

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.

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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 Whimble 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

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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.

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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 its 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:

Town Council Payments

£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 mileage 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)

Town Council Direct Debits

£28.46 to British Gas for CCTV electricity

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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 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.

Signed _____

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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

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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

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