



To:

The Chairman and Members
of Cranbrook Town Council

15 September 2020

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 and Time: Monday, 21 September 2020 at 7:00pm or on the rising of the Planning Committee
Meeting Link: Zoom. Please email clerk@cranbrooktowncouncil.gov.uk for the link to the meeting and the password if you would like to attend.

Janine Gardner
Town Clerk

VIRTUAL COUNCIL MEETINGS

In response to the outbreak of Covid-19 and the resulting period of emergency measures, the Government introduced the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which enables local authorities to meet virtually and make lawful decisions remotely.

PUBLIC PARTICIPATION

The Town Councillors very much welcome members of the public to attend the virtual meetings 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.

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 which 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 held on 24 August 2020.

4. PUBLIC PARTICIPATION

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

5. REPORTS BY THE DISTRICT AND COUNTY COUNCILLORS

To consider the reports by the District and County Councillors.

6. YOUTH WORK UPDATE

To receive an update from the Town Council's youth service provider Youth Genesis and Devon County Council's provider Space.

7. GRANT APPLICATION – LIFE EDUCATION WESSEX

To consider a grant application from Life Education Wessex for £550.00 towards work to provide health, well-being and drug prevention education to approximately 409 children at St Martin's Primary and Nursery School during a visit scheduled on 12 October 2020.

8. GRANT APPLICATION – TRIP COMMUNITY TRANSPORT

On 24 August 2020, the Council considered a grant application from TRIP Community Transport for £1,250.00 towards the cost of a "ring and ride" service between Exmouth, Sidmouth and Taunton as well as ad-hoc volunteer medical car transport to Exeter. The Council resolved to defer this application until more information regarding local need and benefit was available (re. minute 20/117).

To re-consider the attached grant application in accordance with the Council's grants policy in light of additional information provided on 10 September 2020.

9. TOWN COUNCIL'S TOWN CENTRE STATEMENT

To agree the Town Council's statement relating to the development of the town centre in Cranbrook at East Devon District Council's Strategic Planning Committee meeting on 23 September 2020.

10. COMMUNITY ENGAGEMENT STRATEGY

To consider and adopt the Council's new Community Engagement Strategy – *to follow*.

11. RE-OPENING OF THE YOUNGHAYES CENTRE

To approve the risk assessment covering the safe re-opening of the Younghayes Centre following the outbreak of Covid-19.

12. COUNCIL VEHICLE RISK ASSESSMENT AND ASSOCIATED DOCUMENTS

To approve the risk assessment relating to the Council vehicle in addition to the following documents:

Driver Eligibility Statement
Driving Council Vehicle Principles for inclusion in the Health and Safety manual
Mileage Logbook
Weekly Checks
Monthly Checks

13. ROAD MARKING AND STREET SIGNS

To consider the attached report.

14. CRANNAFORD ALLOTMENT ASSOCIATION CONSTITUTION

To note the adopted Crannaford Allotment Association constitution in conjunction with the Council's tenancy agreement and conditions of rental.

15. CLIMATE CHANGE WORKING GROUP UPDATE

To consider an update by the Community Development Worker.

16. STATEMENT OF LICENSING POLICY 2021-2026

East Devon District Council as Licensing Authority under the Licensing Act 2003 is required to publish a Statement of Licensing Policy at least every five years. The purpose of the policy statement is to define how the District Council will exercise its responsibilities under the Act. The District Council is consulting until 1 November 2020 on its draft policy and the Town Council is invited to respond to the consultation. The draft policy and consultation survey can be found by visiting

<https://eastdevon.gov.uk/licensing/licensing-information/licensing-policy-consultation-2020/>.

17. PERSONAL USE OF COUNCIL EQUIPMENT AND ASSETS POLICY

To consider and adopt the attached policy.

18. ASSET DELIVERY REPORT

To consider the asset delivery report dated 13 September 2020.

19. E.ON EASEMENT AGREEMENT

The Council might possibly receive a revised engrossment version of an easement agreement granting E.ON the right to lay and thereafter maintain a pipeline and ancillary apparatus through parts of the Country Park.

The Council already approved a draft version on 24 August 2020 which might materially change.

The Council's Standing Order 23 covers the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The Council is invited to approve the execution of the deed on behalf of the Council in accordance with Standing Order 23 if it is received in time.

20. SCHEDULE OF PAYMENTS

To approve the schedule of payments.

21. 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.

22. LOCAL GOVERNMENT SERVICE PAY

To note the new rates of pay for Council employees following an agreement which was reached on 24 August 2020 between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1 April 2020.

23. COUNCIL VEHICLE LIVERY

To decide a design and appoint a contractor to provide vehicle livery.

24. SPORT ENGLAND UPDATE

To note the update by the Programme Manager (Systems), Exeter City Council.