

MINUTES

Committee: Town Council
Date: Monday, 28 June 2021
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

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

Also Present

Matt Rowett, Cranbrook Running Club
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

21/117 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Phil Norgate.

21/118 DECLARATION OF INTERESTS

Cllr Ray Bloxham declared a personal interest in relation to agenda item 21 (letter of support for the Cranbrook Medical Centre) by virtue of being the secretary of the Patient Participation Group at the Cranbrook Medical Centre.

21/119 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and resolved to accept and sign the minutes of the meeting held on 24 May 2021 as a correct record.

21/120 PUBLIC PARTICIPATION

No requests were made from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

21/121 DISTRICT AND COUNTY COUNCIL MATTERS

The Council considered and noted a report from the three district councillors representing Cranbrook.

In addition to the written report, Cllr Kim Bloxham, representing East Devon District Council, reported that some waste and recycling collections were experiencing issues due to staff shortages at present.

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Cllr Kim Bloxham further reported that a deed of variation to the Section 106 agreement relating to open spaces had been engrossed on 25 June 2021.

21/122 COUNCILLOR RECRUITMENT

The Council considered a report by the Deputy Clerk suggesting ideas on how to recruit more councillors.

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

- a) agree to actively seek out new councillors.
- b) create a new webpage for the purpose of actively seeking new councillors.
- c) produce short video clips by volunteer councillors of why they became a councillor to be uploaded to the webpage and social media.
- d) agree to adopt a mentoring system for new councillors to aid them during their induction period.
- e) create a draft welcome pack for the Council's approval at a future meeting including distribution costs.

21/123 CRANBROOK RUNNING CLUB PROPOSAL

The Council considered the request by the Cranbrook Running Club to hold a 24-hour charity run in the Country Park in Cranbrook among the Club members.

A Cranbrook Running Club representative attended the Council meeting in support of the proposal.

The Cranbrook Running Club had raised £600.00 during 2020 for the Council's charity of the year, the Devon Air Ambulance Trust. The Council thanked the Club for their continued commitment and support.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to grant permission to the Cranbrook Running Club to hold a 24-hour charity run in the Country Park.

21/124 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020-21

a) Report by the Internal Auditor

The Council noted the report by the Council's internal auditor covering the 2020-21 financial year.

b) Section 1 – Governance Statement

The Council considered the eight statements in the Annual Governance Statement 2019-20 set out in Section 1 of the Annual Governance and Accountability Return Part 3.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to respond positively to each of the statements individually listed in Section 1 of the Annual Governance and Accountability Return 2020-21.

c) Asset Register

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to approve the Council's asset register dated 31 March 2021.

d) Section 2: Statement of Accounts 2020-21

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to approve the Council's Accounting Statements set out in Section 2 of the Annual Governance and Accountability Return, subject to changing the date to reflect that the Responsible Finance Officer needed to sign the Statement before approval.

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e) Period for the Exercise of Electors' Rights

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to agree the period for the exercise of public rights from Thursday, 1 July until Wednesday, 11 August 2021.

f) Statement of Internal Control

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to approve the Council's Statement of Internal Control.

21/125 COMMUNITY GOVERNANCE REVIEW

The Council considered the Council's response to East Devon District Council's consultation on the proposed boundary changes of the parish of Cranbrook.

The Council suggested that a post should be published on social media with a link to the consultation response for residents' reference.

Cllr Kevin Blakey, representing East Devon District Council, reported that the District Council was preparing a press release regarding the community governance review and the Council noted that the district councillors representing Cranbrook were also preparing their own response which they would circulate to the town councillors when completed.

The District Council was under an obligation to complete the review within 12 months of the commencement date and any resulting changes would come into effect on the date of the local elections in May 2023.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the consultation response and submit it to East Devon District Council.

21/126 INGRAMS PAVILION TENDER DOCUMENTS

The Council considered tender documents relating to the delivery of the Ingrams Pavilion for launching the tender in accordance with the proposed timetable and in accordance with relevant public procurement regulations.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to approve the tender document for publication on the Council's website and the government's Contracts Finder platform.

21/127 FUTURE OF THE YOUNGHAYES CENTRE

The Council considered the report on the future of the Younghayes Centre.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to appoint a working group consisting of Cllrs Les Bayliss and Ray Bloxham and relevant officers to consider the recommendations in the report in detail, including any potential costs and to report to a future meeting of the Council.

21/128 NHS STRUCTURAL CHANGES: BRIEFING FOR COUNCILLORS

The Council considered whether the Council wished to sign and send a proposed letter to the MP.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to not send the letter.

Cllr Colin Buchan abstained from the vote.

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21/129 REPORT OF THE COUNTRY PARK RANGER

The Council noted the report by the Country Park Ranger and commented that it was a worthwhile report demonstrating to the community how many outcomes the officer was achieving.

21/130 RISK ASSESSMENT

The Council considered a new risk assessment relating to working in water in the Country Park.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the risk assessment.

21/131 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The Council noted the report by the Community Development Worker and commented that it was a worthwhile report demonstrating to the community how many outcomes the officer was achieving.

21/132 ASSET DELIVERY REPORT

The Council noted the asset delivery report dated 8 June 2021.

21/133 COMMITTEE AND WORKING GROUP TERMS OF REFERENCE

On 24 May 2021, the full Council agreed that its committees and working groups should determine their own terms of reference and report back to the full Council on 28 June 2021 (minute 21/101 refers).

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to endorse the terms of reference of Council committees and working groups.

21/134 COMMITTEE MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the:

- a) Planning Committee on 24 May 2021 and 7 June 2021
- b) Amenities Committee on 7 June 2021
- c) Finance & Personnel Committee on 21 June 2021

21/135 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:

£1,198.80 to Tony Benger Landscaping for an addition to a path in the Country Park
£1,390.00 to Table Tennis England for a table tennis table and anchorage kit
£65.87 to See the Light for broadband and telephony
£39.84 to Johnsons Workwear for the tea towel and door mat cleaning service at the Younghayes Centre
£498.00 to Prestige Professional Cleaning for the high cleaning of the hall
£83.88 to Mole Avon via an employee expenses claim for the analysis of six soil samples from different locations in the Country Park

Upgrade the Council's subscription to Zoom from the current £119.90/year/license to a £192/year/license to enable officers and members to use the account.

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21/136 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 Kevin Blakey 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.

21/137 LETTER OF SUPPORT FOR THE CRANBROOK MEDICAL CENTRE

The Council considered issuing a letter of support to the Cranbrook Medical Centre.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to approve and send the letter.

21/138 SURFACING REQUIREMENTS NORTHWOOD ACRES

The Council considered a report recommending resurfacing an area under the swings in the Northwood Acres play area in accordance with the Council's Financial Regulations.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to instruct Wicksteed to resurface the area under the swings in the Northwood Acres play area.

21/139 YOUNGHAYES CENTRE CLEANING PROVIDER

The Council considered a report recommending the appointment of a contractor for the cleaning of the Younghayes Centre in accordance with the Council's Financial Regulations.

It was proposed by Cllr Barry Rogers, seconded by Cllr Sam Hawkins and **resolved** to award the cleaning contract to Green Machine on the basis that the company offered a more environmentally-friendly solution and the most economically advantageous service.

The meeting closed at 8:07pm.

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SCHEDULE OF PAYMENTS

AGENDA ITEM NO.

CRANBROOK TOWN COUNCIL

19

28 JUNE 2021

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
07/04/2021	EDDC	Litter bin emptying and street cleansing 2019-20	£	9,504.77
16/04/2021	Greg Waller Plumbing	Repaired pipes at Crannaford	£	28.85
25/05/2021	Ashfords	Legal fees E.ON easement	£	900.00
25/05/2021	Tony Benger Landscaping	Grounds maintenance Education Campus to Yonder Acre Way May 2021	£	153.91
25/05/2021	Tony Benger Landscaping	Supply and plant whips in St Martins Play Area	£	110.40
31/05/2021	Younghayes Centre	Hall Hire - Veterans Group - to be paid from EMR 330	£	48.00
31/05/2021	Younghayes Centre	Hall Hire - Heads Up - to be paid from EMR 330	£	96.00
31/05/2021	Younghayes Centre	Hall Hire - CAN - to be paid from EMR 330	£	48.00
03/06/2021	Studio Four Architects	Survey and Map fees	£	159.60
08/06/2021	Employee	Expenses	£	24.36
08/06/2021	M & G Associates	Payroll June 2021	£	15.72
11/06/2021	Younghayes Centre	Hall Hire - Veterans Group - to be paid from EMR 330	£	408.00
11/06/2021	Younghayes Centre	Hall Hire - Lions Club - to be paid from EMR 331	£	180.00
11/06/2021	Younghayes Centre	Hall Hire - Heads Up - to be paid from EMR 330	£	504.00

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14/06/2021	SLCC	Operation London Bridge Webinar Training	£	42.00
15/06/2021	HCI Data	Renew domain for two years	£	102.00
15/06/2021	Employee	Expenses	£	5.09
17/06/2021	Greg Waller Plumbing	Water Trough Repair Crannafor	£	28.85
21/06/2021	Devon Association of Local Councils	Training (Strategies to Recruit New Councillors)	£	36.00
21/06/2021	Tony Benger Landscaping	Grounds maintenance June 2021	£	24,000.00
21/06/2021	Tony Benger Landscaping	Grounds maintenance Education Campus to Yonder Acre Way June 2021	£	153.91

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
N/A	Concorde	Printing Costs	£	-
N/A	Three Mobile	Office mobile monthly cost	£	19.99
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
28/06/2021	Employees	Salaries	£	8,415.16
28/06/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	3,474.58
28/06/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	3,189.10

Younghayes Centre Costs

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DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
23/05/2021	Johnsons Workwear	Tea towel and door mat cleaning	£	49.80
25/05/2021	Tony Bengier Landscaping	Grounds maintenance May 2021	£	78.60
04/06/2021	EON	Heating	£	596.33
03/06/2021	Day and Bell	Car Park Maintenance	£	360.00
15/06/2021	Devon Norse	Younghayes Centre Cleaning	£	705.65
16/06/2021	IWS	Legionella Testing	£	42.00
17/06/2021	Prestige Professional	Gutter cleaning Younghayes Centre	£	537.00
21/06/2021	Tony Bengier Landscaping	Grounds maintenance June 2021	£	78.60

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
31/05/2021	Viridor	Waste Collections	£	52.30

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