

MINUTES

Committee: Town Council
Date: Monday, 21 October 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Kevin Kendall
Cllr Barry Rogers (from agenda item 4 onwards)
Cllr Vincent Wilton

Also Present

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

24/153 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Matt Bayliss and Sam Hawkins.

24/154 DECLARATION OF INTERESTS

No declarations of interest were made.

24/155 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 23 September 2024 as a correct record.

Cllr Lisa Goudie abstained from the vote.

24/156 APPLICATION FOR CO-OPTION

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

24/157 PUBLIC PARTICIPATION

There were no members of the public in attendance.

Signed

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24/158 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Sara Randall Johnson and commented on the lack of relevance of the content to Cranbrook.

Cllr Kim Bloxham, representing East Devon District Council, informed the Town Council that the agenda for the District Council's Strategic Planning Committee on 29 October 2024 had been published earlier that day which contained the Cranbrook town centre masterplan.

The Council noted the report by the district councillors representing Cranbrook.

24/159 COUNCIL APPOINTMENTS

The Council reviewed its appointments on committees and working groups following the co-option of Cllr Kevin Kendall on 23 September 2024 and the co-option of Cllr Barry Rogers at this meeting.

The Council appointed Cllr Kevin Kendall to the Amenities, the Finance & Personnel as well as the Planning Committees.

Cllr Ray Bloxham retired from the Amenities Committee.

The Council appointed Cllr Barry Rogers to the Amenities, the Finance & Personnel as well as the Planning Committees.

24/160 TOWN SQUARE OUTDOOR SEATING GOVERNANCE AND CHARGING

The Council considered a report regarding the governance and charging for outdoor seating in the Town Square which was nearing completion.

The Council noted that Devon County Council did not grant pavement licences anymore and East Devon District Council had not finalised its arrangements following all their licences expiring in September 2024.

The Council noted that the purpose of the proposed consultation period would be to seek views on the suitability of the proposed outdoor seating arrangements and, indeed, any concerns which residents and nearby businesses may have.

The Council suggested a permission fee of £100 as reviewed from time to time. This fee would be payable per permission which would be granted for a period of twelve months.

The Council suggested the following amendments to the Schedule of Conditions:

Condition 2: Clarify that the permission is not transferrable e.g. to a successor business

Condition 4: Remove the reference to the public highway

Condition 5: Replace with "Tables and chairs shall be in accordance with Section 4 (page 6) of Devon County Council's guidance for street cafés dated July 2019 and shall be kept in good repair and condition at the permission holder's expense"

Condition 6: Permit no gazebos or marquees

Condition 11: soften – cups of tea and coffee

Condition 20: Replace with the Council always reserving the right to revoke or temporarily suspend the permission for any or no reason.

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

a) adopt the provisions in Devon County Council's guidance for street cafés dated July 2019 for local use as an interim measure until East Devon District Council finalised its pavement licence arrangements.

b) adopt the application process contained in the report as circulated with the agenda as amended.

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c) monitor East Devon District Council's finalisation of procedure relating to pavement licences and to update the local procedure when the above became available.

d) adopt the schedule of local conditions for Town Square Outdoor Seating Permission as amended.

24/161 COMMITTEE MINUTES

The Council received the minutes of the meeting of the Finance & Personnel Committee minutes on 14 October 2024.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to agree to the spend outlined in minute F&P/24/53 to slit, aerate, rake and brush the playing surfaces at the Ingrams sports pitches monthly at a cost of £325 per monthly visit for a period of six months by Peter Woodman Pitch Services.

Cllrs Lisa Goudie, Barry Rogers and Vincent Wilton abstained from the vote.

24/162 SOCIAL MEDIA REPORT

The Council considered its social media report covering the month September 2024.

The Council noted that report included "suggested strategies" which had not been agreed by the Council and that the Council's Communications Officer would present a suite of communications strategies for consideration to the next meeting of the full Council on 18 November 2024.

The Council requested the inclusion of website statistics and renaming the report "communications report".

The Council noted its social media report covering the month September 2024.

24/163 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 15 October 2024.

24/164 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray 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

£67.09 to See the Light for broadband and telephony

£625.47 to House2home Handyman Services for play parks repairs

£12,550.48 to The Great Outdoor Gym Company Ltd for Trim Trail deposit (ref. minute 24/147 dated 23 September 2024)

Younghayes Centre Payments

£16.80 to See the light for public broadband

£600.00 to House2home Handyman Services for Younghayes Centre repairs

Cllrs Lisa Goudie and Vincent Wilton abstained from the vote.

24/165 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, 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

Signed

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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 voted against.

24/166 EMPLOYEE ASSISTANCE PROGRAMME

The Council considered a report recommending the appointment of an employee assistance programme provider.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Ray Bloxham and **resolved** to defer this item for consideration together with a report detailing options relating to the provision of wider HR services.

24/167 CCTV INSTALLATIONS

The Council considered a report recommending the future of Closed-Circuit Television (CCTV) installations in Cranbrook

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

a) instruct Tamar to assume responsibility for the Council's existing CCTV installation at the Younghayes Centre and to install one additional camera to cover the southwestern elevation of the Younghayes Centre premises at a cost of £2,562.45 plus VAT and £150.00 plus VAT annual maintenance funded by the Council's earmarked reserve for CCTV.

b) instruct Outsource Engineering to provide electrical works to take a feed from the landlord feeder cabinet in the Town Square and supply the Town Square and lift CCTV installation at a cost of £417.00 plus VAT funded by the Council's earmarked reserve for CCTV.

c) instruct Tamar to install three cameras to cover the ground floor Town Square and lift doors at both levels using metal conduit at a cost of £2,182.05 plus VAT as well as £78.62 plus VAT for the supply of a 4G router and annual fee of £833.41 funded by the Council's earmarked reserve for CCTV.

d) instruct Tamar to install one internal camera to the lift car at a cost of £596.10 plus VAT funded by the Town Square Commuted Sum.

24/168 INGRAMS PAVILION TEMPORARY ELECTRICITY SUPPLY

The Council considered a report regarding the installation of a temporary electricity supply at the Ingrams Pavilion.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to not pursue the installation of a temporary electricity supply on the basis of prohibitive cost.

The meeting closed at 8:25pm.

Signed

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SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL		AGENDA ITEM NO. 12	
21 October 2024			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
24/09/2024	Tony Benger Landscaping	Phase 3 grounds maintenance September 2024	£ 199.99
24/09/2024	Tony Benger Landscaping	Train station maintenance Aug-Oct 2024	£ 351.16
24/09/2024	Tony Benger Landscaping	Grounds maintenance September 2024	£ 24,000.00
01/10/2024	Playinnovation Limited	Delivery of Ingrams MUGA initial payment (24/148) (PAID)	£ 50,714.72
01/10/2024	OUTCO	Winter Gritting Service 1st instalment	£ 2,700.00
27/09/2024	KBS Depot Ltd	Purchase of Happy to Chat bench from locality budget (PAID)	£ 555.00
07/10/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
09/10/2024	AV & N Lee & Partners	Grass removal (A/24/45)	£ 1,728.00
01/10/2024	SoVision IT Ltd	IT Services October 2024	£ 732.82
11/10/2024	SoVision IT Ltd	Laptop for Office Administrator	£ 900.00
11/10/2024	Tony Benger Landscaping Ltd	Crannafor Play Area replace path with turf (24/143)	£ 6,441.60
30/09/2024	Peter Woodman Pitch Services	Ingrams cricket square and outfield maintenance September 2024	£ 3,850.00
10/10/2024	Skyguard Limited T/S Peoplesafe	Two MYSOS wearable devices (23/149)	£ 342.12
01/10/2024	House2home	Quotation for installation of Happy to Chat Bench (Locality Budget Fund)	£ 250.00
02/10/2024	Stalite Signs	Bench Plaque (Locality Budget Fund)	£ 85.82
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/09/2024	British Gas	CCTV electricity St Martin's play area	£ 42.48
02/10/2024	Concorde	Printing costs	£ 25.33
30/09/2024	Unity Trust Bank	Bank Charges	£ 6.00
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/09/2024	East Devon District Council	Payroll recharge - September 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)	£ 22,154.85
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
24/09/2024	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance September 2024	£ 93.18
04/10/2024	SunGift Solar Ltd	Remedial work to replace Wifi and isolation fault	£ 1,661.10
07/10/2024	SunGift Solar Ltd	Identify and replace faulty optimiser	£ 120.00
09/10/2024	IWS	Legionella Testing	£ 98.70
11/10/2024	Member of the Public	Refund	£ 60.00
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/09/2024	Biffa	Waste collections	£ 78.48
03/10/2024	E.ON	Heat	£ 706.25
30/09/2024	Unity Trust Bank	Bank Charges	£ 5.40

Signed

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