (ref. minute 24/147)	£ 2,510.10
30/12/2024	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
27/01/2025	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
30/01/2025	Wicksteed Leisure Ltd	End caps for play areas	£ 12.66
23/01/2025	Tony Benger Landscaping	Country Park additional grounds maintenance	£ 1,086.00
30/01/2025	Quick Plant & Groundworks Ltd	Ingrams Pavilion additional groundworks	£ 6,870.00
31/01/2025	Peter Woodman Pitch Services	Ingrams pitches maintenance January 2025	£ 2,140.00
03/02/2025	Jurassic Waste Ltd	Disposal of flytipped waste (code to remediation of vandalism)	£ 144.00
03/02/2025	SoVision IT Ltd	IT services February 2025	£ 774.67
04/02/2025	Aquarius Solutions	Community Clean Graffiti Removal Kit	£ 165.00
06/02/2025	SLCC	Annual membership for Deputy Clerk	£ 360.00
11/02/2025	Aubergine 262 Ltd	Annual website subscription (re. minute 23/185) (Pay on 1st April 2025)	£ 358.80
16/02/2025	Water Plus	Community Garden water charges	£ 45.58
16/02/2025	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
13/02/2025	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels	£ 420.00
17/02/2025	See the light	Broadband and telephony	£ 54.71
13/02/2025	Maverick Industries	Skatepark 5% retention release (i.e. £13,853.14)	£ 16,623.76
18/02/2025	Members of the Public	Refund	£ 6.25
18/02/2025	Greentech Ltd.	EWCO grants purchase (A/25/11)	£ 2,601.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/01/2025	British Gas	CCTV electricity St Martin's play area	£ 76.90
04/02/2025	Concorde	Printing costs	£ 5.63
31/01/2025	Unity Trust Bank	Bank charges	£ 9.75

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
04/02/2025	East Devon District Council	Payroll recharge - January 2025 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 25,208.61

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
13/01/2025	IWS	Legionella Testing Jan 2025	£ 113.50
21/01/2025	Safe Working Lifts Limited	Younghayes Centre lift remedial works (24/184)	£ 5,037.30
23/01/2025	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance January 2025	£ 93.18
26/01/2025	Johnsons Workwear	Tea towel and door mat cleaning	£ 71.81
11/02/2025	IWS	Legionella testing February 2025	£ 113.50
14/02/2025	Energy Systems (SW) Ltd	Plant Room Services	£ 384.00
17/02/2025	See the light	Broadband	£ 16.80

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/01/2025	Biffa	Waste collections	£ 147.13
03/02/2025	E.ON	Heat	£ 1,240.31
31/01/2025	Unity Trust Bank	Bank Charges	£ 11.55

Signed ---------- Date: 24 March 2025

MINUTES

Committee: Town Council
Date: Monday, 24 March 2025
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Kevin Kendall
Cllr Barry Rogers

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

25/32 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Colin Buchan and Vincent Wilton.

25/33 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No declarations of interest or requests for dispensations were made.

25/34 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 24 February 2025 as a correct record.

25/35 PUBLIC PARTICIPATION

There were no members of the public in attendance.

25/36 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Sara Randall Johnson, representing Devon County Council.

The Council noted the report by the district councillors representing Cranbrook.

25/37 BOOKINGS POLICY AND CONDITIONS OF HIRE

The Council considered a revised bookings policy as well as updated conditions of hire for all Council premises.

Signed ---------- Date: 28 April 2025

Cllr Kevin Kendall declared a disclosable pecuniary interest in relation of this item by virtue of being a regular hirer of the Younghayes Centre. *Cllr Kendall left the meeting.*

The Council did not agree with offering a discount for block bookings on the basis of that the Council's operating costs remained the same, and therefore need to generate revenue to cover those costs.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to adopt the

a) bookings policy.

b) updated conditions of hire for all Council premises.

Cllr Kendall re-joined the meeting.

25/38 FUTURE OF GROUNDS MAINTENANCE

The Council considered a report regarding the future of its grounds maintenance operations across the town.

The Council noted that the report explained that detailed service specifications would be developed for the Council's approval at a future meeting relating to all the service areas listed in the report.

The Council further noted the Ranger's and Handyperson's desire to purchase and operate a chainsaw and brushcutter in order to create the ability and capability to carry out some grounds maintenance functions in-house, but recognised the need for detailed health-and-safety-related requirements to be satisfied first.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to

a) agree in principle to the following:

i. Procurement of a contract covering items of regular and recurring grounds maintenance (e.g. cutting of amenity grass);
ii. That less frequent and/or irregular grounds maintenance activities such as annual mowing/baling of meadow grass, hedge cutting and arboricultural management are procured as and when required; and
iii. Note those grounds maintenance functions which can be carried out in-house and which are listed in the report.

b) delegate to the Clerk in conjunction with the Open Space Management Plan Working Group to submit detailed service specifications on which future procurement can be carried out to a future meeting of the Council.

25/39 DEVON ASSOCIATION OF LOCAL COUNCILS MEMBERSHIP

The Council considered a report regarding its membership of the Devon Association of Local Councils.

Annual increases in the membership fee had ranged between £138.61 and £276.91; therefore an assumption was made that the membership fee for 2025-26 might be in region of £1,700.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to re-join the Devon Association of Local Councils.

25/40 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES

The Council considered and noted reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

25/41 COMMUNICATIONS REPORTS

The Council considered and noted the following:

a) Communications report February 2025
b) Social media report February 2025

The Council requested that the communications and social media reports be presented in the same format as regular Council reports with recommendations set out at the end of the document.

25/42 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 18 March 2025.

25/43 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Payments
£258.00 to Keep Britain Tidy for 2025-26 Green Flag Award

Town Council Direct Debit
£1.00 to Unity Trust Bank for bank charges

Younghayes Centre Payments
£80 to Member of the Public for refund of hire charge
£90 to Member of the Public for refund of hire charge

The Council requested clarification on the reason(s) for the refunds of the hire charge(s).

The Council agreed to not renew its Zoom subscription in April 2025.

25/44 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie voted against.

25/45 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Council considered its insurance renewal schedule for the 2025-26 financial year as well as the Council's asset register dated 31 March 2025.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to

a) approve the Council's asset register dated 31 March 2025.

b) approve the insurance renewal schedule for the 2025-26 financial year.

Cllr Lisa Goudie abstained from the vote.

Signed ---------- Date: 28 April 2025

25/46 TOWN CENTRE BUILDING – OPTIONS

At its meeting on 23 September 2024, the Council had commissioned a concept design for a town centre building which includes both Town Council and County Council uses, following an earlier meeting of the full Council on 24 June 2024 when the Council had agreed to its assets delivery working group to continue to progress conversations with Devon County Council regarding their contributions towards the Town Council's town centre building The Tillhouse (ref. minutes 24/97 and 24/150).

On 24 February 2025, the Council had deferred consideration of this item to this meeting and to request confirmation from Devon County Council whether it wished to contribute towards The Tillhouse, and to enter into conversations with the East Devon New Community Partners in parallel regarding their offer towards the building (ref. minute 25/29). Devon County Council had confirmed that it did not wish to contribute to The Tillhouse.

Instead, the Council suggested escalating the request to enter into conversations with the East Devon New Community Partners to the consortium partners and to consider this item again when they responded.

25/47 COUNCIL PREMISES WASTE COLLECTION SERVICE

The Council considered a report recommending the appointment of a waste collection service provider for the Younghayes Centre and the Ingrams sports pitches.

The Council noted that the new waste legislation included requirements for the provision of segregated bins which may result in additional capital expenditure in the future.

It was proposed by Cllr Barry Rogers, seconded by Cllr Ray Bloxham and **resolved** to appoint Suez recycling and recovery to deliver the waste management service at both the Younghayes Centre and the Ingrams sports pitches site.

Cllr Lisa Goudie abstained from the vote.

25/48 YOUNGHAYES CENTRE ENTRANCE DOOR

The Council considered a report recommending the appointment of a contractor to install automatic door opening and closing of the front main entrance door of the Younghayes Centre.

The Council recognised the importance of this improvement with a view to the forthcoming Martyn's Law and suggested the simultaneous exploration of the possibility of fitting an alarm to the door for when it was propped open.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to appoint ASAP Locksmiths to carry out the initial investigative service with a view to fully convert the main entrance door to an access control system for building security.

The meeting closed at 8:00pm.

Signed ---------- Date: 28 April 2025

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL

AGENDA ITEM NO. 12

24 March 2025

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/07/2024	Devon Investigation Ltd	Burrough Fields Silver Reassurance Service (July 2024- July 2025) (Minutes Ref 24/108)	£ 954.00
11/03/2025	East Devon District Council	Waste Collection	£ 16,039.30
03/03/2025	Peter Woodman Pitch Services	Ingrams pitches maintenance February 2025 and football pitch damage repair	£ 2,200.00
24/02/2025	Pro Lawn Garden Serivces	Vehicle-activated sign (VAS) deployment	£ 66.00
17/03/2025	See the light	Broadband and telephony	£ 60.56
20/02/2025	SNC (Southwest)	St. Martins cable way repair	£ 114.00
17/02/2025	Source for Business	Ingrams water charges	£ 112.68
03/03/2025	SoVision IT Ltd	IT services March 2025	£ 774.67
10/03/2025	SoVision IT Ltd	SahrePoint Migration	£ 1,440.00
25/02/2025	Tony Benger Landscaping	Grounds maintenance February 2025	£ 12,000.00
19/02/2025	E.On Next	Town Square electricity (Investigating the usage 25/02/2025) (PAID 14/03/2025)	£ 279.13
04/03/2025	E.On Next	Town Square electricity (February 2025) (PAID 14/03/2025)	£ 170.85
14/03/2025	Clear Insurance Management Limtied	2025-26 Cyber Insurance (Pay on 1st April 2025)	£ 410.25
13/03/2025	Devon Investigation Ltd	Ingrams Silver Reassurance (Pay on 1st April 2025)	£795.00+ VAT
11/03/2025	iHasco	Staff training (Pay on 1st April 2025)	£1,005+VAT
16/03/2025	Public Sector Software Limited	PSS Live Licence for 2025-26 (Pay on 1st April 2025)	£ 4,200.00
07/03/2025	Zurich Insurance	2025-26 Insurance (Pay on 1st April 2025)	£ 5,327.42

EWCO Grants Payments

Signed ---------- Date: 28 April 2025

12/03/2025	Greentech Ltd	Gambook Pegs	£ 636.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/02/2025	British Gas	CCTV electricity St Martin's play area	£ 43.02
03/03/2025	Concorde	Printing costs	£ 6.93
11/03/2025	East Devon District Council	2025-26 Business Rates for office (Direct debit from April 2025- January 2026)	£ 1,800.00
26/02/2025	Information Commissioner's Office	Data Protection Fee	£ 52.00
25/02/2025	Siemens Financial Services Limited	Copier lease rental	£ 120.30
23/02/2025	Unity Trust Bank	Bank charges	£ 10.05

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/02/2025	East Devon District Council	Payroll recharge - February 2025 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 25,640.08

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
12/03/2025	IWS	Legionella Testing March 2025	£ 113.50
23/02/2025	Johnsons Workwear	Tea towel and door mat cleaning	£ 89.76
17/03/2025	See the light	Broadband	£ 16.80
25/02/2025	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance February 2025	£ 93.18
17/02/2025	West Coast Windows SW Ltd	Repair of rooflight	£ 774.00

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £

Signed ---------- Date: 28 April 2025

28/02/2025	Biffa	Waste collections	£ 98.09
03/03/2025	E.ON	Heat	£ 1,024.42
28/02/2025	Unity Trust Bank	Bank Charges	£ 12.15
11/03/2025	East Devon District Council	2025-26 Business Rates for Younghayes Centre (Direct debit from April 2025- January 2026)	£ 1,711.04
11/03/2025	East Devon District Council	2025-26 Business Rates for Younghayes Centre Community Hall (Direct debit from April 2025- January 2026)	£ 4,540.90
11/03/2025	East Devon District Council	2025-26 Business Rates for Younghayes Centre Conference Room (Direct debit from April 2025- January 2026)	£ 3,043.90
11/03/2025	East Devon District Council	2025-26 Business Rates for Younghayes Centre Resource Hub (Direct debit from April 2025- January 2026)	£ 561.38

Signed ---------- Date: 28 April 2025

MINUTES

Committee: Town Council
Date: Monday, 28 April 2025
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Kevin Kendall
Cllr Vincent Wilton

Also Present

Philippa Wilson, Chair, Cranbrook Action Group
Two members of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

25/49 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Sam Hawkins and Barry Rogers.

25/50 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No declarations of interest or requests for dispensations were made.

25/51 MINUTES

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Kendall and **resolved** to accept and sign the minutes of the meeting held on 24 March 2025 as a correct record.

25/52 PUBLIC PARTICIPATION

One member of the public enquired regarding an update on the Cranbox project (the delivery of commercial modular spaces in the town centre), the calculation of the rateable value for business premises and the progress on delivering a church building on the Place of Worship Land adjacent to St Martin's primary school.

25/53 GRANT APPLICATION – CRANBROOK ACTION GROUP

The Council considered a grant application from the Cranbrook Action Group for £340.00 to cover printing and distribution costs of an A5 leaflet detailing a list of all local community groups operating

and serving Cranbrook to highlight the extensive offering of community groups to residents and help groups grow awareness.

The Chair of the Cranbrook Action Group attended the meeting in support of the application. Councillors commented on the risk of the information on the leaflet becoming obsolete quickly and queried why the Group was unable to solely fund the initiative considering their bank balance.

The Chair advised that the Group had based their costs on an assumed 3,000 copies being required and noted that the number of occupied homes in Cranbrook exceeded that number, and that any shortfall would be met from the Group's existing resources.

The Chair of the Group noted that in case of any surplus, the remaining grant would either need to be returned to the Council or retained for the same purpose.

The quote which the Group had obtained relating to the distribution of the leaflet included delivery to 2,800 homes and it was anticipated that the Group would hand-deliver the remaining leaflets.

In response to councillors' comments, the Chair of the Cranbrook Action Group explained that the Group was planning to produce the leaflet once initially but that the Group also had ideas for reproduction which could include the sale of advertising spaces on the leaflet.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to support the grant application and award the full amount of £340.00 to the Community Action Group.

Four councillors voted in favour of the motion and four councillors voted against. The Chairman of the Council exercised his casting vote in favour of the motion and the motion was carried.

Cllr Vincent Wilton abstained from the vote.

25/54 STANDING ORDERS

On 31 March 2025, the National Association of Local Councils had announced that they had updated their Model Standing Order (England) 18 to comply with the Procurement Act 2023 and to ensure consistency with their Model Financial Regulations.

The Council considered the revised Model Standing Orders.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the revised Standing Orders 14 and 18.a.v, 18.c, 18.d, and 18.f only.

25/55 FINANCIAL REGULATIONS

On 3 March 2025, the National Association of Local Councils announced that they had updated model financial regulations 5.4, 5.7 and 5.11 in light of the Procurement Act 2023 and the Procurement Regulations 2024.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the updated model Financial Regulations.

25/56 GROUNDS MAINTENANCE TENDER DOCUMENTS

On 24 March 2025, the Council had considered a report regarding the future of grounds maintenance after its current contract would expire on 31 March 2026.

The Council considered the invitation to tender documents and the service specifications relating to the following two services:

a) Grounds maintenance
b) Hedge cutting

It was proposed by Cllr Matt Bayliss, seconded by Cllr Ray Bloxham and **resolved** to agree the invitation to tender documents for publication on the Government's Find a Tender platform in accordance with the tender timetables contained in the invitation to tender documents, and to delegate authority to the Clerk to finalise both documents.

Cllr Vincent Wilton abstained from the vote.

25/57 TOWN SQUARE – BARRIERS TO VEHICULAR ACCESS

The Council considered a report detailing options on how to protect the Town Square from vehicular access once the land transfer of the Town Square to the Town Council was completed.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to agree in principle to the installation of barriers and to submit a detailed proposal to the Council at a future meeting.

25/58 COMMUNICATIONS REPORTS

The Council noted the following:

a) Communications Report March 2025
b) Facebook Report March 2025
c) Instagram Report March 2025

25/59 COMMITTEE MINUTES

The Council received the minutes of the meeting of the Amenities Committee on 7 April 2025.

25/60 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 11 April 2025.

25/61 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Town Council Payments</u>

£66.00 to Pro Lawn Garden Services for VAS deployment.
£1,640.00 to Colour Heroes Limited for town map (ref. minute A/25/14)
£26,726.81 to East Devon District Council for payroll recharge – April 2025

<u>Town Council Direct Debits</u>

£352.05 to Avensure Limited for HR Services monthly fee - May 2025 (ref. minute 25/31)

<u>Council Assets Payments</u>

£272.33 to ASAP Locksmiths Services Ltd for Younghayes Centre front door lock replacement

25/62 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public

interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllrs Kevin Kendall and Vincent Wilton abstained from the vote.

Cllr Lisa Goudie voted against.

25/63 AGREEMENT UNDER SECTION 104 OF THE WATER INDUSTRY ACT 1991

The Council had received an engrossed agreement under Section 104 of the Water Industry Act 104 between developers and water companies for the adoption of newly constructed sewers and pumping stations, ensuring they meet required standards and become the responsibility of the water company for maintenance. The Town Council was party to the agreement governing Stone Barton as an adjoining landowner on whose land some of the apparatus had been constructed.

The Council's Standing Order 23 covered the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to approve the agreement in accordance with Standing Order 23 and to proceed to signing it.

Cllr Lisa Goudie abstained.

25/64 CRANBROOK MEDICAL CENTRE EXPANSION

The Council considered a report regarding a further potential expansion of the Cranbrook Medical Centre within the Younghayes Centre in response to the growing population locally.

The Council noted the report.

25/65 INGRAMS SPORTS PITCHES

The Council considered two reports recommending the procurement of:

a) An electricity provider

It was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to approve the appointment of Total Energies as the electricity supplier for the Ingrams Pavilion.

b) A provider to carry out a survey of the sports pitches

It was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to decline the planning authority's request to have the pitches re-surveyed in the absence of funding to carry out the works and to ask the users to continue to informally mark the pitches to suit their needs.

25/66 LEASE OF PRINTER/SCANNER/PHOTOCOPIER

The Council considered a report recommending the leasing of a printer/scanner/photocopier in the Council office.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to defer this item and to request the inclusion of a purchase option.

25/67 FIRE EXTINGUISHER SERVICING AND MAINTENANCE

The Council considered a report recommending the procurement of a contractor for the servicing and commissioning of fire extinguishers for both the Younghayes and Ingrams Pavilion.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) instruct Tamar Security to provide the annual servicing of fire extinguishers at both the Younghayes Centre and the Ingrams Pavilion.

b) agree for the Council officers to continue with the in house purchasing of extinguishers when required, and to purchase new fire extinguishers with a ten-year certification, minimising the need for annual servicing on a phased approach in the future.

The meeting closed at 8:40pm.

Signed ---------- Date: 12 May 2025

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 13**

28 April 2025

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
11/03/2025	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment (March 2025)	£ 66.00
25/03/2025	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment (March 2025)	£ 66.00
27/03/2025	RoSPA Play Safety	Annual play areas inspection for 7 play areas	£ 801.60
31/03/2025	Tony Benger Landscaping	Grounds maintenance March 2025	£ 12,000.00
01/04/2025	Starboard Systems Limited (Scribe)	Finance software subscription	£ 3,418.80
01/04/2025	Devon Association of Local Councils	Membership Fee 2025-26 (25/39)	£ 1,520.93
31/03/2025	Peter Woodman Pitch Services	Ingrams pitches maintenance March 2025 and end of season renovation costs	£ 5,078.00
31/03/2025	South West Tyre Recycling Ltd	Collection of tyres	£ 81.00
05/04/2025	Water Plus	Water Supply for Community Garden	£ 17.42
07/04/2025	SoVision IT Ltd	IT services April 2025 with credit note 2004	£ 656.95
07/04/2025	Tamar Security Ltd	Engineer visit to download footage	£ 49.50
07/04/2025	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment (April 2025)	£ 66.00
12/04/2025	Cranbrook Youth Club CIC	Youth Services 2024-25 Part 2of 2	£ 6,261.50
11/04/2025	Metro Rod Limited	Chambers clearance in Country Park	£ 1,194.00
11/04/2025	Metro Rod Limited	Chambers clearance at Horsewell Road	£ 1,194.00
17/04/2025	Councillor	Expenses Reimbursement for three padlocks	£ 29.97
15/04/2025	Employee	Reimbursement for purchase of roof sheets	£ 22.00
15/04/2025	See the light	Broadband and telephony	£ 56.19
15/04/2025	AS Signs & Graphics	Purchase of employees uniforms	£ 105.60
16/04/2025	Hartwood Timberworks Ltd	X'mas tree installation and collection for 2023 and 2024	£ 1,200.00
02/04/2025	E.ON Next	Town Square electricity (March 2025) (PAID)	£ 163.96

EWCO Grants Payments

Town Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/03/2025	British Gas	CCTV electricity St Martin's play area	£ 38.56
01/04/2025	Avensure Limited	HR Services monthly fee (25/31)	£ 352.05
01/04/2025	Concorde	Printing costs	£ 26.01
31/03/2025	Unity Trust Bank	Bank charges	£ 9.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/03/2025	East Devon District Council	Payroll recharge - March 2025 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 25,640.08

CTC Assets Costs

Younghayes Centre

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/03/2025	Member of the Public	Refund of hall hire cancellation (PAID)	£ 60.00
27/03/2025	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance March 2025	£ 93.18
02/04/2025	ASAP Locksmiths Services Ltd	Younghayes Centre entrance door initial investigation (25/48)	£ 312.00
03/04/2025	IWS	Legionella Testing April 2025	£ 113.50
30/03/2025	Johnsons Workwear	Tea towel and door mat cleaning	£ 71.81
04/04/2025	Source for Business	Water and sewerage charges	£ 464.60
07/04/2025	Safe Working Lifts Limited	Annual lift services (24/44)	£ 280.32
07/04/2025	Energy Systems (SW) Ltd	Visit on 10th March 2025 for valve replacement	£ 542.16
15/04/2025	See the light	Broadband	£ 16.80
17/04/2025	Member of the Public	Refund of hall hire cancellation	£ 120.00

CTC Assets Direct Debits

Younghayes Centre

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/03/2025	Biffa	Waste collections	£ 98.09
03/04/2025	E.ON Heat	Heat	£ 1,010.18
31/03/2025	Unity Trust Bank	Bank Charges	£ 11.10

CTC Assets Costs

Ingrams

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
08/04/2025	Source for Business	Water charges	£ 90.67

Signed ---------- Date: 12 May 2025

MINUTES

Committee: Town Council
Date: Monday, 12 May 2025
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matt Bayliss
Cllr Kim Bloxham
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Kevin Kendall
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

25/68 ELECTION OF CHAIR OF THE COUNCIL FOR 2025-26 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Kim Bloxham proposed that Cllr Les Bayliss be elected Chair of the Council for 2025-26. This was seconded by Cllr Matt Bayliss and **resolved.** It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

25/69 ELECTION OF VICE-CHAIR OF THE COUNCIL FOR 2025-26 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Kim Bloxham proposed that Cllr Kevin Blakey be elected Vice-Chair of the Council for 2025-26. This was seconded by Cllr Matt Bayliss and **resolved.** It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

25/70 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kevin Blakey and Cllr Colin Buchan.

25/71 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No interests were declared or dispensations requested.

25/72 MINUTES

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Kendall and **resolved** to accept and sign the minutes of the meeting held on 28 April 2025 as a correct record.

25/73 PUBLIC PARTICIPATION

No members of the public were in attendance.

Signed ---------- Date: 23 June 2025

25/74 REVIEW OF THE CODE OF CONDUCT

The Council reviewed its Code of Conduct dated 13 May 2024 which was based on the national model code to which no changes had been made.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to adopt the Council's Code of Conduct.

25/75 REVIEW OF FINANCIAL REGULATIONS

a) Review of Financial Regulations

The Council reviewed its Financial Regulations dated 28 April 2025 and the delegation arrangements (especially Financial Regulation 5.15).

The Council reviewed Financial Regulation 4.2 in particular which necessitated a signed hard copy of the budgets for salaries to be kept. The Council suggested to change Regulation 4.2 to reflect the Council's practice to include the budgets for salaries within its overall budget which benefitted from considerations and approvals at full Council meetings evidenced by with minute references.

b) Regular Payments

The Council reviewed its schedule of regular payments in accordance with Financial Regulation 6.6.

c) Review of Fees and Charges

The Council reviewed its schedule of fees and charges in accordance with Financial Regulation 13.2.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Kim Bloxham and **resolved** to

a) adopt the Council's Financial Regulations as amended and to confirm the delegation arrangements (especially Financial Regulation 5.15).

b) to approve the Council's schedule of regular payments.

c) approve the Council's schedule of fees and charges.

d) Appointment of Bank Signatories

The Council confirmed its bank signatories with "View and Submit" level of access (Janine Gardner and Alexandra Robinson) and "View and Authorise" level of access (Cllrs Kevin Blakey and Colin Buchan).

It was proposed by Cllr Matt Bayliss, seconded by Cllr Sam Hawkins and **resolved** to appoint Cllr Kevin Kendall as the third bank signatory with a "View and Authorise" level of access.

25/76 REVIEW OF STANDING ORDERS

The Council reviewed its Standing Orders dated 28 April 2025.

The Council suggested amending Order 4 d iii. ("appoint six councillors to committees *plus* [emphasis added] the Chair and Vice-Chair of the full Council as ex officio members of those") to state "appoint six councillors to committees *including* the Chair and Vice-Chair of the full Council as ex officio members of those".

It was proposed by Cllr Sam Hawkins, seconded by Cllr Matt Bayliss and **resolved** to adopt the Council's Standing Orders as amended.

Cllr Vincent Wilton abstained.

25/77 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF COUNCILLORS TO COMMITTEES AND WORKING GROUPS

The Council agreed the appointment of committees and working groups and appointed councillors to committees and working groups for the year 2025-26 as follows:

Amenities Committee

1. Cllr Les Bayliss
2. Cllr Kevin Blakey
3. Cllr Kim Bloxham
4. Cllr Lisa Goudie
5. Cllr Kevin Kendall
6. Cllr Vincent Wilton

Finance & Personnel Committee

1. Cllr Les Bayliss
2. Cllr Kevin Blakey
3. Cllr Colin Buchan
4. Cllr Sam Hawkins
5. Cllr Kevin Kendall
6. Cllr Vincent Wilton

Planning Committee

1. Cllr Les Bayliss
2. Cllr Kevin Blakey
3. Cllr Matt Bayliss
4. Cllr Colin Buchan
5. Cllr Kevin Kendall
6. *Vacancy*

Asset Delivery Working Group

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Town Clerk

Safety Working Group

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan
Town Clerk

Town Emergency Response Group

Cllr Les Bayliss
Cllr Matt Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Sam Hawkins
Cllr Kevin Kendall
Cllr Vincent Wilton
Town Clerk

Signed ---------- Date: 23 June 2025

The Council disbanded its Play Strategy Working Group.

The Council disbanded its Policy Working Group.

25/78 APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COUNCIL COMMITTEES

The Council appointed the following chairs and vice chairs of Council committees:

Amenities Committee

Cllr Kim Bloxham (Chair)
Cllr Vincent Wilton (Vice Chair)

Finance & Personnel Committee

Cllr Sam Hawkins (Chair)
Cllr Kevin Blakey (Vice Chair)

Planning Committee

Cllr Kevin Blakey (Chair)
Cllr Matt Bayliss (Vice-Chair)

25/79 TERMS OF REFERENCE AND REVIEW OF DELEGATION ARRANGEMENTS

The Council reviewed the terms of reference for its committees and working groups as well as the associated delegation arrangements where documented.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Kendall and **resolved** to adopt the terms of reference for Council committees and working groups as well as the associated delegation arrangements where documented as amended above.

25/80 APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES

The Council appointed the following councillors with special responsibilities:

E.ON district heating liaison: Cllr Kim Bloxham
Gypsy and traveller liaison: Cllr Colin Buchan
Risk management, emergency planning and health and safety: Cllr Les Bayliss
Street naming suggestions: Cllr Colin Buchan

25/81 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

The Council appointed the following councillors to the following outside bodies:

Clyst Valley Regional Park Delivery Board: Ranger
Cranbrook Community Safety Group: Cllr Kim Bloxham
Cranbrook Placemaking Group: Cllr Les Bayliss
East Devon Arts and Culture Forum: Cllr Colin Buchan / Cllr Lisa Goudie
E.ON Stakeholder Forum: Cllr Les Bayliss
Exeter Airport Consultative Committee: Cllr Kevin Blakey
Police and Crime Commissioner Councillor Advocate: Cllr Kim Bloxham
Sport England Local Delivery Pilot Cranbrook Steering Group: Cllr Les Bayliss

25/82 RISK MANAGEMENT STRATEGY, RISK REGISTER, RISK ASSESSMENTS AND REVIEW OF RISK MANAGEMENT ARRANGEMENTS

On 27 June 2022, the Council had reviewed its risk management arrangements and had resolved to review the Council's arrangements relating to risk management, fire safety, health and safety and emergency planning once in a Council period, i.e. every four years as well as to receive reports as

and when a need arises at any time in relation to risk management, fire safety, health and safety and/or emergency planning (ref. minute 22/123(e)).

a) Risk Management Strategy and Risk Register

The Council considered its risk management strategy and risk register.

b) Risk Assessments

The Council considered the following risk assessments:

1. Slips and Trips Generic
2. Manual Handling Generic
3. Office Safety
4. Kitchen
5. Playground Safety
6. Councillor
7. Allotments Safety
9. Christmas Tree
10. Country Park
10(a). Country Park River Work
11. Lone Working
12. Country Park General Tasks
13. Driving
14. Home Working All Staff
15. Younghayes Centre Generic
17. Unauthorised Roof Access
18. Graffiti Removal

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to

a) approve the risk management strategy and risk register as well as the Council's approach to risk management detailed in minute 22/123(e) dated 27 June 2022.

b) approve the risk assessments as detailed above.

Cllrs Lisa Goudie and Vincent Wilton abstained.

c) Health and Safety Policy

The review of the Council's health and safety policy had not been concluded by the Council's health and safety advisor Avensure in time for this meeting. The health and safety policy would be submitted to the Council for approval at the next available meeting.

25/83 REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTION TO OTHER BODIES

The Council confirmed its subscription to the Information Commissioner's Office, the Devon and National Associations of Local Councils and the National Allotment Society.

The Council confirmed the Clerk and Deputy Clerk's memberships of the Society of Local Council Clerks.

25/84 PUBLICATION SCHEME

The Council considered its Publication Scheme which followed the template published by the Information Commissioner.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to adopt the Publication Scheme.

25/85 POLICIES AND PROCEDURES

The Council considered its HR-related the policies and procedures which had been reviewed by the Council's HR advisor Avensure.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Sam Hawkins and **resolved** to adopt the HR-related policies and procedures as amended by Avensure.

Cllrs Lisa Goudie and Vincent Wilton abstained.

25/86 COUNCIL MEETINGS CALENDAR

The Council noted its meetings calendar 2025-26.

25/87 ACCESSIBILITY STATEMENT

The Council reviewed its accessibility statement.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to adopt the Council's accessibility statement for publication on the Council's website.

25/88 COMMITTEE MINUTES

The Council received the minutes of the Planning Committee on 28 April 2025.

25/89 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Payments

£2,088.00 to Rubicon Industries Ltd for Skatepark Jam (A/25/6)
£234.10 to Rialtas for Omega Cashbook software and Making Tax Digital for VAT
£156.73 to Rialtas for Bookings software
£48.14 to Rialtas for Bookings Google Public Calendar website integration

Council Assets Payments

£66.15 to Johnsons Workwear for tea towel and door mat cleaning Younghayes Centre
£108.50 to E.ON Next for Town Square electricity
£113.50 to IWS for Legionella testing Younghayes Centre
£96.19 to Trinity Fire & Security Systems Ltd for fire alarm routine service Younghayes Centre
£338.00 + VAT to Starlink for Ingrams Pavilion broadband which will enable e.g. the finalisation of the CCTV installation (hardware at £299.00 plus £39.00 per month for 50GB)

Council Assets Direct Debit

£7,755.13 to Total Energies for electricity Younghayes Centre

25/90 FIRE EXTINGUISHERS SERVICING AND COMMISSIONING

The Council considered a report recommending the procurement of a contractor for the servicing and commissioning of fire extinguishers for both the Younghayes and Ingrams Pavilion, further to a report which had been considered at the Council meeting on 28 April 2025.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Sam Hawkins and **resolved** to

a) instruct Tamar Security to provide the annual servicing of fire extinguishers at both the Younghayes Centre and the Ingrams Pavilion.

b) agree in principle to train the Handyperson in fire extinguisher commissioning for Council controlled premises.

c) present full training costs to a future Council meeting for final approval.

25/91 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie voted against.

25/92 DELIVERY OF THE INGRAMS LOCAL EQUIPPED AREA OF PLAY (LEAP) – TENDER EVALUATION

On 24 February 2025, the Council had approved the tender documents for the Local Equipped Area of Play (LEAP) at the Ingrams sports pitches for publication on the government's Find a Tender platform (ref. minute 25/21(b)). The Council considered the results of the tender process.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to appoint Kompan as the Council's the preferred supplier for the delivery of the local equipped area of play (LEAP) at the Ingrams sports pitches as specified in the invitation to tender document and to work with the supplier to enable delivery within the budget as specified in the invitation to tender document.

Cllr Lisa Goudie abstained.

25/93 PRINTER/SCANNER/PHOTOCOPIER

The Council considered a report recommending the procurement of a printer/scanner/photocopier in the Council office.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Les Bayliss and **resolved** to purchase a refurbished TASKalfa 2553ci A3 Colour Multifunction printer £1,660.25 + VAT from Concorde.

Cllr Vincent Wilton abstained.

25/94 YOUNGHAYES CENTRE AUTOMATED ENTRANCE DOOR

On 24 March 2025, the Council had resolved to appoint ASAP Locksmiths to carry out the initial investigative service with a view to fully convert the main entrance door to an access control system for building security (ref. minute 25/48).

The Council deferred the detailed consideration of this item subject to further information being provided to the Council, including:

- Specifications of the door and fobs to be used
- Ongoing maintenance/servicing costs
- Information on the provision of any warranties
- Confirmation or estimate relating to the electrician's cost referred to in the report
- An assessment regarding the risk of hirers being locked out of the premises, and any proposed mitigating solutions
- Whether the system would be capable of being extended to other doors within the building

Regarding fobs:

- How to deactivate lost fobs
- Investigating the possibilities of:
  - Issuing fobs to regular hirers which would provide a log of usage
  - programming fobs so that they would be usable at pre-set times

The meeting closed at 8:25pm.

Signed ---------- Date: 23 June 2025

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 21**

12 May 2025

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
29/04/2025	Healthmatic Ltd	Installation of an air-source heat pump system for Ingrams Pavilion	£ 12,283.06
30/04/2025	Tony Benger Landscaping	Grounds maintenance April 2025	£ 25,199.64
30/04/2025	Tony Benger Landscaping	Grounds maintenance for Platinum Park April 2025	£ 335.90
30/04/2025	Tony Benger Landscaping	Grounds maintenance for Phase 3 POS April 2025	£ 380.30
30/04/2025	Tony Benger Landscaping	Grounds maintenance at train station for Feb-Apr 2025	£ 351.16
02/05/2025	Emploee	Reimbursement for purchase of water for event	£ 2.10
01/05/2025	Studio Four Architects Ltd	Heating system redesign time charge fee	£ 180.00
02/05/2025	soVision IT Ltd	IT services May 2025	£ 622.10

Town Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
01/05/2025	Avensure Limited	HR Services monthly fee (25/31)	£ 352.05
29/04/2025	British Gas	CCTV electricity St Martin's play area	£ 42.75
30/04/2025	Unity Trust Bank	Bank charges April 2025	£ 11.55

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/04/2025	East Devon District Council	Payroll recharge - April 2025 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 26,726.81

CTC Assets Costs

Younghayes Centre

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
29/04/2025	Johnsons Workwear	Tea towel and door mat cleaning	£ 71.81
30/04/2025	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance April 2025	£ 84.43

CTC Assets Direct Debits

Younghayes Centre

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/04/2025	Biffa	Waste collections	£ 98.09
03/05/2025	E.ON Heat	Heat April 2025	£ 675.03
30/04/2025	Unity Trust Bank	Bank Charges April 2025	£ 13.05

Signed ---------- Date: 23 June 2025

MINUTES

Committee: Town Council
Date: Monday, 23 June 2025
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Kevin Kendall
Cllr Vikki Wright

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

25/95 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Sam Hawkins.

25/96 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No declarations of interest or requests for dispensations were made.

25/97 MINUTES

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 12 May 2025 as a correct record.

25/98 PUBLIC PARTICIPATION

There were no members of the public in attendance.

25/99 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the reports by the district and county councillors.

25/100 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024-25

a) Report by the Internal Auditor

The Council noted the report by the Council's internal auditor covering the 2024-25 financial year.

Signed ---------- Date: 28 July 2025

b) Statement of Internal Control

The Council considered its Statement of Internal Control.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the Council's Statement of Internal Control.

c) Section 1 – Governance Statement

The Council considered Section 1 of the annual governance and accountability return 2024-25, the governance statement.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to respond individually and positively to each of the eight assertions in Section 1 of the annual governance and accountability return 2024-25, the governance statement, in consecutive order.

Cllr Lisa Goudie abstained from the vote.

d) Section 2 – Statement of Accounts 2024-25

The Council considered the Statement of Accounts 2024-25 set out in Section 2 of the annual governance and accountability return.

The Council noted that its Finance & Personnel Committee at its meeting on 16 June 2025 had considered and recommended the Statement of Accounts to the full Council for approval (ref. minute F&P/25/22(a)).

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the Statement of Accounts set out in Section 2 of the annual governance and accountability return.

e) Period for the Exercise of Electors' Rights

The period for the exercise of public rights was the period during which the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. The period would last for 30 working days and must include the first 10 working days of July.

The Council noted that its Finance & Personnel Committee had recommended at its meeting on 16 June 2025 to the full Council the period for the exercise of public rights from Monday, 30 June 2025 until Friday, 8 August 2025 (ref. minute F&P/25/22(b)).

It was proposed by Cllr Vikki Wright, seconded by Cllr Kim Bloxham and **resolved** to approve the period for the exercise of public rights from Monday, 30 June 2025 until Friday, 8 August 2025.

f) Re-Appointment of Signatory for Bank Statements and Bank Reconciliations

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to appoint Cllr Vikki Wright the Council's signatory for bank statements and quarterly bank reconciliations who would verify and sign bank reconciliations and the underlying hard copy bank statements in accordance with Financial Regulation 2.2.

Cllr Lisa Goudie abstained from the vote.

25/101 TOWN COUNCIL'S ANNUAL REPORT 2024-25

The Council noted its annual report covering the period 1 April 2024 until 31 May 2025.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the Council's annual report covering the period 1 April 2024 until 31 May 2025.

Signed ---------- Date: 28 July 2025

Cllr Lisa Goudie voted against.

25/102 TOWN COUNCIL'S FIVE-YEAR PLAN 2025-30

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to adopt the Council's five-year plan covering the period 2025-30.

25/103 COUNTRY PARK EVENT SPACE CHARGING SCHEDULE

The Council considered a report regarding a proposed charging schedule for its event space in the Country Park.

The Council noted that it operated a policy provision for a deposit scheme but this was currently not operated in practice. Regular hirers were charged on a monthly basis, whereas one-off hirers were charged upfront.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to introduce a charging schedule for the event space in the Country Park as follows:

Commercial uses: Charge of £300 per day (daylight hours or part thereof); charges will apply for setting up and down periods if this occurs on previous and/or later day(s)

Community uses: 50% of the commercial charge

b) To update the Council's bookings policy and the booking form.

25/104 COMMITTEE MINUTES

The Council received the minutes of the Finance & Personnel Committee on 16 June 2025.

By receiving the minutes, the Council agreed to resolution F&P/25/25(b) to add the £23,218.51 in Community Infrastructure Levy (CIL) contributions to the funding of £150,000 for the refurbishment of the St Martin's play area.

25/105 INVITATION TO TENDER DOCUMENT – ST MARTIN'S PLAY AREA

The Council considered draft tender documents for the refurbishment of the St Martin's play area.

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to approve the invitation to tender document for the refurbishment of the St Martin's play area for publication on the Government's Find a Tender platform in accordance with the tender timetables contained in the invitation to tender documents.

25/106 CRANBROOK YOUTH CLUB UPDATE

The Council considered an update from its youth service provider the Cranbrook Youth Club CIC and requested from the provider:

- more frequent reports;
- information on the number of attendees and their socio-economic demographic.

The Chair of the Cranbrook Community Safety Group informed the Council that the Group was currently considering the provision of youth services more strategically.

The Council noted the update.

25/107 INGRAMS GROUNDS MAINTENANCE

The Council considered a report on the perimeter grounds maintenance at the Ingrams sports pitch site.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kevin Kendall and **resolved** to

a) delegate to the Clerk to finalise the quote from the Council's grounds maintenance contractor in light of the information in the report and to issue a purchase order.

b) approve an overspend against the Council's budget 4407 (Ingrams Perimeter Grounds Maintenance) during the 2025-26 financial year and to prepare a more accurate budget for the next financial year based on actual operations.

Cllr Vikki Wright voted against.

25/108 RISK ASSESSMENTS

The Council considered two risk assessments in relation to its Handyperson and the prevention of sexual harassment.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kim Bloxham and **resolved** to approve the following risk assessments:

a) Handyperson
b) Prevention of sexual harassment

25/109 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES

The Council noted reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

25/110 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 17 June 2025.

25/111 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

<u>Town Council Payments</u>
£607.39 to Stalite Signs for Ingrams MUGA signs
£28.99 to Employee for purchase of paper for certificates printing
£337.68 to CIA Fire & Security Limited for Ingrams MUGA SmartAccess
£6,540.00 for the purchase of the Council vehicle (ref. minute 24/151(b) dated 23 September 2024)

<u>Town Council Direct Debit</u>
£11.10 to Concorde for printing cost

<u>Council Assets - Younghayes Centre Payments</u>
£240.00 to Aglow Catering Repairs & Servicing for kitchen equipment services

25/112 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Vikki Wright, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Cllr Lisa Goudie voted against.

25/113 YOUNGHAYES CENTRE AUTOMATED ENTRANCE DOORS

The Council considered a report regarding enabling the automated entrance doors to function following consideration of this item at the previous Council meeting on 12 May 2025 (ref. minute 25/94).

The Council noted that installing an automated entrance door capability was necessary for the accessibility of the building and fire safety.

The Council queried:

- whether one of the quotes included the linking of the automated door system included the linking of that system to the fire alarm, or whether there would be an additional cost.
- whether the Council's Handyperson could replace the front door key cylinder to avoid accidental locking from the inside.
- whether there would be an ongoing maintenance contract and its cost.
- the cost of additional cards.
- Whether there was a further oncost for the electrician.

The Council further requested that the to-be-installed data point would be installed in an inaccessible location and not near the front door.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Vikki Wright and **resolved** to

a) instruct ASAP Locksmiths to carry out phase two at a cost of £5,890.00 plus VAT which will result in the automated opening and closing of the main entrance door.

b) in conjunction to carry out phase 3 which would provide further security for the Younghayes Centre during weekend hire periods with the upgrade to a PC based software at a cost of £2,366.46 + VAT

c) debit the total cost of £8,256.46 + VAT to budget 4322 (Younghayes Centre Maintenance) and to overspend that budget.

Cllr Kevin Kendall abstained from the vote.

25/114 INGRAMS MULTI-USE GAMES AREA (MUGA)

To consider a report regarding:

a) the installation of CCTV at the Ingrams MUGA

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to

a) instruct Outsource Engineering to install the double socket and IP rated box.

b) instruct Tamar to install two 180 dome cameras to light column to overlook MUGA and storage containers.

c) approve a total spend of £2,834.64 plus VAT from the Ingrams MUGA earmarked reserve.

b) an additional installation to enhance public safety at the MUGA and discourage unauthorised persons from climbing the MUGA fence.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to purchase and install ball stopping net around the perimeter of the MUGA to increase the height and prevent unauthorised access at a total cost £3,061.74 plus VAT.

Cllr Vikki Wright abstained.

25/115 ENERGY PROPOSAL

The Council considered a report regarding the appointment of one provider of energy across the Younghayes Centre, Ingrams Pavilion, St Martin's CCTV and the Town Square.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Vikki Wright and **resolved** to obtain direct quotes from energy suppliers to supply electricity to the four sites.

Cllr Lisa Goudie abstained.

The meeting closed at 8:20pm.

Signed ---------- Date: 28 July 2025

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 17**

23 June 2025

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
14/05/2025	Complete Weed Control	2025-26 Weed control 1st treatment	£ 195.60
15/05/2025	See the light	Broadband and telephony	£ 56.45
05/05/2025	Pro Lawn Garden Services	VAS Deployment May 2025	£ 66.00
20/05/2025	Pro Lawn Garden Services	VAS Deployment May 2025	£ 66.00
22/05/2025	Tony Benger Landscaping	Grounds maintenance May 2025	£ 30,000.00
02/06/2025	Pro Lawn Garden Services	VAS Deployment June 2025	£ 66.00
03/06/2025	soVision IT Ltd	IT Support June 2025 (with credit note)	£ 607.99
09/06/2025	Employee	Mileage to conference	£ 22.70
31/05/2025	Tony Benger Landscaping	Southbrook Allotments additional seeding	£ 1,404.00
16/06/2025	soVision IT Ltd	Purchase of two laptops	£ 2,148.00
16/06/2025	Pro Lawn Garden Services	VAS Deployment June 2025	£ 66.00
16/06/2025	See the light	Broadband and telephony	£ 61.50
17/06/2025	Tony Benger Landscaping	Grounds maintenance June 2025	£ 30,000.00
17/06/2025	Tony Benger Landscaping	Grounds maintenance for Platinum Park May & June 2025	£ 671.80
17/06/2025	Tony Benger Landscaping	Grounds Maintenance for Phase 3 POS May & June 2025	£ 760.60
17/06/2025	Member of the Public	Allotment Refund	£ 58.50
16/05/2025	Green Futures Newton Abbot	Pesticide-Fre Devon Conference (PAID)	£ 15.00
15/05/2025	Playinnovation Ltd	Ingrams MUGA final payment (PAID)	£ 10,142.94
22/05/2025	Colour Heroes Ltd	Mindfulness Trail Map (PAID)	£ 1,632.00
25/05/2025	Employee	River dipping equipment reimbursement (PAID)	£ 8.45
02/06/2025	Sowton Car and Van Repair	Repair of corner skills hoop (PAID)	£ 84.00

Town Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
07/05/2025	Concorde I Ltd	Printing Cost April 2025	£ 15.66
21/05/2025	Concorde I Ltd	Purchase of Copier (25/93)	£ 1,992.30
21/05/2025	Concorde I Ltd	Printing Cost May 2025	£ 4.14
01/06/2025	Avensure Limited	HR Services monthly fee (25/31)	£ 352.05
28/05/2025	British Gas	CCTV electricity St Martin's play area	£ 40.91
31/05/2025	Unity Trust Bank	Bank charges May 2025	£ 9.45

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/05/2025	East Devon District Council	Payroll recharge - May 2025 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 26,726.81

CTC Assets Costs
Younghayes Centre

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
15/05/2025	See the light	Broadband	£ 16.80
21/05/2025	Energy Systems (SW) Ltd	Replacement valves to air vents	£ 325.18
22/05/2025	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance May 2025	£ 84.43
03/06/2025	Euro Lifts Ltd	LOLER Inspection	£ 198.00
25/05/2025	Johnsons Workwear	Tea towel and door mat cleaning	£ 89.76
05/06/2025	IWS	Legionella Testing June 2025	£ 113.50
13/06/2025	SSP Direct Ltd	DGPR Compliant Book	£ 33.18
16/06/2025	See the light	Broadband	£ 16.80
17/06/2025	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance June 2025	£ 84.43

CTC Assets Direct Debits
Younghayes Centre

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/05/2025	Biffa	Waste collections	£ 98.09
03/06/2025	E.ON Heat	Heat May 2025	£ 648.76
31/05/2025	Unity Trust Bank	Bank Charges May 2025	£ 13.80

CTC Assets Costs
Ingrams

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
13/05/2025	Peter Woodman Pitch Services	Ingrams sport pitches grounds maintenance April 2025	£ 4,240.00
03/06/2025	Peter Woodman Pitch Services	Ingrams sport pitches grounds maintenance May 2025	£ 3,190.00
12/06/2025	Employee	Ingrams additional keys	£ 28.00

CTC Assets Costs
Town Square

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
03/06/2025	E.ON Next	Electricity May 2025 (PAID)	£ 116.01

Signed ---------- Date: 28 July 2025

MINUTES

Committee: Town Council
Date: Monday, 28 July 2025
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Kevin Kendall
Cllr Samantha Preen (from agenda item 5)
Cllr Vikki Wright

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

25/116 APOLOGIES FOR ABSENCE

No apologies had been received.

25/117 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No declarations of interest or requests for dispensations were made.

25/118 MINUTES

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 23 June 2025 as a correct record.

25/119 PUBLIC PARTICIPATION

One member of the public attended the meeting in respect of agenda item 17 (Town Square Canopy and External Seating Proposal) who raised concerns relating to the potential prevention of the use of the town square for e.g. farmers or craft markets, as well as any additional cost for maintenance, e.g. cleaning of surfaces and waste collections.

25/120 APPLICATION FOR CO-OPTION

The Council considered an application for co-option by Samantha Preen to fill a vacancy on the Town Council. The application for co-option was accepted and the Council welcomed Cllr Samantha Preen as a member of the Council.

Signed ---------- Date: 18 August 2025

25/121 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the reports by the district and county councillors.

25/122 INGRAMS PAVILION FIRE RISK ASSESSMENT

The Council considered a fire risk assessment for the Ingrams Pavilion.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the fire risk assessment for the Ingrams Pavilion and to delegate authority to the Chairman and the Clerk to finalise the document in light of the final works being completed and final signage installed.

25/123 CAR PARK STRATEGY

The Council considered a report regarding its strategy towards the management of car parks across the town.

The Council articulated concerns in relation to the train station car park and, in particular, the liability for maintenance falling to the Town Council.

The Council suggested that any capital expenditure to safeguard car parking spaces against unauthorised parking in relation to the car parking spaces at St Martin's should be met by any future lessor.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to

a) retain the current car parking restrictions at the Younghayes Place car park.

b) retain the car parking spaces at St Martin's for public use free of charge.

c) defer a decision regarding the train station car park for at least 12 months.

Cllr Vikki Wright voted against.

25/124 COMMITTEE MINUTES

The Council received the minutes of the:

a) Amenities Committee on 14 July 2025

N.B. By receiving these minutes, the Council agrees to minute A/25/38 (to agree to the proposed Great Meadow location for a compound site along with the delivery of two 20ft containers and the required foundations, fixtures and utility services until a permanent location becomes available, whilst noting that a grant funding application for this project had since been successful).

b) Finance & Personnel Committee on 21 July 2025

25/125 COMMUNICATIONS REPORT

The Council noted the report covering the period 1 April 2025 until 30 June 2025.

25/126 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 22 July 2025.

25/127 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Staffing Costs

£26,769.13 to East Devon District Council for payroll recharge - July 2025 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge

Assets (Ingrams Pavilion)

£150.90 to PHS for sanitary waste and nappy disposal (ref. minute 24/96)

25/128 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Matt Bayliss, seconded by Cllr Vikki Wright and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

25/129 YOUTH STRATEGY

The Council considered a report detailing opportunities for enhanced services for young people.

The Council noted that Cllr Kevin Blakey, representing the Town Council, was planning to speak at East Devon District Council's Cabinet meeting on 30 July 2025 to raise concerns regarding the lack of progress to resolve the future of the Wellbeing Cranbrook programme.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Vikki Wright and **resolved** to

a) support the creation of a full-time youth worker/leader role, potentially with the aid of the Place Partnership and/or East Devon District Council funding, which is hosted and line-managed by the Town Council, instead of a continuation/reestablishment of the Community Builder and Community Connector posts.

b) host and line manage the potential post of Community Wellbeing and Activity Organiser.

c) support the role of the Community Connector forming part of the NHS.

d) failing the above, to draft the Town Council's budget to include a full-time youth worker/leader pending confirmation of the tax base dated 30 November 2025.

e) request Town Council representation on the Wellbeing Cranbrook governance arrangements.

25/130 TOWN CENTRE DEED OF VARIATION

The Council had received a deed of variation in relation to the remaining development of the town centre which had first been articulated in a memorandum of understanding which the Town Council agreed at its meeting on 24 May 2021 (ref. minute 21/116).

The Council noted that a request for additional information by the East Devon New Community Partners had not been received and therefore it was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to defer consideration of this item to the next meeting of the Council on 18 August 2025.

Cllrs Samantha Preen and Vikki Wilton abstained.

25/131 TOWN SQUARE DEED OF COVENANT

The Council has received a deed of covenant required to overcome a title restriction in favour of LiveWest Homes Limited in relation to the Town Square.

The Council's Standing Order 23 covers the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to approve the execution of the deed on behalf of the Council in accordance with Standing Order 23.

Cllr Samantha Preen abstained.

25/132 TOWN SQUARE CANOPY AND EXTERNAL SEATING PROPOSAL

The Council considered a proposal by a town centre restaurant to use a part of the Town Square for a canopy and external seating area.

The Council considered the positivity of businesses wishing to expand their premises and thriving in Cranbrook. The Council also queried whether it was able to sublet parts of the public realm under the land transfer agreement, the implications of a formal lease agreement and consenting to a permanent structure in the public realm which would result in damage to the surface of the square, as well as the potential for vandalism and vermin as a result of consenting to a proposed waste bin enclosure.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept the principle of a canopy and external seating proposal but objecting to the proposed external waste bin store.

Three councillors voted for the proposal.

Four councillors voted against the proposal. The proposal was therefore not carried.

Cllr Kevin Kendall abstained.

25/133 PROCUREMENT OF CONSUMABLES

The Council considered a report discussing the future procurement of consumables across Council properties.

The Council was not in favour of committing to one provider by contract who would then have control over the cost they would be able to charge. Instead, the Council suggested retaining the status quo.

25/134 ENERGY PROPOSAL

On 23 June 2025, the Council had considered a report regarding the appointment of one provider of energy across the Younghayes Centre, Ingrams Pavilion, St Martin's CCTV and the Town Square, and requested direct quotes from energy suppliers to supply electricity to the four sites (ref. minute 25/115) which had now been obtained.

It was proposed by Cllr Vikki Wright, seconded by Cllr Colin Buchan and **resolved** to continue to award energy contracts on a case-by-case basis.

25/135 PROCUREMENT OF SECOND VEHICLE

The Council considered a report recommending the procurement of a second Town Council vehicle for staff use.

At its meeting on 14 July 2025, the Council's Amenities Committee had agreed in principle to the leasing or purchase of a second vehicle, including ply-lining, and make a recommendation to the next meeting of the full Council on 28 July 2025 to lease or purchase a second larger vehicle and to note the overspend budget for Council Vehicle (ref minute A/25/39).

The Council commented that the new vehicle would require a towbar.

The Council further commented that hire purchase did not represent best value for public money because of the proposed interest rates and, instead, the Council wished to purchase a second-hand vehicle outright by virement from the general reserves. The Council requested that quotes be sought for an older/short-range electric van which might be more cost-effective than purchasing a new or high-specification second-hand vehicle.

It was proposed by Cllr Vikki Wright, seconded by Cllr Kevin Kendall and **resolved** to accept the principle of purchasing an older/short-range electric van and to request additional quotes to the next meeting of the Council on 18 August 2025.

The meeting closed at 8:42pm.

Signed ---------- Date: 18 August 2025

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL **AGENDA ITEM NO. 12**

28 July 2025

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
24/06/2025	Outsource Engineering Services Ltd	Installaiton of oven at Ingrams	£ 615.60
24/06/2025	Outsource Engineering Services Ltd	Installaion of a double socket (24/167)	£ 500.40
30/06/2025	Member of the Public	Refund of allotment overpayment	£ 9.21
30/06/2025	Pro Lawn Garden Services	VAS Deployment June 2025	£ 66.00
30/06/2025	Tamar Security Ltd	Installation of CCTV at Ingrams	£ 6,248.46
01/07/2025	soVision IT Ltd	IT Support July 2025	£ 607.99
03/07/2025	Member of the Public	Refund of allotment overpayment	£ 9.96
03/07/2025	Aubergine 262 Ltd	Annual domain renewal	£ 120.00
03/07/2025	Tamar Security Ltd	Install CCTV system to cover lift at Town Square (24/167)	£ 715.32
04/07/2025	Lee Farm Services	Meadow grass cut (A/25/13)	£ 4,656.00
10/07/2025	Online Playgrounds	Tango Swing at Hayes Square	£ 934.00
14/07/2025	Member of the Public	Refund of allotment overpayment	£ 10.69
11/07/2025	Outsource Engineering Services Ltd	Install double socket with IP rated at Ingrams (25/114)	£ 518.40
14/07/2025	Pro Lawn Garden Services	VAS Deployment July 2025	£ 66.00
15/07/2025	Member of the Public	Refund of allotment overpayment	£ 11.11
12/07/2025	Tony Benger Landscaping	Ingrams carpark shrub beds topsoiling	£ 1,220.40
16/07/2025	Handcrafted Steel Ltd	BBQ Grilles	£ 211.20
15/07/2025	Stalite Signs	Ingrams carpark signs	£ 503.05
16/07/2025	Water Plus	Water charges for Community Garden	£ 39.48
15/07/2025	See the light	Broadband and telephony	£ 56.05
16/07/2025	Source for Business	Water charges at Cranna ford Allotments	£ 13.66
17/07/2025	Complete Weed Conttrol	2nd weed treatmen	£ 195.60
25/06/2025	Devon Investigations Limited	Silver reassurance servcie for Burrough Fields	£795.00 +VAT
02/07/2025	Employee	Reimbursement for vehicle tax (PAID)	£ 345.00

Town Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/06/2025	British Gas	CCTV electricity St Martin's play area	£ 41.94
30/06/2025	Unity Trust Bank	Bank charges June 2025	£ 10.05
01/07/2025	Avensure Limited	HR Services monthly fee (25/31)	£ 352.05
21/07/2025	Concorde I Ltd	Printing Cost July 2025	£ 18.47

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
26/06/2025	East Devon District Council	Payroll recharge - June 2025 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 26,726.81

CTC Assets Costs
Younghayes Centre

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
03/07/2025	Member of the Public	Refund of hire charge overpayment	£ 60.00
03/07/2025	IWS	Legionella Testing July 2025	£ 113.50
02/07/2025	Source for Business	Water and sewerage charges	£ 519.69
29/06/2025	Johnsons Workwear	Tea towel and door mat cleaning	£ 71.81
15/07/2025	See the light	Broadband	£ 16.80
17/07/2025	Outsource Engineering Services Ltd	Younghayes Centre front door fused spur (25/94)	£ 144.00

CTC Assets Direct Debits
Younghayes Centre

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/06/2025	Biffa	Waste collections	£ 147.13
30/06/2025	Unity Trust Bank	Bank Charges June 2025	£ 14.25
03/07/2025	E.ON Heat	Heat June 2025	£ 624.70
15/07/2025	Devon Contract Waste Ltd	Waste collections at Younghayes Center and Ingrams (25/47)	£ 66.60

CTC Assets Costs
Ingrams

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/06/2025	Peter Woodman Pitch Services	Ingrams sport pitches grounds maintenance June 2025	£ 3,415.00
03/07/2025	Source for Business	Water Charges (PAID)	£ 109.75

CTC Assets Costs
Town Square

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/07/2025	E.ON Next	Electricity June 2025 (PAID)	£ 83.43

Signed ---------- Date: 18 August 2025