

MINUTES

Meeting: Town Council
Date: Monday, 23 April 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Phil Norgate
Cllr Matthew Osborn
Cllr Barry Rogers

In attendance

2 members of the public
Mr Callum Lawton, Cranbrook Herald
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/87 APOLOGIES FOR ABSENCE

Cllr Derek Atkinson, Cranbrook Town Council
Cllr Kim Bloxham, Cranbrook Town Council
Cllr Ray Bloxham, Cranbrook Town Council
Cllr Nick Partridge, Cranbrook Town Council
Cllr Eleanor Rylance, East Devon District Council

18/88 DECLARATIONS OF INTEREST

Cllr Les Bayliss declared a personal interest in agenda item 19 (Appointment of Internal Auditor for 2018) as the person is known to him.

18/89 MINUTES

The minutes of the extraordinary meeting held on 29 March 2018 were accepted as a correct record.

18/90 PUBLIC PARTICIPATION

A member of the public requested a copy of the report on the Future Use of the Country Park. The Clerk would send a copy to the member of the public.

Signed:

Date: 14 May 2018

18/91 DISTRICT AND COUNTY COUNCIL ISSUES

Devon County Council

A report from Cllr Ray Bloxham had been circulated in advance. The report, which provided an update on progress with the Police and Crime Commissioner Councillor Advocate Scheme, was noted. A further report would be brought to the Town Council when details of the scheme had been clarified.

18/92 REPORTED CRIME FIGURES

The reported crime figures to February 2018 had been circulated in advance and were noted as follows:

- Anti-social behaviour – 4
- Criminal damage and arson – 1
- Other - 1
- Violence and sexual offences - 4

18/93 CRANBROOK TOWN COUNCIL FIVE YEAR PLAN

A draft copy of the Five-Year Plan had been circulated in advance. It was agreed that the wording on page 9, regarding the transfer to the Town Council of the Younghayes Centre, should be amended to reflect the fact that the transfer would happen as soon as possible after 1 April 2018. Cllr Blakey proposed that, subject to this amendment, the Five-Year Plan be approved. This was seconded by Cllr Bayliss and **was resolved**.

18/94 ACTION EAST DEVON – CRANBROOK COMMUNITY DEVELOPMENT PROJECT

A draft response to the Cranbrook Community Development Project evaluation survey had been circulated in advance. It was noted that the Town Council would not be taking on any Community Development work or employing a Community Development Worker. **It was resolved** to approve the response to the evaluation survey for submission.

The work of the Carving Community was noted. Cllr Les Bayliss and Cllr Barry Rogers reported on the recent site visit regarding the installation of the Carving Community Shelter. It was noted that various alternative sites had been considered, but it had not been possible to progress any of the options. It was further noted that approximately £3,500.00 of the original youth S.106 monies was still available and it had been confirmed that this could be used for remediation works if required following the installation. The Town Council noted that all permissions were in place and that the shelter would be installed in early May.

18/95 PLANNING APPLICATION 17/2254/MRES

The Town Council considered the amended reserved matters application 17/2254/MRES seeking approval of access, appearance, landscaping, layout, and scale, for the extension of the Main Local Route and the construction of a roundabout junction on London Road and associated landscaping works on land to the north of London Road, Cranbrook.

This matter had previously been considered by the Town Council and the amendments related to amended and additional plans showing the revised configuration of the verge and footway/cycle way on the southern side of the road, the extent of tree and hedgerow removal within the site, the location of bus stops and shelters and additional drainage calculations.

The original iteration was generally supported by the Town Council as the green spaces were well designed and protected from damage from on-verge parking by the configuration of the cycle way between the highway and verge.

In these amendments the verge and cycle way had been transposed to locate the verge immediately adjacent to the highway. With rear court parking along the MLR, this had in the past and would lead to on-verge parking along the MLR resulting in damage, costly reinstatement and an adverse visual impact.

Street lighting column locations were indicated but as previously commented these need to take account of dwelling locations to avoid unnecessary subsequent installation of lightning deflectors to prevent nuisance from light intrusion directly into bedroom windows.

Signed:

Date: 14 May 2018

Bus stop and shelter locations were noted and considered acceptable.

There appeared to be no lay-by or other parking facilities along the MLR which would lead to on-verge parking as referred to above.

There is no objection in principle to the development - indeed it is welcomed as this will open up the remaining phases of the initial outline approvals. The Town Council would welcome an opportunity to discuss the overall layout as the most recent iteration is considered to be a backward step from that originally submitted.

The Town Council resolved to object to the planning application as the layout and configuration of highway, verge and cycleway would lead to on-verge parking leading to damage, costly re-instatement and an adverse visual impact.

18/96 COMMITTEE MINUTES

The minutes of the Amenities Committee meeting held on 19 March 2018 and the minutes of the Planning Committee meeting held on 6 April 2018 were adopted.

18/97 EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP

The minutes of the meeting of the Cranbrook Local Action Group (LAG) held on 14 March 2018 were noted.

18/98 YOUTH SERVICE PROVISION

Cllr Nick Partridge had not been able to attend the recent session of the youth club and no report was available.

18/99 EXETER UNIVERSITY RESEARCH COLLABORATION

Notes of Cllr Barry Rogers' meeting with staff from Exeter University Geography Department held on 11 April 2018 had been circulated in advance and were noted.

It was hoped that the Town Council would benefit from collaboration with the University as part of a two-way process as Cranbrook continues to develop.

Further meetings are planned for early May to engage local interest organisations and a larger meeting of stakeholders planned for July. Cllr Rogers would liaise with the University and the Town Council to agree a list of attendees for the next meeting in May.

18/100 SPORT ENGLAND

Cllr Matt Osborn reported that he was now chairing the Move More Group meetings, which it is hoped will become the focus for healthy activity in Cranbrook. Sport England would be using the Move More Group as a means of making contacts for delivery of their programme.

It was agreed that it would be more appropriate for this agenda item to refer to the Move More Group for future meetings.

Cllr Osborn reported that Sport England had appointed local representatives and had requested that they be involved in local events.

18/101 STANDARDS IN PUBLIC LIFE CONSULTATION

A draft response had been circulated in advance. **It was resolved** to approve the draft response for submission.

Signed:

Date: 14 May 2018

18/102 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved two additional payments as follows:

EDDC – Younghayes Centre quarterly service recharge January to March 2018 - £248.63
See the Light – broadband and telephony - £69.99

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

18/103 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.

The member of the press left the meeting. A member of the public expressed concern that excluding the public for certain items had become a habit of the Town Council. The Chairman advised that the Council always considered the reasons for discussing a matter in Part B and did so when the item included the business or commercial interests of a third party. The members of the public left the meeting.

18/104 MANAGEMENT OF PUBLIC OPEN SPACES

A report regarding minor proposed amendments to the Agreement to transfer responsibility for the management of public open spaces had been circulated in advance. Cllr Kevin Blakey proposed that the minor amendments and the side letter be approved, and that the solicitor be instructed to proceed with exchange of contracts. This was seconded by Cllr Osborn and **was resolved**.

18/105 APPOINTMENT OF INTERNAL AUDITOR FOR 2018

A report on the appointment of an internal auditor had been circulated in advance. **It was resolved** to appoint Lyn Hargood to undertake the 2018 internal audit.

18/106 TOWN COUNCIL STAFF

A report regarding remuneration for staff had been circulated in advance. **It was resolved** to approve the recommendation contained therein with regard to remuneration.

18/107 CLOSE OF MEETING

The meeting closed at 7.50pm.

Signed:

Date: 14 May 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
28/02/2018	Ashfords - 637231	Legal advice regarding procurement of maintenance contracts Nov 2017 – Jan 2018	£780.00
15/03/2018	See the Light	Broadband and telephony	£62.45
16/03/2018	DALC - 6683	GDPR training for Sarah Jenkins and Cathy Hill	£96.00
26/03/2018	WPS Insurance - 30979333	Annual insurance renewal fee 2018	£1,792.98
27/03/2018	Apollo IT - 16519	Set up additional staff member email address – Janine Gardner	£57.60
29/03/2018	Fruit Tree - 515	Meeting and amendments to town hall business plan – retail viability assessment	£159.99
29/03/2018		Cllr Kevin Blakey – expenses for meeting with developers and EDDC	£24.95
01/04/2018	Apollo IT - 16592	Email hosting April 2018	£100.80
02/04/2018		Cllr Ray Bloxham – travel expenses	£33.80
04/04/2018	Broxap – INV226017	10x hexagonal keys for public open space litter bins	£36.00
05/04/2018	EDDC - 40049063	Room hire	£102.00
05/04/2018	EDDC - 40049065	Room hire	£82.00
05/04/2018	EDDC - 40049064	Room hire	£94.00
01/04/2018	DALC - 6836	Annual membership / affiliation fee – DALC and NALC	£649.93
09/04/2018	DALC -7089	VAT training for Sarah Jenkins	£36.00
12/04/2018	Tony Bengier Landscaping - 21417	Phase 1 and 2 April grounds maintenance	£10,200.00
12/04/2018	Tony Bengier Landscaping - 21419	Play park maintenance April	£948.00
12/04/2018		Brenda Masters – expenses for Annual Town Meeting and facilities	£20.00
12/04/2018		Sarah Jenkins – expenses Annual Town Meeting – Young Citizen of the Year Award	£100.00
12/04/2018	MJ & GM Accountancy - 1222	Payroll services April	£18.00
13/04/2018	Youth Genesis – 130418CTC	Youth Services 2018-19 1 st instalment – 6 months	£4,667.50
13/04/2018	EDDC - 40049114	YHC Service recharge Q4 1 January to 31 March 2018	£248.63
16/04/2018	See the Light - 11225082	Broadband and telephony	£69.99

Staffing Costs			
	n/a	Salaries for April 2018	£4,924.56
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£680.52
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,486.19

Signed:

Date: 14 May 2018