

MINUTES

Meeting: Town Council
Date: Monday, 13 May 2019
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Peter Healey
Cllr Phil Norgate
Cllr Matt Osborn
Cllr Nick Partridge
Cllr Barry Rogers

In attendance

Janine Gardner, Cranbrook Town Council

19/77 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2019-20 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Barry Rogers proposed that Cllr Les Bayliss be elected Chairman of the Council for 2019-20. This was seconded by Cllr Nick Partridge and **resolved**. It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

19/78 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2019-20 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Matt Osborn proposed that Cllr Colin Buchan be elected Vice-Chairman of the Council for 2019-20. This was seconded by Cllr Nick Partridge and **resolved**. It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

19/79 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ray Bloxham.

19/80 DECLARATIONS OF INTEREST

No declarations of interest were made.

Signed:

17 June 2019

19/81 MINUTES

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the meeting held on 29 April 2019 as a correct record.

19/82 PUBLIC PARTICIPATION

No members of the public attended the meeting.

19/83 REVIEW OF THE CODE OF CONDUCT

The Council reviewed its Code of Conduct. It was proposed by Cllr Colin Buchan, seconded by Cllr Nick Partridge and **resolved** to adopt the Town Council's Code of Conduct.

19/84 REVIEW OF FINANCIAL REGULATIONS

The Council reviewed its Financial Regulations dated 14 May 2018 and the delegation arrangements (especially sections 4.1 and 5.5). The Council agreed to reference its Credit Control Policy in section 1.13 governing bad debts. The Council also reviewed its regular payments (ref. section 5.6) which had been circulated as agenda item 23.

It was proposed by Cllr Matt Osborn, seconded by Cllr Peter Healey and **resolved** to

a) adopt the Town Council's Financial Regulations and confirm the delegation arrangements (especially sections 4.1 and 5.5), subject to the amendment above.

b) approve the Council's regular payments.

19/85 REVIEW OF STANDING ORDERS

The Council considered its Standing Orders. Cllr Peter Healey proposed an amendment to Standing Orders 3e and 3h. This motion was not seconded.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the Town Council's Standing Orders.

Cllrs Peter Healey and Nick Partridge abstained.

Cllrs Peter Healey and Nick Partridge offered to develop proposals for the improvement of public participation and report to a future meeting of the Council.

19/86 GENERAL POWER OF COMPETENCE

The Council confirmed that it met the eligibility criteria to operate the General Power of Competence. An eligible council was one which had resolved to adopt the General Power of Competence, with at least two thirds of its members being declared elected and the Clerk holding an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the General Power of Competence as the Power of First Resort for Council actions.

19/87 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO TOWN COUNCIL COMMITTEES AND WORKING GROUPS

The Council agreed the appointment of Council Committees and Working Groups and appointed Members to Council Committees and Working Groups for the year 2019-20 as follows:

Signed:

17 June 2019

Amenities Committee

Cllr Les Bayliss
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Peter Healey
Cllr Matt Osborn
Cllr Barry Rogers

Finance & Personnel Committee

Cllr Kevin Blakey
Cllr Sam Hawkins
Cllr Peter Healey
Cllr Phil Norgate
Cllr Nick Partridge
Cllr Barry Rogers

Planning Committee

Cllr Les Bayliss
Cllr Colin Buchan
Cllr Peter Healey
Cllr Phil Norgate
Cllr Matt Osborn
Cllr Barry Rogers

Asset Delivery Working Group

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Peter Healey

Safety Working Group

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan
Town Clerk

19/88 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF TOWN COUNCIL COMMITTEES

The Council appointed the following Chairmen and Vice-Chairmen of each Town Council Committee.

Amenities Committee

Cllr Barry Rogers (Chair)
Cllr Colin Buchan (Vice-Chair)

Finance & Personnel Committee

Cllr Sam Hawkins (Chair)
Cllr Kevin Blakey (Vice-Chair)

Planning Committee

Cllr Les Bayliss (Chair)
Barry Rogers (Vice-Chair)

Signed:

17 June 2019

19/89 TERMS OF REFERENCE AND REVIEW OF DELEGATION ARRANGEMENTS

The Council reviewed the terms of reference for Town Council Committees and Working Groups as well as the associated delegation arrangements where applicable.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osborn and resolved to agree the terms of reference for Town Council Committees and Working Groups as well as the associated delegation arrangements where applicable.

19/90 APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES

The Council appointed the following councillors with special responsibilities:

Street naming suggestions: Cllr Les Bayliss
Liaison with Youth Genesis: Cllr Nick Partridge
External funding opportunities: Cllr Barry Rogers
Risk management, emergency planning and health and safety: Cllr Les Bayliss

19/91 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

The Council appointed the following councillors to the following outside bodies:

Catchment-Sensitive Communities: Cllr Barry Rogers
Citizens Advice East Devon: *No current appointment*
East & Mid Devon Community Safety Partnership – Cranbrook Local Action Group (LAG): Cllr Kim Bloxham
East Devon Arts and Culture Forum: Cllr Colin Buchan
Exeter Airport Consultative Committee: Cllr Les Bayliss
Exeter University Geography Research Programme: Cllr Barry Rogers
Gypsy and Traveller Liaison: Cllr Peter Healey
Healthy New Towns: Cllr Ray Bloxham
Ingrams Management Committee: Cllr Sam Hawkins and Cllr Matt Osborn
Larger Councils Forum: Cllr Barry Rogers
Move More Group: Cllr Matt Osborn
Police and Crime Commissioner Councillor Advocate: Cllr Kim Bloxham
Sky Park / Hayes Farm Liaison Group: Cllr Kim Bloxham
Sport England Local Delivery Pilot: Cllr Matt Osborn
Tree Warden Forum: Cllr Barry Rogers

19/92 RISK MANAGEMENT STRATEGY, RISK REGISTER, RISK ASSESSMENTS AND REVIEW OF RISK MANAGEMENT ARRANGEMENTS

On 20 August 2018, the Council had approved its Risk Management Strategy and Risk Register (ref. Council minute 18/2015). Following a meeting of the Safety Working Group on 5 November 2018, the Council adopted its risk assessments (ref. Council minute 18/275).

Following the elections on 2 May 2019, another meeting of the Council's Safety Working Group was due this month or in early June and a comprehensive review of the Council's risk management arrangements would be submitted to the Council meeting on 17 June 2019.

19/93 REVIEW OF COUNCIL POLICIES

The Council reviewed the following Town Council policies :- Absence Management Policy, Accessibility Policy, Assets Policy, Cash Handling Policy, CCTV Policy, Credit Control Policy, Customer Service Policy and Complaints Procedure, Data Protection Policy & Privacy Notice, Document Retention Policy, Emergency Plan, Equality and Diversity Policy, Grants Policy, Grievance and Disciplinary Policy and Capability Procedure, Health and Safety Policy, Lone Working Policy, Media Protocols and Social Media Policy, Sandbag Scheme, Training and Development Policy, Use of the Country Park Policy including Code of Conduct for Cyclists and Professional Dog Walkers.

The Council made the following amendments:

Signed:

17 June 2019

In conjunction with minute 19/84 above, a reference to section 1.13 in the Council's Financial Regulations would need to be made in the Credit Control Policy.

The Cash Handling Policy should require two persons to count and sign any amount of cash received in the post.

The Training and Development Policy needed to reference an annual training and development budget without referencing a particular financial year.

The maps needed updating in the Emergency Plan.

It was proposed by Cllr Matt Osborn, seconded by Cllr Nick Partridge and **resolved** to adopt the Council's policies as listed above, subject to the above amendments.

19/94 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Town Clerk had met with the Council's insurance adviser in January 2019 in order to review the Council's insurance needs for 2019-20. The Council had been provided with a breakdown of its insured risks at the Council meeting on 29 April 2019 as part of the schedule of payments, which included the risks which had been added to the Council's insurance schedule during 2018-19. At that meeting, the Council had satisfied itself that the insurance cover is adequate by way of authorising the payment of the premia.

19/95 REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OTHER BODIES

The Council confirmed that it was a member of the Devon Association of Local Councils and South West Councils and that the Clerk was a member of the Society of Local Council Clerks.

19/96 PUBLICATION SCHEME

The Council reviewed its procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and noted that the document would need to reference the General Data Protection Regulations 2018.

It was proposed by Cllr Les Baylis, seconded by Cllr Colin Buchan and **resolved** to adopt the Town Council's Publication Scheme subject to the above amendment.

19/97 COUNCIL MEETINGS CALENDAR

The Council noted the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

19/98 BANK SIGNATORIES

The Council confirmed its current duly authorised bank signatories as follows:

"View and Submit" level of access: Janine Gardner and Tracy Simmons

"View and Authorise" level of access: Cllrs Kevin Blakey, Ray Bloxham and Phil Norgate

19/99 LIST OF REGULAR PAYMENTS

The Council had approved its regular payments under agenda item 8(b) and minute 19/84 above.

19/100 REPLACEMENT OF PLAY EQUIPMENT AT HAYES SQUARE

The Council considered a report recommending options for the replacement play equipment for the trampoline in the play area at Hayes Square.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Osborn and resolved to

Signed:

17 June 2019

- a) select the wooden balance logs and install those utilising the Council's budget for play areas.
- b) coincide the installation of the replacement piece of play equipment in Hayes Square with the installation of the new play park in Phase 3 Country Park if the same manufacturer was chosen in order to reduce delivery and installation costs.

Cllr Kim Bloxham abstained.

19/101 FUN RUN

Cllr Nick Partridge declared a personal interest by virtue of being the secretary of the Exeter College Running Club and by virtue of being involved in the planning and organisation of the day as the safety officer.

The Council considered a report proposing an annual fun run in September each year in the Country Park.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

- a) support the staging of a community fun run over 5km and 2km on 7 September 2019 in the Country Park.
- b) encourage the organisers to apply for a Town Council grant to cover the fee for the use of the Country Park.
- c) delegate to Cllr Matt Osborn and the Town Clerk to refine the details of the event and to ensure that any necessary insurance, risk assessment or other requirements as set out in the use of the Country Park policy are in place.
- d) approve in principle that the community fun run be an annual event subject to discussions on detail to be agreed each year.
- e) thank the organisers for their support and commitment to the Town Council's charity of the year.

19/102 CHARITY OF THE YEAR

The Council considered nominations from among its members for the Town Council's charity of the year 2019-20. A suggestion was made that the community could vote on the Town Council's selection of charities at the annual meeting of the town in 2020.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to select Action for Children as the Town Council's charity of the year 2019-20.

19/103 CITIZEN OF THE YEAR

The Council considered a report summarising the nominations the Town Council had received from the community and among its members for the citizen of the year award.

It was proposed by Cllr Peter Healey, seconded by Cllr Kevin Blakey and **resolved** to select Finn Smith as Cranbrook's citizen of the year who had received six nominations, five of which had been received from residents.

19/104 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments and it was proposed by Cllr Nick Partridge, seconded by Cllr Matt Osborn and **resolved** to approve the schedule and the following additional payment:

£276.82 to Tony Benger Landscaping for the removal of combustible material from the Country Park, the maintenance of the plant beds at the Younghayes Centre (now stalled until the building ownership transferred) and the planting of a landmark tree which would be re-charged to Devon County Council.

Signed:

17 June 2019

The Council noted that the internal audit invoice would be re-issued following the application of a 10% discount and that the monthly payment to Core Office for the hosting of mailboxes had increased from £151.44 to £156.24 due to the addition of the archive@cranbrooktowncouncil.gov.uk email address.

19/105 EXCLUSION OF PRESS AND PUBLIC

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

19/106 CCTV SYSTEM

Following a visit of the Police and Crime Commissioner to Cranbrook on 27 September 2018, the Council had been scoping the installation of a CCTV system in Cranbrook which was capable of being connected to the recording equipment which could be monitored from a Devon and Cornwall Police hub as required.

The Council considered quotes for the installation of a CCTV system in Cranbrook which could potentially be part-funded by a grant from the Office of the Police and Crime Commissioner.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to appoint a working group consisting of Cllrs Kevin Blakey, Kim Bloxham and Barry Rogers to finalise any CCTV proposals and location(s) for installation.

The meeting closed at 8:14pm.

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
26/04/2019	SWAP	Internal audit 2018-19	1,440.00
30/04/2019	Tony Benger Landscaping	Grounds maintenance May 2019	36,000.00
30/04/2019	East Devon District Council	Room hire	150.00
07/05/2019	M.J. & G.M. Accountancy Services Ltd	Payroll May 2019	15.00
30/04/2019	Tony Benger Landscaping	Removal of combustible material from the Country Park, maintenance of plant beds at the Younghayes Centre and the planting of a landmark tree	276.82
Direct Debits			
n/a	Tesco Mobile	Office mobile monthly cost	7.50
n/a	Core Office IT	Monthly email hosting	156.24
n/a	Core Office IT	IT Support	241.20
08/04/2019	Concorde	Printing costs	5.15
18/04/2019	DLL De Lade Landen Leasing	Leasing of the printer/scanner/photocopier	230.36
Staffing Costs			
n/a	n/a	Salaries for May 2019	5,080.37
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,748.65
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,553.83

Signed:

17 June 2019