

To:

The Chairman and Members  
of Cranbrook Town Council

15 October 2019

## **NOTICE OF TOWN COUNCIL MEETING**

The Chairman and Members of Cranbrook Town Council are hereby summoned to attend the following meeting:

**Meeting:** Cranbrook Town Council  
**Date:** Monday, 21 October 2019  
**Time:** 7:00pm or on the rising of the Finance & Personnel Committee  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

Janine Gardner  
Town Clerk

### **PUBLIC PARTICIPATION**

The Town Councillors very much welcome members of the public to attend and take part in Council meetings. Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

### **ACCESS TO INFORMATION**

The Town Council does not routinely publish all the supporting reports and documents along with the agenda on its website due to resource constraints. If you would like to see any reports or supporting documents relating to the public part of the meeting please do get in touch with us and they will be made available:

Cranbrook Town Council  
Younghayes Centre  
169 Younghayes Road  
Cranbrook  
Devon EX5 7DR

Email: [clerk@cranbrooktowncouncil.gov.uk](mailto:clerk@cranbrooktowncouncil.gov.uk)  
Tel: 01404 514552

# **A G E N D A**

## **1. APOLOGIES FOR ABSENCE**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

## **2. DECLARATIONS OF INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Town Clerk in advance of the meeting.

## **3. MINUTES**

To accept as a true record the minutes of the meeting of the Council held on 16 September 2019.

## **4. VOTING PROCEDURE**

To consider motions under Standing Order 8 to conduct voting at agenda item 5 using a signed ballot.

## **5. CO-OPTION OF COUNCILLOR TO FILL VACANCY ON THE TOWN COUNCIL**

To consider an application to fill a vacancy for co-option onto the Town Council and following discussion with the candidate, vote to fill a vacancy.

## **6. PUBLIC PARTICIPATION**

To consider requests from members of the public to make representations, ask questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

## **7. CLYST VALLEY REGIONAL PARK MASTERPLAN**

A masterplan for the Clyst Valley Regional Park is currently being prepared. East Devon District Council's Green Infrastructure Manager is consulting Cranbrook Town Council to seek the Council's and residents' views.

## **8. DISTRICT AND COUNTY COUNCIL ISSUES**

To consider reports by the district and county councillors representing Cranbrook.

## **9. FOOT AND CYCLE ACCESS BETWEEN PHASES 2 AND 3 OF THE COUNTRY PARK**

To consider a report updating the Council on the progress of creating an off-road foot and cycle link between Phases 2 and 3 of the Country Park providing access across the Rockbeare Stream.

## **10. FUTURE LIAISON WITH THE POLICE**

To consider Cllr Ray Bloxham's (representing Devon County Council) proposal for future liaison with Devon & Cornwall Police across his and Cllr Sara Randall-Johnson's division.

## **11. REMEDIATION OF DAMAGE TO COUNCIL PROPERTY – CREATION OF BYELAWS**

On 22 July 2019, the Council considered a recommendation to determine the Council's responses to any incidents, including out-of-hours, which were not significant enough to trigger the Council's Emergency Plan but which, nonetheless, required a coordinated response from the Council with councillor input (ref. minute 19/147).

On 16 September 2019, the Council further discussed its approach to damage caused to its property, including the parking and driving on grass verges and how to recover any costs and resolved to collate information regarding potential civil enforcement of pavement and verge parking, the possible creation of byelaws and any associated costs (ref. minute and 19/185). A report covering the latter is now attached.

## **12. REPORT BY THE EXTERNAL AUDITOR**

PKF Littlejohn LLP, the Council's external auditor, completed their review of the Annual Governance & Accountability Return (AGAR) for Cranbrook Town Council for the year ended 31 March 2019 and their report is attached, together with a report detailing how the Council's implemented the auditor's recommendation.

## **13. RESPONSE TO CLIMATE CHANGE**

To consider a report detailing how Cranbrook Town Council might be able to respond to combating climate change.

## **14. SPENDING OF COMMUNITY INFRASTRUCTURE LEVY RECEIPTS**

To consider the attached report and recommendations on Cranbrook Town Council's approach to Community Infrastructure Levy funds.

## **15. WHISTLE-BLOWING POLICY**

To consider and agree the attached whistle-blowing policy.

## **16. COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH SPECIAL RESPONSIBILITIES**

To receive the attached updates from

- a) **Cllr Les Bayliss** (Exeter Airport Consultative Committee, street naming suggestions; risk management, emergency planning and health and safety): Attached.
- b) **Cllr Kim Bloxham** (East & Mid Devon Community Safety Partnership – Cranbrook Local Action Group (LAG); Police and Crime Commissioner Councillor Advocate; Sky Park / Hayes Farm Liaison Group): Attached.
- c) **Cllr Colin Buchan** (East Devon Arts and Culture Forum; Gypsy and Traveller Liaison): Recently presented an unauthorised encampment protocol to full Council. No report regarding the East Devon Arts and Culture Forum.
- d) **Cllrs Sam Hawkins and Matt Osborn** (Ingrams Management Committee): Nothing to report until Pavilion progresses further.
- e) **Cllr Matt Osborn** (Move More Group; Sport England Local Delivery Pilot): Move More Steering Group; retaining terms of reference and funding limits, with any sizeable bids now being referred upwards. Sport England; the program manager role has had a lot of interest and there are some good potential candidates.
- f) **Cllr Barry Rogers** (Catchment-Sensitive Communities; Exeter University Geography Research Programme; Larger Councils Forum; Tree Warden Forum; External Funding Opportunities): Attached.

## **17. COMMITTEE MINUTES**

To adopt the minutes of the Amenities Committee on 30 September 2019.

## **18. STANDING ORDERS**

To review the Council's Standing Orders 3e to 3k to read:

3e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

## **19. SCHEDULE OF PAYMENTS**

To approve the attached schedule of payments.

## **20. EXCLUSION OF PRESS AND PUBLIC**

Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 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.

#### **21. FUTURE BUS SHELTER MAINTENANCE**

To agree the future maintenance arrangements of the bus shelters in Cranbrook.

#### **22. RENEWAL OF DEFIBRILLATOR LEASE**

To agree whether to renew the lease of the defibrillator at the Younghayes Centre.