

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.

Signed

Date: 24 June 2024

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 Amenities 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:

Town Council Payments

£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

Younghayes Centre Payments

£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

Signed

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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 Whimble 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 Services	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 April 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 services 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 charging 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

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