



MINUTES

Committee: Town Council
Date: Monday, 21 December 2020
Time: 7:00pm
Venue: Zoom

Present

Cllr Les Bayliss (Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Matthew Osborn
Cllr Barry Rogers

Also Present

Cllr Sara Randall-Johnson, Devon County Council
Matt Rowett, Exeter Running Club
Tracy Simmons, Deputy Town Clerk, Cranbrook Town Council

20/200 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ray Bloxham.

20/201 DECLARATION OF INTERESTS

Cllr Matthew Osborn declared a personal interest in agenda item 7 by virtue of being a member of the Football Club as a coach.

20/202 MINUTES

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 23 November 2020 as a correct record.

20/203 PUBLIC PARTICIPATION

There were no members of the public in attendance.

20/204 DISTRICT AND COUNTY COUNCIL MATTERS

Devon County Council's Cllr Sara Randal-Johnson reported

Devon County Council's draft budget for the coming year had been announced, including £277 million to be spent on adult social care and health, an increase of 6.2%. There would also be an increase to £157.23 million for children's services, a rise of 7.1%. And the revenue budget for highways would reduce by 1.4% to just over £57 million.

These will be refined and will go to the Full Council in February when the Budget is agreed.

The Council Tax increase that will trigger the need for a referendum has been announced as 2%;

The Police liaison meeting last month was a success, attendees found the platform helpful and all parties intended to hold future meetings every 6 to 8 weeks.

Cllr Sara Randal-Johnson stated her disappointment at East Devon District Council decision regarding the outcome for the Cranbrook Town Centre at the latest Strategic Planning Committee meeting.

The Council noted the report received from the district councillors.

The District Councillors stated that the submitted report did not include the outcome of the Strategic Planning Committee meeting on the 15th December as the report had been written before that date. The Ward members commented that they were dismayed at the decision made by East Devon District Council's Strategic Planning Committee, and that the decision was not in Cranbrook's best interest. The Ward members will continue to progress the issue and fight for the residents of Cranbrook at the next East Devon District Council Cabinet Meeting on 6th January 2021.

20/205 ADULT PARK RUN PROPOSAL

The Council considered a proposal from Cranbrook Running Club requesting permission to use the country park for the Adult Park Run 2021. Matt Rowett, from Exeter Running Club, explained that the proposal was to introduce an adult version of the Junior Park Runs, to be held on a Saturday. It would bring benefits to the health and wellbeing of Cranbrook residents and the surrounding areas, as well as other benefits through volunteering, socialisation and additionally would help promote the Country Park.

The Council raised the following questions.

1. What were the travel arrangements for the events – Matt Rowett clarified that participants would be advised to park away from the Main Local Route where possible. The Park Run would promote the use of buses, walking and trains to get to the events.
It was suggested that the start point be moved to point closer to the railway station to alleviate parking issues.
2. The proposal mentioned that Coffee and Cake would be available, where and how would these be provided – it was clarified that the Park Run was not only a sporting activity but also a social event, and participants would be encouraged to use local amenities for Coffee and Cake, rather than trying to organise a Park Run catering the event .
3. How would the routes be monitored and controlled to reduce wear and tear on the Country Park – it was explained that to mitigate any wear and tear there were two proposed routes, one predominantly on the paths and the other across the Country Park on the grass. Park Run would be happy to look at alternates routes to reduce wear and tear or to move a route a few meters one way or another as long as the total distance remained 5km.
4. When would the Adult Park Runs aim to start – Due to Covid restrictions a start date had not been finalised. The aim was to put the background administration in place prior to a start date announcement.
The Junior Park Run was expected to start again early in 2021 as there was a clear Covid-19 structure in place that could be followed.
5. What are the expected figures – Based on the 5 local East Devon Park Runs, held at Exeter's Quay, Haldon Forest, Exmouth, Teignmouth, Seaton, and Killerton where these runs were all over subscribed, the estimated figures would be 100-250 people, averaging at around 200 once numbers had settled.

It was proposed by Cllr Matt Osborn, seconded by Cllr Kevin Blakey and **resolved** to accept the proposals from the Cranbrook Running Club for the Adult Park Run 2021 subject to a review of the start point.

20/206 ADVERTISEMENT AT INGRAMS SPORTS PITCH

The Council considered the report on permissions for advertisement at the Ingrams site. The Council questioned if the signage would be easily removed as the current entrance would be moved in the future – it was clarified that the signs would be easily removed and that they were already in position.

The council noted that they do not own the land outside of the Ingrams site and that permission would be required by the landowners. It was proposed that the Town Council inform the Cranbrook Football Club that additional permissions would be required for any signage erected which is not on Town Council land.

It was clarified that the lease currently in place between the Town Council and the Cranbrook Football Club included a clause to allow temporary signage on the perimeter and that this would suffice in addition to written permission from the Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to grant permission for the Cranbrook Football Club to erect a specified number of signs on land managed by the Town Council at the Ingrams site but that these would be taken down on demand from the Council.

Cllr Matt Osborn abstained from voting on this item.

20/207 BROADCLYST PARISH NEIGHBOURHOOD PLAN CONSULTATION

The Council considered the proposed response to Broadclyst Parish Neighbourhood Plan consultation. The Council noted that they were very supportive of the proposed Neighbourhood Plan.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to answer the Broadclyst Parish Neighbourhood Plan consultation with the proposed response.

20/208 COMMITTEE MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to adopt the minutes of the following:

- (a) Planning Committee 7 December 2020
- (b) Finance & Personnel Committee 14 December 2020

20/209 BUDGET 2021-22

The Council considered its budget for the 2021-22 financial year.

At the Finance and Personnel Committee meeting on the 14 December 2020, minute ref **F&P/20/33**, the question posed in the draft budget of - should budget codes be in place for path reparation in the Country Park and Younghayes Centre security had been addressed. The Council agreed with the Finance and Personnel Committees recommendations.

The budget was drafted on the premise of a stable Band D precept of £256.03 which resulted in an overall precept for the Town Council of £505,403.22.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to agree the 2021-22 draft budget with a precept demand of £505,403.22, to include a budget code for resurfacing paths in the Country Park and to not include a budget code for Younghayes Centre security.

20/210 RISK MANAGEMENT ARRANGEMENTS

The Council considered the Safety Working Group recommendations to adopt the following reviewed and up-to-date documents:

- a) Health and Safety Policy
- b) Emergency Plan – change of name on electronic file from Honiton to Cranbrook
- b) Risk Management Strategy and Risk Register

c) Risk Assessments as follows:

- (1) Slips and Trips Generic
- (2) Manual Handling Generic
- (3) Office Safety
- (4) Kitchen
- (5) Playground Safety & Play Parks Safety 2018 (5a) Hayes Square
- (6) Councillor
- (7) Allotments Safety
- (9) Christmas Tree
- (10) Country Park
- (11) Lone Working
- (12) General Tasks Country Park
- (13) Driving
- (14) Risk Assessment Temp A – Home Working All Staff (temp)
- (15) Risk Assessment Temp B – Return to Work Post Covid-19 (temp)

The Council considered the Safety Working Group recommendations to archive the following documents:

- (8) Risk Assessment 08 - Volunteer
- (16) Risk Assessment Temp C - Re-opening Playgrounds (temp)

It was noted that the name of the Emergency Plan stated Honiton and that this needed to be altered to Cranbrook.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to accept the recommendations and alterations made by the Safety Working Group.

20/211 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 7 December 2020.

20/212 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Osborn and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Redpath Buchanan – Test of the lightning protection system at the Younghayes Centre – £174.00
All Doors – Service on the two roller shutters at the Younghayes Centre – £134.40
PHS Group – Annual Sanitary Waste Disposal – £165.46
GJ Waller & Co. – Removal of water pipe, Younghayes Centre water cooler – £46.85
DL Clean Windows – December Younghayes Centre window cleaning – £20.00
IWS Water Hygiene – Legionella water testing Younghayes Centre – £42.00
Paul Watkins Maintenance – Jet wash fire escape rear of Younghayes Centre – £130.00
MJS Vertical Blinds – Office Bind Repair - £85.00
GW Shelter Solutions – Bus Shelter Repair – £722.46 – funds would be reimbursed from CJL through the Consortium
See the Light – Broadband and Telephony – £62.04

Mobile Music Hub Christmas Event Show was fully funded by the Devon County Council Locality Budget.

20/213 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, 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

Signed Date: 18 January 2021

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.

20/214 EXPANSION OF THE CRANBROOK MEDICAL CENTRE

The Council considered the report on the expansion of the Cranbrook Medical Practice.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osborn and **resolved**:

- a) To appoint studio four to develop the initial concept design into a technical design and specification for tendering purposes in accordance with the Council's Financial Regulations once the funds for that piece of work has been received from the NHS Devon Clinical Commissioning Group.
- b) To delegate to the Town Clerk and Chair of Finance & Personnel to approve a tender document detailing the necessary construction works to enable the expansion of the Cranbrook Medical Centre and to publish the tender document in accordance with the Public Contracts Regulations 2015.
- c) To accept a reduction in rental income and service re-charge recovery during any periods during which the additional surgery space (room MPB3) would remain unoccupied.

20/215 ANNUAL PLAY PARK INSPECTIONS

The Council considered the report on annual play park inspections.

It was proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to instruct ROSPA to carry out the annual playground inspections in March/April for £275.50.

20/216 ACTION EAST DEVON LEASE

The Council's Standing Order deals with 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.

It was noted that a few minor errors were present in the draft lease.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Barry Rogers and **resolved** to approve and execute the attached lease covering Action East Devon's occupancy of office space in the Younghayes Centre subject to the wording of the lease being completed including dates and contents error rectification.

20/217 SOUTH WEST WATER AERIAL LEASE

The Council's Standing Order deals with 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 noted that the legal costs were being covered by South West Water.

The Council discussed that the lease was only received on the morning of the 21 December 2020 and that members had not had time to read the information thoroughly.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Osborn and **resolved** to defer the decision of this lease and return the item to the 18 January 2021 Full Council Meeting.

20/218 PHASE 2 PATH EXTENSION

The Council considered the report on the path extension in Phase 2 of the Country Park.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to note and approve the installation of the path in Phase 2 of the Country Park with full funding from the Devon County Councillors 'locality budget.

The meeting closed at 20.04 pm.

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL
21 DECEMBER 2020

AGENDA
ITEM NO. 13

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
03/11/2020	Tony Benger Landscaping	December 2020 Maintenance (credit note received 10/11/2020 for £180 to be taken off, Total = £11,820.00)	£ 12,000.00
03/11/2020	Tony Benger Landscaping	Removal of Trampoline at Northwood Acres Play area.	£ 938.40
26/11/2020	Tony Benger Landscaping	Maintenance of POS Cranbrook Education Campus to Yonder Acre Way November 2020	£ 153.91
01/12/2020	Core Office IT	Supply and configuration of two replacement laptops	£ 2,220.00
03/12/2020	Tony Benger Landscaping	Maintenance of POS Cranbrook Education Campus to Yonder Acre Way December 2020	£ 153.91
04/12/2020	Apex Tree Care Ltd	Tree Surgery to Ash Trees	£ 390.00
08/12/2020	M & G Associates	Payroll December 2020	£ 15.72
18/12/2020	Mubile Music Hub	Christmas Event Show	£ 55.75

Town Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
N/A	Concorde	Printing Costs	£ 8.29
N/A	Tesco Mobile	Office mobile monthly cost	£ 15.00
N/A	Core Office IT	Monthly email and cloud services hosting	£ 270.84
N/A	Core Office IT	IT Support	£ 402.00

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/12/2020	Employees	Salaries	£ 7,825.77
23/12/2020	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 2,896.37

23/12/2020	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 2,249.73
------------	--------------------	--	------------

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/11/2020	Johnsons Workwear	Tea towel and door mat cleaning	£ 46.86
26/11/2020	Tony Benger Landscaping	Grounds maintenance November 2020	£ 78.60
30/11/2020	Cannings	Fire Alarm and Emergency Lighting Test	£ 474.00
30/11/2020	Cannings	Hot Water Repair	£ 69.60
30/11/2020	Phase Electrical	Repair to outside electrics	£ 163.20
03/12/2020	Tony Benger Landscaping	Grounds maintenance December 2020	£ 78.60
15/12/2020	Devon Norse	Younghayes Centre Cleaning	£ 695.85

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/11/2020	Eon Heat	Younghayes Centre Heating	£ 637.87
25/11/2020	DL Clean Windows	Younghayes Centre Window Cleaning	£ 20.00
30/11/2020	Viridor	Waste Collections	£ 47.97