

MINUTES

Meeting: Town Council
Date: Monday, 14 May 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Les Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Barry Rogers

In attendance

Cllr Eleanor Rylance, East Devon District Council
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/108 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2018-19 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Barry Rogers proposed that Cllr Kevin Blakey be elected Chairman of the Council for 2018-19. This was seconded by Cllr Ray Bloxham and **was resolved**. It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

18/109 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2018-19 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Les Bayliss proposed that Cllr Kim Bloxham be elected Vice-Chairman of the Council for 2018-19. This was seconded by Cllr Colin Buchan and **was resolved**. Cllr Ray Bloxham did not vote for personal reasons. It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

18/110 APOLOGIES FOR ABSENCE

Cllr Derek Atkinson, Cranbrook Town Council
Cllr Sam Hawkins, Cranbrook Town Council
Cllr Matt Osborn, Cranbrook Town Council

18/111 DECLARATIONS OF INTEREST

No declarations were received.

Signed:

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18/112 MINUTES

The minutes of the meeting held on 23 April 2018 were accepted as a correct record.

18/113 PUBLIC PARTICIPATION

There were no requests from members of the public to make representations, answer questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

18/114 COMMITTEE MINUTES

The minutes of the Planning Committee meeting held on 30 April 2018 and the minutes of the Amenities Committee meeting held on 30 April 2018 were adopted.

Cllr Sarah Gunn arrived at 7.03pm

18/115 PLANNING APPLICATION 17/2117/MRES

Cllr Eleanor Rylance arrived at 7.05pm

The Town Council considered amended planning application 17/2117/MRES for reserved matters seeking approval of access, appearance, landscaping, layout and scale for the construction of 69 dwellings and associated infrastructure and landscaping, pursuant to outline planning permission 03/P1900, together with an update to the baseline environmental statement, on the site of Cranbrook New Community Land to the east, west and north of Stillwoods Farm, Cranbrook. The amendments relate to a reduction in the number of dwellings to 69 and amendments to site layout including changes to house types, affordable housing, highway layout, landscaping, parking, drainage basin design and associated supporting documents.

The Town Council initially commented in September 2017 resolving then to object to the application on the grounds that the number of garages proposed was insufficient and that they were too small; there were no measures to prevent parking on verges; tandem parking allocations were unworkable; allocated parking was not visible from properties; and that the proposed distribution of affordable housing was not appropriate.

The revised application contains 30% affordable homes (21) with a further 10% (7) affordable by design. Of the 21 affordable homes, 14 are shared ownership and 7 are designated for rent. The distribution of affordable homes is acceptable.

Principal grass verge areas are protected and there are limited opportunities for on verge parking. This change is welcomed.

Parking is predominantly on-plot and is acceptable. Garage sizes are acceptable. Tandem parking is minimal and acceptable.

There are a range of 2, 2.5 and 3 storey homes with 2, 3 and 4 bedrooms. Given the location and proximity to the town centre density is acceptable.

For the reasons set out above, **it was resolved to support** the amended application.

18/116 REVIEW OF THE CODE OF CONDUCT

The Town Council reviewed and agreed the Code of Conduct.

Signed:

Date: 21 May 2018

18/117 REVIEW OF FINANCIAL REGULATIONS

The Town Council reviewed the Financial Regulations. It was agreed that section 2.3 be amended to delete the reference to the Annual Return and to refer instead to the Annual Governance and Accountability Return to bring section 2.3 in line with external audit procedures applying to the financial year 2017-18 and onwards.

It was agreed to confirm the delegation arrangements (section 4.1 and 5.5).

The Town Council noted that, in line with provisions in the Financial Regulations, work had commenced on preparing tender documents for the provision of open space management services (including play parks) and waste management services and that the Risk Management Strategy is currently being reviewed for presentation to the Council as soon as practicable.

The Town Council reviewed and agreed the list of regular payments (Financial Regulations section 5.6).

18/118 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO TOWN COUNCIL COMMITTEES AND WORKING GROUPS

The Town Council agreed the appointment of the following Committees and Working Groups and the appointment of Members to those Committees and Working Groups.

Amenities Committee

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Matt Osborn
Cllr Barry Rogers

Finance & Personnel Committee

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Barry Rogers

Planning Committee

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Sarah Gunn
Cllr Matt Osborn
Cllr Nick Partridge

Asset Delivery Working Group

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham

Safety Working Group

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan

Signed:

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Younghayes Centre Business Plan Working Group

It was agreed that the Younghayes Centre Business Plan Working Group be discontinued as its work had been completed. The Asset Delivery Working Group would oversee the transfer of the Younghayes Centre to the Town Council.

Town Events Working Group

Cllr Kevin Blakey
Cllr Sarah Gunn
Cllr Phil Norgate
Cllr Matt Osborn

18/119 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF TOWN COUNCIL COMMITTEES

Amenities Committee

Cllr Sarah Gunn proposed that Cllr Barry Rogers be appointed Chairman of the Amenities Committee. This was seconded by Cllr Colin Buchan and **was resolved**.

Cllr Les Bayliss proposed that Cllr Colin Buchan be appointed Vice-Chairman of the Amenities Committee. This was seconded by Cllr Ray Bloxham and **was resolved**.

Finance & Personnel Committee

Cllr Les Bayliss proposed that Cllr Ray Bloxham be appointed Chairman of the Finance & Personnel Committee. This was seconded by Cllr Nick Partridge and **was resolved**. Cllr Kim Bloxham did not vote for personal reasons.

Cllr Kevin Blakey proposed that Cllr Sam Hawkins be appointed Vice-Chairman of the Finance & Personnel Committee. This was seconded by Cllr Sarah Gunn and **was resolved**.

Planning Committee

Cllr Colin Buchan proposed that Cllr Les Bayliss be appointed Chairman of the Planning Committee. This was seconded by Cllr Nick Partridge and **was resolved**.

Cllr Colin Buchan proposed that Cllr Sarah Gunn be appointed Vice-Chairman of the Planning Committee. This was seconded by Cllr Kim Bloxham and **was resolved**.

18/120 TERMS OF REFERENCE AND REVIEW OF DELEGATION ARRANGEMENTS

The Town Council reviewed the Terms of Reference for Committees and Working Groups which had been circulated in advance of the meeting.

Amenities Committee

It was agreed to amend the Terms of Reference for the Amenities Committee as follows:

- To delete the word 'delivery' in sections 2, 3 and 4
- To delete section 6
- To amend section 8 to read: It will undertake the administration, management and maintenance of public open spaces, play areas, buildings and any other property in the ownership of the Town Council
- To delete section 10

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Finance & Personnel Committee

It was agreed to amend the Terms of Reference for the Finance & Personnel Committee as follows:

- To amend section 5 to clarify that the Committee has delegated powers to approve grant applications in line with Financial Regulations section 5.8.
- To amend section 25 to remove the requirement for the Vice-Chairman of the Council to be a member of the Committee and for the Chairman and Vice-Chairman to be the bank account signatories

It was agreed that Cllr Kevin Blakey, Cllr Ray Bloxham and Cllr Phil Norgate should remain as the bank account signatories.

It was agreed to re-appoint Cllr Les Bayliss to sign the quarterly bank reconciliations.

Planning Committee

The Terms of Reference for the Planning Committee were agreed.

Asset Delivery Working Group

The Terms of Reference for the Asset Delivery Working Group were agreed.

Safety Working Group

The Terms of Reference for the Safety Working Group were agreed.

Town Events Working Group

It was agreed that the Town Events Working Group would draft Terms of Reference for approval by the Town Council. Terms of Reference should make clear that the Town Council would not always be the lead body to deliver town events but would at times support delivery in partnership with other organisations.

18/121 APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES

The Town Council agreed the following appointments of Councillors with special responsibilities.

Councillor overseeing street naming suggestions – Cllr Les Bayliss; proposed by Cllr Kim Bloxham, seconded by Cllr Nick Partridge

Councillor for sports, health and well-being – Cllr Matt Osborn; proposed by Cllr Kevin Blakey, seconded by Cllr Nick Partridge

Councillor with responsibility for liaison with Youth Genesis – Cllr Nick Partridge; proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham

Councillor with responsibility for Parishes Together projects – Cllr Sarah Gunn; proposed by Cllr Ray Bloxham, seconded by Cllr Nick Partridge

Councillor with responsibility for liaison with Exeter University Geography Research programme – Cllr Barry Rogers assisted by Cllr Sarah Gunn; proposed by Cllr Ray Bloxham, seconded by Cllr Nick Partridge

18/122 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

The Town Council agreed the following appointments of Councillors to outside bodies.

The East and Mid Devon Community Safety Partnership (Cranbrook Local Action Group – LAG) – Cllr Kim Bloxham; proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan

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Citizens Advice East Devon – Cllr Sarah Gunn; proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers

East Devon Arts and Culture Forum – Cllr Sarah Gunn; proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham

Exeter Airport Consultative Committee – Cllr Les Bayliss; proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan

Gypsy and Traveller Liaison – Cllr Colin Buchan; proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham

Healthy New Towns – Cllr Ray Bloxham; proposed by Cllr Kevin Blakey, seconded by Cllr Sarah Gunn

Move More Group – Cllr Matt Osborn; proposed by Cllr Les Bayliss, seconded by Cllr Nick Partridge

Sky Park / Hayes Farm Liaison Group – Cllr Les Bayliss; proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham

It was agreed that no appointment be made to the South West Trains Whimple Rail User Group.

18/123 REVIEW OF REGISTER OF LAND AND ASSETS

The Register of Assets was agreed by the Finance & Personnel Committee on 30 April 2018 and the Committee had recommended that the Register be reviewed during the current financial year. It was agreed that the Finance & Personnel Committee would review the Register of Assets in line with current proper practices and that the review would include the appropriate level for the capitalisation of assets. It was noted and agreed that Cllr Sam Hawkins would assist with the review.

18/124 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Chairman and the Town Clerk had met with the Council's insurance adviser in March 2018 to discuss the renewal of the insurance cover for the current year. It was noted that all the additional risks and responsibilities from 1 April 2018 had been incorporated in to the insurance cover which had been renewed.

18/125 REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OTHER BODIES

The Council is a member of the Devon Association of Local Councils and the National Association of Local Councils. The Clerk is a member of the Society of Local Council Clerks.

18/126 PUBLICATION SCHEME

A copy of the current Publication Scheme had been circulated in advance. The Town Council noted that the Scheme is under review by Officers as a number of new policies had recently been agreed or are in progress as a result of the Council's additional responsibilities from April 2018. A revised Publication Scheme would be presented to the Town Council as soon as practicable.

The Town Council noted that the new General Data Protection Regulation would come into effect on 25 May 2018 and that a report with recommendations would be presented to the Council at its meeting on 21 May.

18/127 MEDIA PROTOCOLS

A copy of the Media Protocols had been circulated in advance. The Town Council approved the Media Protocols.

Signed:

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18/128 COUNCIL MEETING SCHEDULE

A copy of the Council meeting schedule had been circulated in advance. The time and place of ordinary meetings of the Town Council up to and including the next annual meeting of full Council was noted.

18/129 CLOSE OF MEETING

The meeting closed at 7.54pm.

Signed:

Date: 21 May 2018