

MINUTES

Meeting: Town Council
Date: Monday, 18 September 2017
Time: 7:00pm
Venue: St Martin's Primary School, Younghayes Road, Cranbrook EX5 7DT

Present

Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Colin Buchan
Cllr Matthew Osborn

Also Present

Cllr Sara Randall-Johnson, Devon County Council
Cllr Chris Pepper, East Devon District Council
Andy Wood, Exeter and East Devon Growth Point
Paul Strange, Reporter, Cranbrook Herald
Sarah Jenkins, Town Clerk, Cranbrook Town Council

17/198 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Derek Atkinson, Kim Bloxham, Ray Bloxham, Phil Norgate and Nick Partridge. Apologies were also received from Cllr Eleanor Rylance, East Devon District Council.

17/199 DECLARATIONS OF INTEREST

No declarations were made.

17/200 MINUTES

The minutes of the meeting on 21 August 2017 were accepted as a correct record.

17/201 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/202 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Devon County Council

Cllr Randall-Johnson advised that additional works to a cycleway in the Cumberland Way / Pinhoe Road area had been approved.

Cllr Randall-Johnson reported that she is a member of the Exeter Health and Wellbeing Board which is very supportive of Cranbrook.

Signed:

Date: 23 October 2017

The Chairman thanked Cllr Randall-Johnson for attending the meeting.

Cllr Randall-Johnson left the meeting at 7.07pm

East Devon District Council

Cllr Pepper advised that he would be available to assist with the community governance review. Cllr Pepper declared a personal interest as the Chairman of Broadclyst Parish Council which has responded to the initial request for comments.

17/203 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

Mr Wood reported that the Cranbrook Development Plan Document would shortly be considered by EDDC Strategic Planning, followed by a six-week consultation.

Following the designation of the Enterprise Zone in April, the concept of modular space had been positively received and would be pursued for Cranbrook.

Mr Wood clarified the terms of the Enterprise Zone which is a 25 year statutory designation with business rate income ring-fenced over that period. Business rate relief for the Enterprise Zone started on 1 April 2017 and will end in March 2022. After 2022 the ring-fenced income could be utilised to make the sites in the Zone more attractive.

The Chairman thanked Mr Wood for attending the meeting.

Mr Wood left the meeting at 7.24pm

17/204 POLICE REPORT

The Council noted the Police report covering the period from 31 July until 31 August 2017 and noted the number of crimes – four thefts, two of which were from insecure and unattended vehicles; one public order offence.

17/205 EXTERNAL AUDIT REPORT

The report of the external Auditor was received and noted and would be published.

17/206 SPORTS HEALTH AND WELLBEING

A report by Cllr Osborn had been circulated in advance. Cllr Osborn is liaising with Sport England as the Exeter area, including Cranbrook, is a local delivery point with approximately £13m funding available. A need had been identified for early exposure to multiple sports.

It was agreed to appoint Cllr Osborn as lead councillor for sports health and wellbeing.

17/207 TOWN HALL NAMING COMPETITION

The winning entry naming the new Town Hall as The Tillhouse Centre had been announced on 8 September and a £50.00 voucher had been delivered to the competition winner.

17/208 RISK MANAGEMENT STRATEGY AND REVIEW OF RISK MANAGEMENT ARRANGEMENTS

Cllr Bayliss noted that it would be advisable for several councillors to assess the risks to consider whether there should be any variations from the suggested scoring. It was proposed that this work would fit within the remit of the Safety Working Group which was set up in August.

It was agreed to carry this item forward to the next meeting for further discussion regarding the role of the Safety Working Group.

Signed:

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17/209 PLANNING APPLICATIONS

A. 17/2117/MRES

The Town Council considered planning application 17/2117/MRES proposing access, appearance, landscaping, layout and scale for the construction of 73 dwellings and associated infrastructure and landscaping at a site to the east, west and north of Stillwoods Farm, Cranbrook.

The Town Council **resolved** to **object** to the application for the following reasons:

- The number of garages proposed is not sufficient
- The proposed garages and parking spaces are the same size as those in Phase 1 and considered to be too small
- There are no measures to prevent parking on pavements and verges
- Front to back parking allocations are unworkable
- Allocated parking should be visible from the appropriate properties
- The Town Council wishes to see a move away from the design of Phase 1

The Town Council further **objects** to the application on the grounds that the proposed distribution of affordable housing is not appropriate.

B. 17/1973/MRES

The Town Council considered planning application 17/1973/MRES seeking approval of access, appearance, landscaping, layout and scale for the construction of 129 dwellings and associated infrastructure at a site at Cranbrook New Community Land north of Tillhouse Cottages, east of former Crannaford Lane, Cranbrook.

The Town Council **resolved** to **object** to the application for the following reasons:

- The proposed number of parking spaces is not sufficient
- Front to back parking allocations are unworkable
- The proposed courtyard arrangement in the centre of the development is an undesirable arrangement

The Town Council wishes to highlight the good design in Phase 3 with particular regard to parking and garaging.

17/210 FUTURE BANKING ARRANGEMENTS

A report had been circulated in advance and was noted.

It was resolved to remain with Unity Trust Bank and cancel the Lloyds Bank account and to increase the number of "View and Submit" access holders (employees) to two and decrease the number of "View and Authorise" access holders (councillors) to three for the reasons outlined in the report.

17/211 APPOINTMENT OF BANK SIGNATORIES

The Council agreed to remove Louisa Joslin and Janine Gardner from its Unity Trust account and **it was resolved** to

- a) approve the amendments to the mandate for the operation of the bank account(s), payment instructions and banking services and to provide this information to the Bank by persons authorised to do so in accordance with the Bank's procedures and the mandate;
- b) to entitle Unity Trust Bank to rely upon the amended mandate until it receives a later mandate amending it;
- c) to notify Unity Trust Bank in writing of any changes to the organisation as per the terms and conditions of the account.

Signed:

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The Council further agreed to add Sarah Jenkins and Cathy Hill as “View and Submit” level of access signatories to the its Unity Trust Bank accounts and **it was resolved** to

- d) authorise the individuals named on Unity Trust Bank’s “Changing Your Signatories” as authorised signatories on all accounts;
- e) to give instructions and changes in line with the mandate;
- f) to note that Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory;
- g) to notify Unity Trust Bank of any changes to the organisation in writing.

17/212 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

17/213 COUNCILLOR LEADS

It was resolved to appoint lead councillors for the following workstreams:

- a. Proposed cycle hub at the Cranbrook Education Campus – Cllr Matt Osborn
- b. Representative on the East Devon Culture Forum – Cllr Kim Bloxham
- c. Street naming suggestions – Cllr Les Bayliss
- d. Move More Group – Cllr Kim Bloxham

17/213 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was 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.

17/214 COMMERCIAL MODULAR SPACE

A report had been circulated in advance and was noted. Following discussion it was agreed in principle that the Town Council would manage any commercial modular space in the town centre.

The meeting closed at 8.21pm.

APPENDIX – SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL
18 SEPTEMBER 2017

AGENDA ITEM NO. 15

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
30/08/2017	Imagin Products Ltd	Name badge for Cllr Matt Osborn	10.98
06/09/2017	East Devon District Council	Room hire	48.00
07/09/2017	M J & G M Accountancy Services	Payroll September 2017	18.00
07/09/2017	Grant Thornton	2017 Annual Return / external audit fee	480.00
14/09/2017	Brenda Masters	Expenses	6.78
15/09/2017	SLCC	Renewal of SLCC subscription for Janine Gardner	139.00
15/09/2017	See the Light	Telephony and broadband	71.08
Staffing Costs			
28/09/2016	n/a	Salaries for September 2017	6,255.70
28/09/2016	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,616.43
28/09/2016	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,927.20

Signed:

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