

MINUTES

Meeting: Town Council
Date: Monday, 17 September 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Matt Osborn
Cllr Nick Partridge
Cllr Barry Rogers

In attendance

7 members of the public
Philippa Davies, Midweek Herald
Janine Gardner, Town Clerk, Cranbrook Town Council
Sarah Jenkins, Acting Town Clerk, Cranbrook Town Council

18/222 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sarah Gunn and Cllr Phil Norgate.

18/223 DECLARATIONS OF INTEREST

No declarations were received.

18/224 MINUTES

The minutes of the meeting held on 20 August 2018 were accepted as a correct record.

18/225 PUBLIC PARTICIPATION

A member of the public, who is a resident of Roman Way, raised concerns regarding the use of the lay-bys which are immediately opposite residential dwellings on the B3174 at Cranbrook. Residents had four particular areas of concern: overnight parking, noise, inappropriate use of the hedges and issues with daytime use.

The residents were of the view that the lay-bys were not appropriate in what is now an urban residential area and requested that the Town Council supports Cllr Ray Bloxham's recommendations to the Devon County Council Highways and Traffic Order Committee as set out in the report at item 13 of the agenda.

Signed:

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It was agreed to bring forward agenda item 13, Devon County Council Highways and Traffic Order Committee meeting 29 November 2018.

18/226 DEVON COUNTY COUNCIL HIGHWAYS AND TRAFFIC ORDER COMMITTEE MEETING 29 NOVEMBER 2018

A report by Cllr Ray Bloxham had been circulated in advance of the meeting. Cllr Ray Bloxham outlined the background to previous requests to close the lay-bys on the B3174. Cllr Ray Bloxham supported the residents' view that the lay-bys are now inappropriate in an urban environment and proposed to take the report with recommendations to the Highways and Traffic Order Committee meeting on 29 November. It was also proposed to take the opportunity to include the provision of a cycle way in the report and recommendations.

Cllr Les Bayliss proposed that the Town Council supports the recommendations in Cllr Bloxham's report as follows:

That the two lay-bys located on opposite sides of the highway alongside the B3174 at Cranbrook – approximately 100 metres west of Parsons Lane – be closed to vehicular use by the introduction of a Traffic Regulation Order, and

That the northern verge be incorporated into the design of an East / West cycle way to operate parallel to the B3174 to provide a cycle commuting route to and from Exeter in conjunction with other cycle routes already in situ.

This was seconded by Cllr Buchan and **was resolved**.

4 members of the public left the meeting.

As the remaining members of the public were awaiting agenda item 8, Skatepark, it was agreed to bring this item forward.

18/227 SKATEPARK

A report outlining the various options for the location of the skatepark had been circulated in advance. Members expressed concern that there were still no facilities in the town for young people and agreed that a skatepark was an essential element. It was noted that developer funds were available and that the Consortium was ready to proceed as soon as a location was agreed. It was reported that the Consortium's preferred location was option 2, immediately adjacent to the Education Campus and agreed that a proposal from the Town Council would carry more weight if it had support from the Consortium.

Advice from the East Devon District Council Cranbrook New Community Manager had been circulated and was noted. Members also noted that the trigger point in the S.106 Agreement for delivery of the skatepark had been put back from the original 2,000 homes to 2,250 homes by the Local Planning Authority.

Cllr Nick Partridge proposed that the Town Council supports options 2 and 3 in the report as its preferred locations and that the Asset Delivery Working Group should pursue these options. This was seconded by Cllr Les Bayliss and **was resolved**.

The remaining 3 members of the public left the meeting.

18/228 DISTRICT AND COUNTY COUNCIL ISSUES

No report from East Devon District Council was available.

Devon County Council

Cllr Ray Bloxham advised that matters he wished to raise were all included as agenda items.

Signed:

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18/229 REPORTED CRIME FIGURES

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

- Anti-social behaviour - 12
- Criminal damage and arson – 1
- Other crime – 1
- Other theft - 2
- Public order - 1
- Violence & sexual offences - 9

Members noted that crime levels in Cranbrook remain very low.

18/230 AMENITIES COMMITTEE MINUTES

The minutes of the Amenities Committee meeting held on 22 August 2018 were adopted.

The member of the press left the meeting.

It was resolved to approve the following recommendations of the Amenities Committee with regard to the inspection and maintenance of play parks to March 2019 (current transitional arrangements):

1. That the Town Council delegates responsibility for determining the course of action arising from the weekly inspection reports to the Town Clerk working with the Executive Assistant.
2. That the Town Clerk and Executive Assistant would keep the Chairman of the Amenities Committee informed of actions taken as a result of 1. above.
3. That, where it was considered appropriate, Councillors would be requested to undertake minor repairs to equipment and the play parks generally.
4. That, where appropriate, the Town Clerk and the Executive Assistant would seek and act on advice from external bodies including, but not limited to, insurers, RoSPA, the Health and Safety Executive and the Police.
5. Due to current year budget restraints, where repairs to a piece of play equipment or other associated item exceed £500.00, the repairs would be agreed with the Chairmen of the Finance & Personnel Committee, the Amenities Committee and the Safety Working Group.
6. That the Town Council would implement an in-house routine weekly inspection, a quarterly routine inspection and a maintenance system from April 2019 and would commence discussions with the Town Clerk, the Executive Assistant and the Administrative Assistant with regard to staff training to undertake inspections.

It was resolved to approve the following recommendations with regard to the inspection and maintenance of play parks from April 2019:

7. That the Town Council delegates responsibility for determining the course of action arising from the weekly inspection reports to the Town Clerk working with the Executive Assistant.
8. That the Town Clerk and Executive Assistant would keep the Chairman of the Amenities Committee informed of actions taken as a result of 7. above.
9. That, where appropriate, the Town Clerk and the Executive Assistant would seek and act on advice from external bodies including, but not limited to, insurers, RoSPA, the Health and Safety Executive and the Police.

Signed:

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10. That the Town Council delegates responsibility to the Town Clerk working with the Executive Assistant to agree any approved budgeted expenditure on repairs to play park equipment or other associated item up to the levels set out in Standing Orders and Financial Regulations.
11. That all Town Council staff be trained to carry out inspections up to Routine or Operational level prior to April 2019.
12. That the Town Council moves to the mobile asset management system provided by PSS Ltd on a PAYG basis from April 2019.
13. That the Town Council employs a handyman on 10 -15 hours per week from April 2019, the terms to be considered and recommended by the Finance & Personnel Committee.

A copy of the Play Park Policy and Risk Assessment had been circulated in advance. On the recommendation of the Amenities Committee, **it was resolved** to approve the Play Park Policy and the Play Park Risk Assessment.

On the recommendation of the Amenities Committee, **it was resolved** to provide a permanent BBQ site and to appoint a working group consisting of Cllr Kevin Blakey, Cllr Barry Rogers and Cllr Matt Osborn to draw up a detailed, costed proposal for the provision of a permanent site in the Country Park.

On the recommendation of the Amenities Committee, **it was resolved** to discuss with the Consortium the provision of higher fencing and lighting for any future MUGA delivery.

18/231 FUTURE MANAGEMENT OF THE COUNTRY PARK

A report of the meeting held on 23 August 2018 with the Devon Wildlife Trust had been circulated in advance. It was noted from the report that the Devon Wildlife Trust would not manage the Country Park free of charge.

The Wildlife Trust could offer services to support the Town Council in the future management of the Country Park and it was noted that these would be charged at appropriate rates.

18/232 EDDC COUNTRYSIDE TEAM PROGRAMME OF ACTIVITIES IN THE COUNTRY PARK

A report outlining the programme of activities in the Country Park delivered by the EDDC Countryside Team had been circulated in advance. It was noted that the events had cost approximately £1,500.00 and that no further events would be arranged until the position of the Country Park Ranger had been resolved.

Cllr Barry Rogers proposed that the Town Council agrees that the Countryside Team can be reimbursed from the S.106 Country Park Ranger receipts for the cost of delivering the planned activities in the Cranbrook Country Park. This was seconded by Cllr Nick Partridge and **was resolved**.

It was further resolved that the Town Council requests confirmation of the remaining S.106 Country Park Ranger monies once the costs of the planned activities have been reimbursed to the EDDC Countryside Team.

18/233 FUTURE GROUNDS MAINTENANCE OF PUBLIC OPEN SPACES

The draft tender document for grounds maintenance of public open spaces had been circulated in advance. It was noted that the Town Council would be going out to tender in October. **It was resolved** to approve the tender document and to delegate authority to the Asset Delivery Working Group working with the Town Clerk to finalise the document prior to going out to tender.

18/234 EXTERNAL AUDIT REPORT

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

Signed:

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18/235 TRANSFER OF THE YOUNGHAYES CENTRE

A report regarding the transfer of the warranties for the Younghayes Centre had been circulated in advance. Copies of the warranties had been obtained through the Consortium. Members noted the advice of the Town Clerk and the Acting Town Clerk that, prior to accepting the transfer of the building, the Town Council should first determine whether there had been any potential breaches that may have voided the warranties, and which could lead to a future financial risk for the Council. It was noted that East Devon District Council as the transferor would not confirm that to the best of their knowledge the warranties had not been voided.

It was resolved to instruct the Town Council's solicitor to provide advice on the warranties to enable the Town Council to determine any potential financial risk to the Council.

18/236 HEALTHY WEIGHT DECLARATION

Information on the Healthy Weight Declaration had been circulated in advance. Cllr Ray Bloxham introduced the initiative for which he was seeking the Town Council's support. It was noted that some of the 14 commitments could be implemented by the Town Council and **it was resolved** to support the Healthy Weight Declaration.

18/237 TOUR OF BRITAIN

The Town Council recorded its thanks to the Council staff for their work before and during the event. It was reported that £295.24 had been raised for the Charity of the Year, the Devon Freewheelers, from public donations and that the Council was aware that a further £60.00 had been donated by one of the mobile caterers.

18/238 CYBER CRIME

A draft article on cyber crime had been circulated in advance. Cllr Ray Bloxham reported that cyber crime was currently the most prevalent crime in Devon. Subject to amending the image in the article, **it was resolved** to publish the information to assist residents.

18/239 APPOINTMENT OF BANK SIGNATOIRES

Cllr Nick Partridge proposed that Sarah Jenkins be removed from "view and submit" level of access to the Council's Unity Trust bank account and that Janine Gardner be appointed with "view and submit" level of access. This was seconded by Cllr Colin Buchan and **was resolved**.

With regard to removing Sarah Jenkins from "view and submit" level of access, **it was resolved** that:

1. The amendments to the Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate;
2. The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it;
3. The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.

With regard to appointing Janine Gardner with "view and submit" level of access, **it was resolved** that:

1. The people named in the Unity Trust Bank's "Changing Your Signatories" form will be authorised signatories on all accounts;
2. That instructions and changes will be given in line with the mandate;
3. That the Town Council is aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory
4. The Town Council will notify Unity Trust Bank of any changes to the organisation in writing.

Signed:

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18/240 PLANNING APPLICATIONS

1. 18/1846/FUL

The Town Council considered amended planning application 18/1846/FUL for the construction of a single storey rear extension, conversion of garage and hardstanding to extend the driveway at 46 Pitt Park, Cranbrook EX5 7BQ. The amendments related to the removal of an additional parking space. **It was resolved** to object to the amended application on the grounds of the loss of the parking space.

2. 18/2079/FUL

The Town Council considered planning application 18/2079/FUL for the construction of a conservatory to the rear of 29 Brooks Warren, Cranbrook EX5 7AH. **It was resolved** to support the application.

18/241 SCHEDULE OF PAYMENTS

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

Stalite Signs – replacement ‘no cycling’ signs at St Martins play park - £106.74
Society of Local Council Clerks – 3 training webinars for the Town Clerk on procurement and contract management - £108.00

18/242 CLOSE OF MEETING

The meeting closed at 8.26pm.

Signed:

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SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
01/09/2018	Tony Bengier Landscaping 21990	Grounds maintenance at Cranbrook Station – to be recharged to DCC	£628.80
01/09/2018	Tony Bengier Landscaping 21991	Play Park inspections September 2018	£948.00
01/09/2018	Tony Bengier Landscaping 21992	Grounds maintenance September 2018	£24,000.00
01/09/2018	Skyguard INV68103	MYSOS annual subscription, SIM annual roaming charge and tracking	£193.00
29/08/2018		Cllr Kim Bloxham travel expenses for Cllr Advocate meeting 16 August	£3.15
01/09/2018	Apollo IT 17873	Email hosting September 2018	£100.80
01/09/2018		Sarah Jenkins expenses for ToB flower troughs – flowers to be reused for WW1 Silhouettes	£22.48
05/09/2018		Cllr Kevin Blakey expenses for refreshments for meeting with partners & travel to meeting at EDDC	£55.10
07/09/2018	MJ & GM Accountancy 1338	Payroll services September	£18.00
08/09/2018	PKF Littlejohn DV0402	Limited assurance review (external audit) for year ended 31 March 2018	£480.00
06/09/2018	EDDC 40050514	Room hire	£28.00
11/09/2018	Stalite Signs 104123	Replacement signage – no cycling signs St Martins play park	£106.74
11/09/2018	Society of Local Council Clerks	3 training webinars for Town Clerk – procurement and contract management	£108.00
Staffing Costs			
	n/a	Salaries for September 2018	£4,799.28
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£1,199.17
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,423.50

Signed:

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