

MINUTES

Committee: Town Council
Date: Monday, 13 December 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

Joanna Stephenson, Cranbrook Town Council
Two members of the public

21/231 APOLOGIES FOR ABSENCE

No apologies for absence were received.

21/232 DECLARATION OF INTERESTS

No declarations of interest were made.

21/233 MINUTES

Members noted that feedback from the grant awarded to the toddler group (Minute 21/221) had not yet been received. The Clerk representative reported that feedback had been forwarded to the Council and would be placed on the next agenda.

Cllrs Buchan and Rogers indicated that when voting they had misunderstood the proposal regarding the Climate Change Working Group (Minute 21/216). Both indicated that they would therefore abstain from accepting the minutes.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to accept the minutes of the meeting held on 22 November 2021.

Signed

Date: 24 January 2022

21/234 PUBLIC PARTICIPATION

No requests were made by members of the public in attendance to make representations, answer questions or give evidence in respect of council business under standing orders 3e to 3k.

21/235 VOTING PROCEDURE

The Council considered the procedure for co-option. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** that the procedure under Standing Order 8 to conduct voting using a signed ballot did not apply.

21/236 CO-OPTION OF COUNCILLOR TO FILL A VACANCY ON THE TOWN COUNCIL

The Council considered an application to fill a vacancy for co-option onto the Town Council and following discussion with the candidate it was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to fill the vacancy by the co-option of David Foster.

21/237 DISTRICT AND COUNTY COUNCIL MATTERS

No report had been received from the County Councillors.

The Council noted the report of the District Councillors.

21/238 DELIVERY OF THE CRANNAFORD PLAY AREA

The Council considered a report on the delivery of the Crannaford Play Area. It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved**

a) to instruct Wicksteed to install the amended final design option 3 as the new Crannaford Play Area in Rush Meadow Road, subject to the final agreement by the East Devon New Community Partners, solely funded by Section 106 contributions.

b) to delegate to the Asset Delivery Working Group to finalise with Wicksteed the extent of wetpour safety surface as indicated in the initial option 3.

21/239 DELIVERY OF EVENT SPACE IN THE COUNTRY PARK

The Council considered a report on the delivery of event space in the Country Park to provide suitable all weather standing for small vehicles and associated equipment. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to progress the project through the use of available community infrastructure levy (CIL) funding supplemented by any underspend within the current financial year.

21/240 COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORT 2020-21

The Council considered the Community Infrastructure Levy Annual Report for the reporting year 1 April 2020 to 31 March 2021. It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to approve the "Cranbrook Town Council Annual CIL Report 2020-21".

21/241 REVIEW OF THE COUNCIL'S GRANTS POLICY AND GRANT FEEDBACK FORM

The Council reviewed its Grants Policy particularly with regard to the question of feedback from recipients. Following discussion, it was proposed by Cllr Barry Rogers, seconded by

Signed

Date: 24 January 2022

Cllr Colin Buchan and **resolved** to appoint a working group consisting of Cllrs Sam Hawkins and Ray Bloxham together with the Clerk to bring a draft to the next meeting of the Finance & Personnel Committee.

21/242 REPORT OF THE COMMUNITY DEVELOPMENT WORKER

The report of the Community Development Worker was noted. Members raised some concerns around lack of clarity in the report and questioned whether some of the included items were the responsibility of the Town Council.

21/243 REPORT OF THE COUNTRY PARK RANGER

The report of the Country Park Ranger was noted. Members commended the Country Park Ranger for the improved quality of her reports which are clear and factual.

21/244 SPORT ENGLAND MOVE MORE CRANBROOK GRANTS PANEL

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to appoint Cllr Les Bayliss to the Exeter and Cranbrook Sport England Local Delivery Pilot Move More Cranbrook grants panel.

21/245 SCHEDULE OF PAYMENTS

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

£12.58 to M & G Associates for payroll services in December 2021

£122.55 to Grow Eat Do for their expenses (recharged to relevant Grow Eat Do EMR)

£15.00 to Sharon Andrews for Grow Eat Do Christmas carols at the Younghayes Centre (recharged to relevant Grow Eat Do EMR)

£237.35 to Stalite Signs for a replacement sign pole at the Northwood Acres play area which had been vandalised

£510.00 to Tony Bengel Landscaping for repairs to the maintenance gate at Northwood Acres play area

£469.56 to Tony Bengel Landscaping for the installation of a bench at Northwood Acres play area

£34,478.74 to SML Contracts for the extension of the Cranbrook Medical Centre N.B. This position would be reimbursed by the NHS Devon Clinical Commissioning Group

£585.40 to FMG Repair Services covering the insurance excess for repairs to the Council vehicle and the VAT element of the repairs N.B. This position was paid on 7 December 2021. The Council's insurer was pursuing liability and hopefully the Council would be able to reclaim the excess from the other party. The Council was able to reclaim the VAT.

In approving the payments, councillors commented that the description of some of the schedule items could be improved by greater clarity as to the purpose of the individual payments and that an update on the expected £150.00 refund regarding the Younghayes Centre landscaping remained outstanding.

Signed

Date: 24 January 2022

21/246 BUDGET 2022-23 – PRECEPT DEMAND

The Council considered a report setting out the fact that the Council was in receipt of the East Devon District Council's precept letter for the 2022-23 financial year which confirmed that the tax base for that year for the parish will be 2,261 and that the Council was requested to submit its precept demand by 19 January 2022.

The Council had previously approved its five-year financial plan and resolved that the band D council tax would remain stable at £253.06.

This would mean that the precept for the financial year 2022-23 would be £578,883.83.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to approve the precept demand of £578,883.83 for the 2022-23 financial year for submission to East Devon District Council by Wednesday, 19 January 2022.

The meeting closed at 7.39pm.

Signed

Date: 24 January 2022

SCHEDULE OF PAYMENTS
**CRANBROOK TOWN
 COUNCIL**
13 DECEMBER 2021

**AGENDA ITEM
 NO. 15**

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
21/11/2021	Rockbeare Village Hall	Hall hire in September 2021 for boardgames club; Awards for All EMR	£	22.00
21/11/2021	Rockbeare Village Hall	Hall hire in October 2021 for boardgames club; Awards for All EMR	£	22.00
23/11/2021	Tony Benger Landscaping	Planting 27 Hypericum at Mead Cross and mulch	£	337.50
23/11/2021	Tony Benger Landscaping	Supply and plant 13 contoneaster and 7 lavender	£	339.60
23/11/2021	DALC	Attendance of two employees on Report Writing for Councils webinar on 15 November 2021	£	96.00
24/11/2021	Employee	Expenses: Food and lights for Christmas lights switch-on	£	44.50
30/11/2021	Younghayes Centre	Hall Hire, CDW EMR 335	£	132.00
01/12/2021	Employee	Expenses: Provisions for volunteer groups, halloween pumpkins, food for Christmas lights switch on	£	20.30
02/12/2021	Stalite Signs	Replace damaged sign Northwood Acres	£	56.69
30/11/2021	Stephens Scown	Legal fees South Whimple Farm N.B. This position will be sought for reimbursement by the developer of South Whimple Farm	£	1,092.00
30/11/2021	ITD Consultants	Mechanical and electrical consultancy - Cranbrook Medical Centre extension	£	1,440.00

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06/12/2021	Fitsteps	Taster Sessions CDW - EMR 335	£	250.00
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Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
02/12/2021	Concorde	Printing Costs	£	7.35
N/A	Asda Mobile	Office mobile monthly cost	£	30.00
03/12/2021	Core Office IT	Monthly email and cloud services hosting	£	285.24
03/12/2021	Core Office IT	IT Support	£	482.40

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
24/12/2021	Employees	Salaries		£6,796.59
24/12/2021	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£	2,652.89
24/12/2021	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	2,535.87

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
21/10/2021	Green Machine	Cleaning service October 2021	£	845.60
21/11/2021	Johnsons Workwear	Tea towel and door mat cleaning	£	49.80
23/11/2021	Tony Benger Landscaping	Supply and plant new planting around Younghayes Centre and mulch	£	2,995.20
23/11/2021	Britannia Lanes	Return of office furniture - PAID on 25/11/2021	£	1,106.43
23/11/2021	Redpath Buchanan	Lightning Service	£	198.00
24/11/2021	All Doors	Roller Shutter Service	£	134.40
24/11/2021	Cowley's	CTC Office Expansion	£	6,728.40
30/11/2021	A2M Safety	Safety Harness and Lanyard	£	134.40
30/11/2021	Eon	Heating	£	628.20

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Date: 24 January 2022

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
30/11/2021	Biffa	Waste Collections	£	52.30

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