

MINUTES

Committee: Town Council
Date: Monday, 15 February 2021
Time: 7:00pm
Venue: Zoom

Present

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

Also Present

Dr Sharon Jewell, Leader, 2nd Cranbrook Brownies
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/21 APOLOGIES FOR ABSENCE

No apologies for absence were received.

21/22 DECLARATION OF INTERESTS

Cllr Phil Norgate declared a personal interest in relation to agenda item 5 (grant application) by virtue of his wife and daughter being involved with the Brownies and Guides.

Cllr Kim Bloxham declared a personal interest in relation to agenda item 13 (planning application 21/0247/FUL) by virtue of being a member of East Devon District Council's Planning Committee. Cllr Kim Bloxham would not participate in the debate relating to this item nor vote.

Cllr Ray Bloxham declared a personal interest in relation to agenda item 15 (expansion of the Cranbrook Medical Centre) by virtue of being the Secretary of the Patient Participation Group.

21/23 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 18 January 2021 as a correct record.

21/24 PUBLIC PARTICIPATION

There were no members of the public in attendance.

Signed

Date: 22 March 2021

21/25 GRANT APPLICATION – 2ND CRANBROOK BROWNIES

The Council considered a grant application from the 2nd Cranbrook Brownies for £370.00 to assist with ongoing costs associated with delivering girl guiding activities virtually during lockdown.

Dr Sharon Jewell attended the meeting in support of the application and explained that approximately 60 girls were currently engaging virtually in Cranbrook with a further 20 girls expecting to return to the provision in person as soon as circumstances would allow. The organisation had not charged for sessions from March until September 2020 and had been charging a reduced rate since then. The majority of groups had been able to fund their activities from their reserves but some of the newer groups had not been able to build sufficient reserve funds, all the while overheads, e.g. insurance and DBS disclosure fees, had remained and there had been no fundraising opportunities.

In response to a question from a councillor, Dr Jewell confirmed that charging would commence on a per-term basis so that a similar grant request would not be necessary in the future.

Cllr Ray Bloxham in his capacity as Devon County Councillor offered a further funding opportunity in case of any hardship issues.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to support the grant application and award £370.00 to the 2nd Cranbrook Brownies.

21/26 DISTRICT AND COUNTY COUNCIL MATTERS

In response to a question from a councillor, Cllr Ray Bloxham, representing Devon County Council, undertook to ascertain whether gritting salt had a use-by date.

In response to another question from a councillor, Cllr Kim Bloxham, representing East Devon District Council, reported that a response from Historic England regarding the listed Tillhouse Farm remained outstanding.

21/27 LONG-TERM MAINTENANCE OF SUITABLE ALTERNATIVE NATURAL GREENSPACES (SANG) IN CRANBROOK

The Council considered a report regarding the long-term maintenance of suitable alternative natural greenspaces (SANG) in Cranbrook.

Cllrs Les Bayliss, Kevin Blakey, Kim Bloxham and Ray Bloxham declared personal interests in this agenda item by virtue of being members of the Cranbrook Strategic Delivery Board.

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

a) write to the Chief Executive of East Devon District Council requesting that the District Council's Cranbrook Team be properly resourced and that the planning officers engage positively with the ward members and the Town Council to resolve the long-term maintenance of suitable alternative natural greenspaces (SANG) in Cranbrook to the satisfaction of all involved parties.

b) request an item regarding the long-term maintenance of suitable alternative natural greenspaces (SANG) on the agenda for the next Cranbrook Strategic Delivery Board meeting in March 2021.

21/28 REPORT BY THE CCTV WORKING GROUP

The Council considered a report by its CCTV working group.

Cllr Barry Rogers, member of the working group, reported that the installation of a CCTV system at the Younghayes Centre had commenced on 15 February 2021.

Signed

Date: 22 March 2021

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to carry out further research by the working group towards the provision of CCTV on dedicated columns and that a further report be brought to the full Council in due course.

21/29 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH SPECIAL RESPONSIBILITIES

In addition to his written report, Cllr Les Bayliss reported that he had attended a meeting of the Airport Consultative Committee on 10 February 2021.

In addition to his written report, Cllr Barry Rogers reported that he had had attended a Larger Councils meeting on 11 February 2021.

In addition to his written report, Cllr Matt Osborn reported that he had attended a Sport England Local Delivery Pilot Board meeting on 15 February 2021 chaired by Karime Hassan, the Chief Executive Officer at Exeter City Council. Cllr Osborn further reported a current underspend in the programme which he anticipated would be reappropriated to other strands of the programme, including Cranbrook.

In response to a question from a councillor, Cllr Colin Buchan undertook to ascertain any feedback to the Council regarding the government's response to the consultation on the effectiveness of enforcement against unauthorised encampments (ref. minute 20/29).

The Council noted the reports by the councillors appointed to outside bodies and with special responsibilities.

21/30 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 4 February 2021.

21/31 COMMITTEE MINUTES

It was proposed by Cllr Les Bayliss, seconded by Cllr Matt Osborn and **resolved** to adopt the minutes of the Planning Committee on 1 February 2021.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the Amenities Committee on 8 February 2021 with particular reference to minute A/21/7 (iv) recommending to Council to delegate to the Chairman of the Finance and Personnel Committee and the Town Clerk to authorise the payment difference of up to £1,000 for the provision of additional barbeque facilities.

21/32 TOWN COUNCIL'S RESPONSE TO EAST DEVON DISTRICT COUNCIL'S NEW LOCAL PLAN ISSUES AND OPTIONS CONSULTATION

The Council considered its draft response to East Devon District Council's issues and options report relating to its new Local Plan covering the period 2021-2040 and noted that the draft response had been debated in detail at the meeting of the Council's Planning Committee on 1 February 2021 (ref. minute 21/31).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the Town Council's response to East Devon District Council's issues and options report relating to the new Local Plan 2021-2040 for submission to the local planning authority East Devon District Council.

21/33 PLANNING APPLICATION 21/0247/FUL

The Council considered planning application 21/0247/FUL, proposing the construction of a loft conversion with two front dormers at 22 Crabtree Close, Cranbrook EX5 7GA.

Signed

Date: 22 March 2021

The planning application proposed adding a third floor to this particular property and the Council satisfied itself that the application did not warrant any concerns in relation to the material planning consideration of overlooking. The distances to the front and rear between this and neighbouring properties, including ones to be built in the future, were considered sufficient to not warrant concerns on the basis of overlooking.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to support planning application 21/0247/FUL.

21/34 LOCAL ACTION GROUP (LAG) MINUTES

The Council received the minutes of the Local Action Group (LAG) on 25 November 2020.

21/35 EXPANSION OF THE CRANBROOK MEDICAL CENTRE

The Council considered the draft tender documents relating to construction works for the proposed spatial expansion of the Cranbrook Medical Centre into an existing part of the Younghayes Centre.

The Council's Finance & Personnel Committee had considered a report on this subject at its 12 October 2020 meeting (ref. minute F&P/20/38), followed by reports to full Council on 23 November 2020 (ref. minute 20/195) and 21 December 2020 (ref. minute 20/214) when the Council had agreed to the internal expansion of the Cranbrook Medical Centre within the Younghayes Centre, subject to reimbursement from the NHS Devon Clinical Commissioning Group for any professional fees and construction work costs.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to agree the tender documents relating to the expansion of the Cranbrook Medical Centre for publication in accordance with the Council's Financial Regulations and public procurement legislation.

21/36 SPENDING OF COMMUNITY INFRASTRUCTURE LEVY RECEIPTS

The Council considered a report by the Council's Community Development Worker.

The Council noted that the only source of the Community Infrastructure Levy (CIL) was the development of South Whimple Farm because the strategic development site at Cranbrook was zero-rated for CIL and subject to a Section 106 regime. Any CIL contributions would need to be spent by October 2024.

It was proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to accumulate the Community Infrastructure Levy receipts and spend those on larger projects due to emergent infrastructure assets and review this position annually.

21/37 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

£360.00 to Rolec EV Vend Electric for the VendElectric subscription plan and remote commissioning
£695.85 to Devon Norse for cleaning services in February 2021
£5.75 to Devon Norse for consumables

21/38 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 Barry Rogers 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: 22 March 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.

21/39 SPORT ENGLAND LOCAL DELIVERY PILOT UPDATE

The Council considered a report by the Active & Healthy People Programme Lead at Exeter City Council which included a proposed service level agreement for part-funding the Council's Community Development Worker role at 0.3 full-time equivalent (FTE). The Community Development Worker was currently employed at 0.8 FTE.

Councillors would welcome additional details in the service-level agreement, including on the objectives and proposed deliverables as well as (line-)management arrangements.

The Community Development Worker role was currently funded by Section 106 contributions which, if the service-level agreement would be agreed, would have an impact on how the salary would be funded and accounted for.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to defer the decision on the service level agreement to enable further work regarding its objectives and deliverables and how the salary would be funded and accounted for.

21/40 BUSINESS MOBILE PHONES

The Council considered a report recommending the purchase of additional mobile phones for its officers.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to purchase three new Alcatel U3 phones from Amazon for £99.96 total plus VAT and to purchase ten SIM cards for £20.00 a month from 3hree.

The meeting closed at 7:57pm.

Signed

Date: 22 March 2021

SCHEDULE OF
PAYMENTS

**CRANBROOK TOWN
COUNCIL**

15 FEBRUARY 2021

**AGENDA ITEM
NO. 17**

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
19/01/2021	Tony Benger Landscaping Ltd	Repair to toddler Swing at St. Martin's play area	£	19.24
25/01/2021	Grow Eat Do	Expenses	£	87.62
25/01/2021	Grow Eat Do	Expenses	£	14.90
26/01/2021	Tony Benger Landscaping Ltd	Planting of POS on Whiteways	£	583.44
26/01/2021	Tony Benger Landscaping Ltd	Plant Whips in the space between the closed access gate to Phase 1 CP	£	50.86
31/01/2021	Tony Benger Landscaping Ltd	Grounds maintenance Phases 1 & 2	£	9,600.00
31/01/2021	Gritit Ltd	For winter gritting between 1 January 2021, 31 January 2021	£	2,570.40
08/02/2021	M & G Associates	Payroll February 2021		
09/02/2021	Peoplesafe	MYSOS Mandown annual subscription x 2	£	285.12

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
N/A	Concorde	Printing Costs	£	-
N/A	Tesco Mobile	Office mobile monthly cost	£	15.00
18/01/2021	Core Office IT	Monthly email and cloud services hosting	£	270.84
18/01/2021	Core Office IT	IT Support	£	402.00

**Staffing
Costs**

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
00/01/1900	Employees	Salaries	£	7,790.69

Signed

Date: 22 March 2021

00/01/1900	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 2,897.47
00/01/1900	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 1,725.72

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
21/01/2021	ITD Consultants	Mechanical and Electrical Consultancy Services	£	3,360.00
18/01/2021	DL Clean Windows	Window cleaning	£	20.00
24/01/2021	Johnsons Workwear	Door matt and tea towel cleaning service	£	37.49
07/02/2021	E.ON	Heat bill	£	1,088.40
07/02/2021	IWS	Legionella Monthly Testing	£	42.00
08/02/2021	Total Gas & Power	Electricity	£	2,149.25

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
31/01/2021	Viridor	Waste Collections	£	42.84

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Date: 22 March 2021