

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.

Signed _____

Date: 25 April 2022

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:

Council payments

£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.

Signed _____

Date: 25 April 2022

(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**
21 MARCH 2022

**AGENDA ITEM NO.
 16**

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 Whimble 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