

# MINUTES

**Meeting:** Town Council  
**Date:** Monday, 21 January 2019  
**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 Sam Hawkins  
Cllr Nick Partridge  
Cllr Matt Osborn  
Cllr Barry Rogers

## In attendance

Two members of the public  
Matthew Rowett, Exeter College Running Club  
Wilf Hudson, Citizens Advice East Devon  
Philippa Davies, Midweek Herald  
Janine Gardner, Cranbrook Town Council

## 19/1 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Kim Bloxham, Ray Bloxham, Sarah Gunn and Phil Norgate.

## 19/2 DECLARATIONS OF INTEREST

Cllr Nick Partridge declared a personal interest in agenda item 8 (Grant Application – Parkrun) by virtue of being the secretary of the Exeter College Running Club.

Cllr Sam Hawkins declared a financial interest in agenda item 14 (Planning Application 18/2790/RES) by virtue of his employer being one of the directors of the applicant company.

## 19/3 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to adopt the minutes of the meeting held on 17 December 2018 as a correct record.

## 19/4 PUBLIC PARTICIPATION

No representations by members of the public were made.

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## **19/5 GRANT APPLICATION – PARKRUN**

The Council considered a grant application from the Exeter College Running Club for £1,000.00 to establish a Junior Parkrun in Cranbrook in 2019. The initiative required start-up funding of £3,000.00.

This application followed the Council considering a request for support for this event at its meeting on 17 December 2018 (ref. Council minute 18/308).

It was proposed by Cllr Matt Osborn, seconded by Cllr Sam Hawkins and **resolved** to approve the grant application and award the full amount of £1,000.00 subject to sufficient funding being secured from other agencies to establish the Junior Parkrun in Cranbrook.

*[Cllr Nick Partridge abstained from the vote.]*

## **19/6 GRANT APPLICATION – CITIZENS ADVICE EAST DEVON**

The Council considered a grant application from Citizens Advice East Devon for £1,500.00 to contribute to their local service costs.

The representative of Citizens Advice East Devon added to the application and explained that Cranbrook represented a large and important part of East Devon and that his organisation was keen to develop the relationship.

Cllr Matt Osborn declared a financial interest in relation to this agenda item by virtue of one of his companies offering a similar service.

It was proposed by Cllr Les Bayliss, seconded by Cllr Nick Partridge and **resolved** to approve the grant application and award the full amount of £1,500.00.

*[Cllr Matt Osborn abstained from the vote.]*

## **19/7 DISTRICT AND COUNTY COUNCIL ISSUES**

A report by Cllr Ray Bloxham, representing Devon County Council, had been circulated with the agenda.

Councillors highlighted again the traffic and parking situation at the Cranbrook Education Campus following the recent Town Council involvement with the Campus' PTA, the local highway authority Devon County Council, the local planning authority East Devon District Council, the Consortium and charity Sustrans, all of which undertook to develop short-term and long-term solutions to the problem. Councillors highlighted the need for a road crossing near the school and the Chairman advised that the Consortium had installed a temporary crossing with no legal bearing as the land remained in private ownership and restrictions were not legally enforceable. The Council also noted that any alterations to the local highway would have to be removed prior to the adoption process.

The Council noted the report.

## **19/8 BUDGET 2019-20**

The Council considered the final draft of the budget for the 2019-20 financial year which was recommended by its Finance & Personnel Committee (minute F&P/19/6 refers).

The proposed precept had increased to £409,648.00 which represented a 5% increase to 2018-19 and which was solely due to the rise in the council tax base, i.e. the number of occupied properties in Cranbrook. There would be a 0% increase in the average Band D precept would remain stable at £256.03.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Nick Partridge and **resolved** to agree the budget for the financial year 2019-20.

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## **19/9 COMMUNITY DEVELOPMENT WORKER(S)**

On 22 October 2018, the Council agreed in principle to host the community development worker role(s) (minute 248(a) refers) and it was proposed by Cllr Matt Osborn, seconded by Cllr Colin Buchan and **resolved** to host and fund community development worker role(s) in perpetuity as long as the Town Council determined that a local need remained.

## **19/10 GRITTING OF ADOPTED AND UNADOPTED ROADS**

The Council considered a report suggesting its approach to winter gritting. The Council noted that Devon County Council would currently grit Younghayes Road to the Burrough Fields junction, along Burrough Fields to the train station and exit along the same route. The Council also noted that Devon County Council had agreed to grit the main local route in its entirety through the town, except St Michael's Way, once completed and adopted.

The Council noted that Devon County Council was currently not fulfilling its own [criteria](#) when determining which roads were salted, i.e. the main highway access to secondary schools and bus routes with a service interval of at least 15 minutes within any one hour of the day, in one direction of travel. Part of the highway access to the Cranbrook Education Campus was also pre-existing and adopted.

The Town Council could elect to employ a contractor to grit the sections of the main local route not currently covered by Devon County Council. The Council noted that the gritting process was triggered by Icewatch.

It was proposed by Cllr Matt Osborn, seconded by Cllr Nick Partridge and **resolved** to grit the remainder of the main local route until Devon County Council would resume that gritting subject to

- a) establishing adequate insurance cover in order to safeguard the Town Council against any liabilities resulting from any gritting activity;
- b) seeking legal advice regarding Devon County Council's decision not to grit the extent of the currently adopted main local route which was in contradiction with their own criteria for gritting; and
- c) carrying forward any underspends in the Town Council's gritting budget in order to build the Council's contingency for any prolonged periods of severe weather in the future.

Cllr Les Bayliss voted against the resolution.

## **19/11 EAST DEVON HERITAGE STRATEGY 2018-2031**

The Council considered a draft response to East Devon District Council's draft Heritage Strategy which was currently being consulted upon.

The Council's draft response was circulated for consideration and approval. It was proposed by Cllr Les Bayliss, seconded by Cllr Nick Partridge and **resolved** to approve the Town Council's response to East Devon District Council's draft Heritage Strategy and to thank Cllr Barry Rogers for preparing that response.

## **19/12 EAST DEVON AND BLACKDOWN HILLS LANDSCAPE CHARACTER ASSESSMENT**

The Council considered its draft response to the draft East Devon and Blackdown Hills Landscape Character Assessment which had been produced by Cllr Barry Rogers. East Devon District Council were seeking views on the document before producing a final version in 2019.

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Osborn and **resolved** to approve the Town Council's response to the draft East Devon and Blackdown Hills Landscape Character Assessment and to thank Cllr Barry Rogers for preparing that response.

## **19/13 ASSET DELIVERY REPORT**

The Council noted the Asset Delivery Report dated 14 January 2019.

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*[Cllr Hawkins left the meeting.]*

#### **19/14 PLANNING APPLICATION 18/2790/RES**

The Council considered planning application 18/2790/RES proposing approval for access only at land to the north of Southbrook Court, Southbrook Lane, Whimple.

The Chairman of the Council's Planning Committee, Cllr Les Bayliss, highlighted that Devon Highways had supported the application subject to conditions and that a local resident had also supported the application.

The Chairman of the Planning Committee voiced concerns in relation to the width of the lane and whether it could accommodate the increased flow of traffic and heavy goods vehicles during the construction period.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and resolved to support planning application 18/2790/RES.

*[Cllr Hawkins joined the meeting.]*

#### **19/15 FINANCE & PERSONNEL MINUTES**

The Council adopted the minutes of the Finance & Personnel Committee on 14 January 2019.

#### **19/16 SCHEDULE OF PAYMENTS**

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

£540.00 to Hartwood Treeworks for the installation and removal of the Christmas tree

£126.06 to See the Light for broadband and telephony

£8,400.00 to Tony Benger Landscaping for grounds maintenance in January 2019

£72.00 to Illicit Web Design for the Council's SSL certificate

£1,332.00 to Core Office IT for the purchase, setup and configuration of two laptops for the community development workers

£1,368.00 to Core Office IT for Windows 10 Professional upgrade and system encryption and super-fast drive upgrade on two machines

The Council noted that the invoices relating to the purchase of laptops and IT upgrades as well as the RoSPA Playsafety invoice would be debited to the Council's contingency budget.

#### **19/17 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan 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 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.

#### **19/18 COUNCIL ASSETS – PAYMENT OPTIONS FOR CUSTOMERS**

The Council considered a report on the range of payment options available to customers using Town Council assets. The Council suggested exploring adding the use of standing orders and direct debits in the future.

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It was proposed by Cllr Matt Osborn, seconded by Cllr Nick Partridge and **resolved** to offer BACS payments as well as payments by cash and cheque to customers initially and revisit the provision of a card machine and electronic payments at a later stage if deemed necessary.

**19/19 DEED OF VARIATION**

The Council considered the draft deed of variation to which it was a signatory.

It was proposed by Cllr Nick Partridge, seconded by Cllr Colin Buchan and **resolved**

- a) to delegate authority to the Town Council's asset delivery working group to lead and finalise the negotiations on the current deed of variation on the Council's behalf; and
- b) to authorise any two members of the Asset Delivery Working Group to sign the deed of variation when finalised in accordance with the Council's Standing Order 23.

Section 23 of the Council's Standing Orders made provision for the execution and sealing of legal deeds and stipulated that a legal deed could only be executed on behalf of the Council when authorised by a resolution. Any two councillors may sign on behalf of the Council any deed required by law and the Proper Officer needs to witness their signatures.

The meeting closed at 8:01pm.

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**SCHEDULE OF PAYMENTS**

<b>Date</b>	<b>Invoice From</b>	<b>Description</b>	<b>Total Incl. VAT £</b>
18/12/2018	South West Councils	Membership December 2018 - March 2020	669.60
19/12/2018	Rospa Playsafety	Operational playground inspection course 17-18 December 2018	2,355.00
20/12/2018	Tony Benger Landscaping	Grounds maintenance various	1,222.48
20/12/2018	Tony Benger Landscaping	Play park repairs various	1,482.03
21/12/2018	East Devon District Council	Room hire	120.00
27/12/2018	Stratton Creber	Younghayes Centre Commercial Units Marketing Report	540.00
01/01/2019	Apollo IT	Email Hosting December 2018	100.80
02/01/2019	WPS Insurance Brokers	Addition of bus shelters to Council's insurance policy pro-rata for 2018-19	14.83
11/01/2019	M.J. & G.M. Accountancy Services Ltd	Payroll January 2019	15.00
14/01/2019	Employee	Miscellaneous items, including Christmas tree chippings charity donation, washing up liquid	15.10
15/01/2019	Cllr Ray Bloxham	Refreshments for partners' meeting on 11 January 2019	18.85
15/01/2019	See the Light	Broadband and telephony	126.06
16/01/2019	Core Office IT	Purchase, setup and configuration of two laptops for the community development workers	1,332.00
16/01/2019	Core Office IT	Windows 10 Professional upgrade, system encryption and super-fast drive upgrade on two of the Council's machines	1,368.00
17/01/2019	Studio Illicit	Council's SSL certificate	72.00
17/01/2019	Tony Benger Landscaping	Grounds maintenance January 2019	8,400.00
21/01/2019	Hartwood Treeworks	Installation and removal of the Christmas tree	540.00
<b>Direct Debit</b>			
	Core Office IT	Monthly email hosting	89.04
	Core Office IT	IT Support	241.20
<b>Staffing Costs</b>			
	n/a	Salaries for January 2019	3,560.51
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	934.97
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,008.56

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