

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

Signed

Date: 22 August 2022

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.

Signed _____

Date: 22 August 2022

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 VAT £	INC
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

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