

MINUTES

Committee: Town Council
Date: Monday, 23 September 2024
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 Colin Buchan
Cllr Sam Hawkins
Cllr Kevin Kendall (from agenda item 4 onwards)
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/134 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Lisa Goudie.

24/135 DECLARATION OF INTERESTS

No declarations of interest were made.

24/136 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 19 August 2024 as a correct record.

24/137 APPLICATION FOR CO-OPTION

The Council noted an application for co-option by Kevin Kendall to fill a vacancy on the Town Council. The application for co-option was accepted and the Council welcomed Cllr Kevin Kendall as a member of the Council.

24/138 PUBLIC PARTICIPATION

There were no members of the public in attendance.

24/139 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the reports by Cllr Sara Randall Johnson, representing Devon County Council.

Signed

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The Council noted the reports by the East Devon district councillors.

24/140 NOTICE OF COMPLETION OF AUDIT

The Council noted documents by the Council's external auditor PKF Littlejohn confirming that in their opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) 2023-24 was in accordance with Proper Practices and no other matters had come to their attention giving them cause for concern that relevant legislation and regulatory requirements had not been met.

The Council congratulated the staff team for the conclusion of another clean audit. Year on year, the Council's internal and external auditors awarded the highest-possible assurance ratings within their respective rating hierarchies, concluding that the Council maintains very high-quality governance arrangements, financial management, risk management and compliance within all areas of operation.

24/141 RISK ASSESSMENT – REMOVAL OF GRAFFITI

The Council considered a report on the risks associated with the removal of graffiti as well as a risk assessment. The covering report had erroneously been dated 24 June 2024 and the correct date was 23 September 2024.

The Council felt that any risks associated with intimidation and/or aggression towards staff were covered by the Council's lone working arrangements.

The Council also felt that the documentation did not state clearly enough the Council's expectations on staff, that it should set out the Council's approaches to non-offensive and offensive graffiti as well as the actual graffiti removal arrangements for both (ref. appendix in the covering report).

The Council had received a quote for graffiti removal at the skatepark of £6,250 with works lasting up to five days and accommodation and meal allowance for three operatives is £1,800 over five nights.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Ray Bloxham and **resolved** to

a) approve the risk assessment on the removal of graffiti.

b) defer the considerations regarding the arrangements for the removal of graffiti set out in the appendix in the covering report to the Council's play areas working group, for that group to adjust its terms of reference to include those considerations and for that group to report to a future meeting of the full Council.

24/142 SOCIAL MEDIA REPORT

The Council noted its social media report relating to August 2024.

The Council discussed whether to enable public comments on Council posts. The Council suggested seeking the views of the Council's Communications Officer on how feedback on the Council's communication channels could be collected.

24/143 COMMITTEE MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to adopt the minutes of the Amenities Committee on 2 September 2024 which included the approval of expenditure recommended by the Amenities Committee of £5,368 to instruct the Council's grounds maintenance contractor to replace the existing perimeter path with grass at the Crannaford play area in accordance with minute ref. A/24/58.

The Council also received the minutes of the meeting of the Planning Committee on 2 September 2024.

Signed

Date: 21 October 2024

24/144 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 17 September 2024.

24/145 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Payments

£1,980.00 to House2home for handyman services

£66.00 to Pro Lawn Garden Services for Vehicle-activated sign (VAS) deployment

£70.02 to Rialtas for Making Tax Digital for VAT submission annual subscription

Ingrams Pavilion Payments

£14,330.23 to Healthmatic Ltd for Ingrams Pavilion installation of an air-source heat pump system

24/146 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 Matt Bayliss 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.

24/147 STONE MEADOW COUNTRY PARK – DELIVERY OF A TRIM TRAIL

On 24 June 2024, the Council had approved the tender documents for advertising the procurement of a trim trail in the Stone Meadow area of the County Park on the Contracts Finder platform (ref. minute 24/87).

The Council considered a report detailing the results of the tender process which had been prepared by its tender evaluation panel.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to appoint the Great Outdoor Gym Company as the Council's the preferred supplier for the delivery of the trim trail in the Stone Meadow area of the Country Park as specified in the invitation to tender document and to work with the supplier to enable delivery within the budget as specified in the invitation to tender document.

24/148 INGRAMS SPORTS PITCHES – DELIVERY OF A MULTI-USE GAMES AREA (MUGA)

On 18 March 2024, the Council had 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 Find a Tender platform (ref. minute 24/35) but only one tender was received by a supplier who was unable to deliver a scheme within the Council's budget of £170,000 plus VAT.

On 24 June 2024, the Council had considered a report by its tender evaluation panel explaining as much and the Council resolved to not award the contract at this stage and to re-tender the opportunity on the government's Find a Tender as well as the Contracts Finder platforms (ref. minute 24/96(a)).

The Council considered a report detailing the results of the tender process which had been prepared by its tender evaluation panel.

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It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to appoint Playinnovation as the Council's the preferred supplier for the delivery of the 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 as specified in the invitation to tender document and to work with the supplier to enable delivery within the budget as specified in the invitation to tender document.

24/149 FUTURE OF GROUNDS MAINTENANCE

The Council considered a report discussing options for the future provision of grounds maintenance in Cranbrook.

The Council supported the idea of establishing a compound in the 2025-26 irrespective of the future of the grounds maintenance operation for e.g. storage purposes.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to

a) pursue the possibility of providing a grounds maintenance operation in-house from 1 April 2026 onwards and to recommend to the Finance & Personnel Committee to consider the draft budget for the 2025-26 financial year at its next meeting on 14 October 2024 on the basis that a grounds maintenance compound would need to be established during the 2025-26 financial year at an indicated cost of £25,000 with a view to confirm whether the provision would be affordable.

b) refer the matter to the Council's assets delivery working group to give further consideration to the proposals in order to provide further recommendations to the Council's Finance & Personnel Committee on 14 October 2024.

24/150 TOWN CENTRE BUILDING

On 24 June 2024, the Council had considered a report regarding the delivery of the Town Council's town centre building and had agreed to the Council's assets delivery working group to continue to progress conversations with Devon County Council regarding their contributions towards the Town Council's town centre building The Tillhouse (ref. minute 24/97).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to commission Studio Four Architects to develop a concept design for a town centre building which includes both Town Council and County Council uses at a cost of £5,400 with an additional £1,500 for three-dimensional visualisations if required of which Devon County Council have agreed to pay 50% i.e. £2,700 / £3,450.

24/151 ALL-TERRAIN MOBILITY VEHICLE / COUNCIL VAN

The Council considered a report detailing the future of a currently leased van in conjunction with the Council's new all-terrain mobility vehicle.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) support the recommendation by the all-terrain vehicle working group to purchase a trailer for the recovery of the all-terrain vehicle should the need arise.

b) pursue the purchase of the Council's leased van.

Cllrs Matt Bayliss and Sam Hawkins abstained from the vote.

24/152 YOUNGHAYES CENTRE HEATING SERVICING AND MAINTENANCE

The Council considered a report recommending the appointment of a maintenance contractor in accordance with the Council's Financial Regulations

Signed

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It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to instruct Modern Heating and Cooling Solutions for the annual servicing and maintenance of the (district) heating and hot water systems at the Younghayes Centre.

The meeting closed at 8:01pm.

Signed

Date: 21 October 2024

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL		AGENDA ITEM NO. 12	
23 September 2024			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
19/08/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment (PAID)	£ 66.00
20/08/2024	Tony Bengier Landscaping	Grounds maintenance August 2024	£ 24,000.00
20/08/2024	Tony Bengier Landscaping	Phase 3 grounds maintenance August 2024	£ 199.99
19/08/2024	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels	£ 682.50
21/08/2024	Complete Weed Control	Weed control 2nd treatment	£ 195.60
21/08/2024	Studio Four Architects Ltd	Town Squire project management	£ 342.00
21/08/2024	Studio Four Architects Ltd	Ingrams Sports Pavilion heating system redesign	£ 360.00
20/08/2024	Water Plus	Community Garden water charges	£ 34.86
28/08/2024	Devon Wildlife Enterprises Limited	Cranbrook Country Park habitat management plan	£ 657.00
02/09/2024	SoVision IT Ltd	IT Services September 2024	£ 718.70
04/09/2024	PFK Littlejohn LLP	External Audit for 2023-24	£ 2,520.00
04/09/2024	Castle CCTV Limited	CCTV Service	£ 180.00
03/09/2024	Peter Woodman Pitch Services	Ingrams cricket square and outfield maintenance 12 August to 31 August 2024	£ 1,794.00
29/08/2024	Stephens Scown	Professional fees for Ingrams Sports Pitches	£ 2,121.60
11/09/2024	Studio Four Architects Ltd	Town Squire project management	£ 342.00
11/09/2024	Studio Four Architects Ltd	Ingrams Sports Pavilion heating system redesign	£ 120.00
09/09/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
31/10/2024	Society of Local Council Clerks	Clerk's membership 2024-25	£ 354.00
16/09/2024	See the light	Broadband and Telephony	£ 63.56
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/08/2024	British Gas	CCTV electricity St Martin's play area	£ 28.43
28/08/2024	Siemens Financial Services Limited	Office Copier lease rental and annual service fee	£ 192.30
02/09/2024	Concorde	Printing costs	£ 15.03
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/08/2024	East Devon District Council	Payroll recharge - August 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 21,603.73
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
13/08/2024	ASAP Locksmiths Services Ltd	YHC front door emergency lock fail call out (PAID)	£ 244.56
20/08/2024	Tony Bengier Landscaping Ltd	Younghayes Centre ground maintenance August 2024	£ 93.18
23/08/2024	Trinity Fire & Security Systems	Fire alarm system panel error investigation	£ 151.20
25/08/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 82.68
05/09/2024	IWS	Legionella Testing	£ 98.70
19/06/2024	See the light	Broadband	£ 16.80
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/08/2024	Biffa	Waste collections	£ 117.72
03/09/2024	E.ON	Heat	£ 570.19
07/09/2024	Total Energies	Electricity	£ 4,277.39

Signed

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