

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

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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.

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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:

Town Council Payments

£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

Town Council Direct Debits

£35.00 to ICO (Information Commissioner) for data protection fee

Younghayes Centre Payments

£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

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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.

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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

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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 Services	Vehicle-activated sign (VAS) deployment	£ 66.00
27/02/2024	Tony Bengier Landscaping Ltd	Ingrams grounds maintenance February 2024	£ 133.39
27/02/2024	Tony Bengier Landscaping Ltd	Grounds maintenance February 2024	£ 9,600.00
27/02/2024	Tony Bengier Landscaping Ltd	Phase 3 grounds maintenance February 2024	£ 199.99
04/03/2024	Imagine Products Ltd	ID Badges	£ 17.88
28/02/2024	Stephens Scowens LLP	Advice on contractual arrangements with E.On UK Plc	£ 1,500.00
06/03/2024	Forte Trailscapes Limited	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 Services	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	British Gas	CCTV electricity St Martin's play area	£ 29.61
01/03/2024	Concorde	Printing costs	£ 4.33
05/03/2024	Core Office IT	Cloud 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 Bengier 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

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