

# MINUTES

**Committee:** Town Council  
**Date:** Monday, 23 May 2022  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

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

## Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## **22/81 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2022-23 AND DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Kim Bloxham proposed that Cllr Les Bayliss be elected Chairman of the Council for 2022-23. This was seconded by Cllr Kevin Blakey and **resolved**. It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

## **22/82 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2022-23 AND DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Ray Bloxham proposed that Cllr Kevin Blakey be elected Vice-Chairman of the Council for 2022-23. This was seconded by Cllr Barry Rogers and **resolved**. It was agreed that the Declaration of Acceptance of Office would be signed after the meeting.

## **22/83 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Colin Buchan.

## **22/84 DECLARATION OF INTERESTS**

No declarations of interest were made.

## **22/85 MINUTES**

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to accept and sign the minutes of the meeting held on 25 April 2022 as a correct record.

Signed .....

Date: 27 June 2021

## **22/86 PUBLIC PARTICIPATION**

No members of the public were in attendance.

## **22/87 GRANT APPLICATION – 1<sup>ST</sup> CRANBROOK SCOUTS**

The Chairman removed this item from the agenda on the basis that a revised grant application had not been received in time for this meeting.

## **22/88 REPORTS BY DISTRICT AND COUNTY COUNCILLORS**

Cllr Kim Bloxham, representing East Devon District Council, updated the Council regarding the E.ON customer evening on Wednesday, 18 May 2022 which had been well-attended.

The Council noted the district councillors' report.

No reports from the county councillors had been received.

## **22/89 REVIEW OF THE CODE OF CONDUCT**

The Council reviewed its Code of Conduct.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the Town Council's existing Code of Conduct.

## **22/90 REVIEW OF FINANCIAL REGULATIONS**

### a) Review of the Council's Financial Regulations

The Council reviewed its Financial Regulations.

It was suggested to review the document in detail to enable greater flexibility in the way the Regulations were discharged, e.g. in relation to section 5.4 ("The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance and Personnel Committee meeting.") to reflect that the RFO could delegate those functions to another member of staff.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Les Bayliss and **resolved** to review the Town Council's Financial Regulations in detail at the next meeting of the Council's Finance & Personnel Committee on 20 June 2022

### b) Review of the Council's Regular Payments

The Council also reviewed its regular payments (ref. section 5.6 of the Financial Regulations).

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to approve the Council's regular payments.

### c) Bank Signatories

The Council reviewed the current duly authorised bank signatories as follows:

- i. "View and Submit" level of access: Janine Gardner and Alexandra Robinson
- ii. "View and Authorise" level of access: Cllrs Kevin Blakey, Ray Bloxham and Colin Buchan

It was proposed by Cllr Sam Hawkins, seconded by Cllr Barry Rogers and **resolved** to confirm the Council's duly authorised bank signatories.

Signed .....

Date: 27 June 2021

## **22/91 REVIEW OF STANDING ORDERS**

The Council considered its Standing Orders and, in particular, sections 18 (f) and (g) and 23.

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

a) update sections 18 (f) and (g) to bring the Standing Orders in line with the procurement requirements of section 135 of the Local Government Act 1972 and The Public Contracts Regulations 2015 and to delegate to the Clerk and Chairman of the Finance & Personnel Committee to make the necessary amendments.

b) amend section 23 by the addition of a new paragraph c as follows:

“c. In any case where it is necessary to execute a legal deed as a matter of urgency, the execution may be authorised by the Clerk together with the Chairman of the Council and Chairman of the Finance & Personnel Committee in consultation with all councillors. Any two members so authorised may sign. The actions must be presented to and ratified by Council at the first available opportunity thereafter.”

c) add a subclause “Subject to Standing Order 23c” to Standing Order 23a.

## **22/92 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO TOWN COUNCIL COMMITTEES AND WORKING GROUPS**

The Council appointed councillors to its committees and working groups as follows:

### Amenities Committee

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Barry Rogers

### Finance & Personnel Committee

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins  
Cllr Barry Rogers  
Vacancy

### Planning Committee

Cllr Les Bayliss  
Cllr Matt Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Barry Rogers

### Asset Delivery

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Town Clerk

Signed .....

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Safety Working Group

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Colin Buchan  
Town Clerk

The Council disbanded its CCTV working group on the basis that it had fulfilled its purpose.

**22/93 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF TOWN COUNCIL COMMITTEES**

The Council appointed the following Chairmen and Vice-Chairmen of each Committee:

Amenities Committee

Cllr Barry Rogers (Chair)  
Cllr Kim Bloxham (Vice-Chair)

Finance & Personnel Committee

Cllr Sam Hawkins (Chair)  
Cllr Kevin Blakey (Vice-Chair)

Planning Committee

Cllr Ray Bloxham (Chair)  
Cllr Les Bayliss (Vice-Chair)

**22/94 APPOINTMENT OF COUNCILLORS WITH LEAD RESPONSIBILITIES**

The Council appointed the following councillors with lead responsibilities:

E.ON district heating liaison: Cllr Kim Bloxham  
Gypsy and traveller liaison: Cllr Colin Buchan  
Highways issues: Cllr Ray Bloxham  
Risk management, emergency planning and health and safety: Cllr Les Bayliss  
Street naming suggestions: Cllr Les Bayliss

**22/95 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES**

The Council appointed the following councillors to the following outside bodies:

Catchment-Sensitive Communities: Cllr Barry Rogers  
Cranbrook Strategic Delivery Board: Cllr Les Bayliss  
Cranbrook and Ottery St Mary Community Safety Group: Cllr Kim Bloxham  
East Devon Arts and Culture Forum: Cllr Colin Buchan  
Exeter Airport Consultative Committee: Cllr Les Bayliss  
Exeter University Geography Research Programme: Cllr Barry Rogers  
Larger Councils Forum: Cllr Barry Rogers  
Police and Crime Commissioner Councillor Advocate: Cllr Kim Bloxham  
Sky Park / Hayes Farm Liaison Group: Cllr Ray Bloxham  
Sport England Local Delivery Pilot Board: Cllr Kevin Blakey  
Sport England Local Delivery Pilot Cranbrook Steering Group: Cllr Les Bayliss  
Tree Warden Forum: Cllr Barry Rogers

The Council appointed its Community Development Worker as its representative on the Move More Group.

The Council disbanded the Ingrams Management Committee until the Ingrams pavilion was delivered.

Signed .....

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## 22/96 REVIEW OF COUNCIL POLICIES

### a) Review of Council Policies

The Council reviewed the following Town Council policies:

- Accessibility Policy and Roadmap
- Publication Scheme
- Use of Public Open Spaces Policy

It was proposed by Cllr Les Bayliss, seconded by Cllr Sam Hawkins and **resolved** to approve the Council's Accessibility Policy and Roadmap and the Council's Publication Scheme.

Regarding the Use of the Public Open Space document, it was suggested to add fishing to the list of uses which were inconsistent with the vision and were not permitted. It was further proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to

a) amend the third paragraph to read:

“Some uses are inconsistent with the vision and are not permitted, including:

- Access by motor vehicles except authorised by the Town Council for the purposes of maintenance or providing support to an authorised event (see vehicle access to support events below);
- Fires;
- Flying motorised model aircraft and drones.”

b) add a new fourth paragraph as follows:

“Vehicle access to support events

Where it is necessary for a vehicle to enter the country park to support an authorised event the following will apply:

- Prior Council authority must be obtained;
- The event will be held in the amenity space in Long Meadow;
- Vehicle access to the site will be via the vehicle entry point off Burrough Fields using the reinforced grass access track;
- Light vehicles of no more than 3.5 tonne gross weight will be used, subject to the manufacturer's recommendation regarding the weight-bearing capacity of the grass crete;
- Vehicles supporting the event will park on the area of reinforced grass adjacent to the amenity event space in Long Meadow;
- Support vehicles will not access nor park on grassed areas which are not reinforced.”

c) amend the subsequent paragraph which relates to the use of barbecues to take account of the additional facilities now in place as follows:

“The use of barbecues is only permitted in designated areas where the Council has installed permanent barbecues. Where disposable barbecues are used these must be placed inside the permanent barbecue structures.”

## 22/97 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to delegate authority to the Chairman of the Council and the Chairman of the Finance & Personnel Committee to review the Council's arrangements for insurance cover in respect of all insured risks and to report their findings to the next meeting of the full Council.

Signed .....

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## **22/98 TOWN COUNCIL MEETINGS CALENDAR 2022-23**

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to agree the time and place of ordinary meetings of the full Council and its committees up to and including the next annual meeting of the Council.

## **22/99 REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OUTSIDE BODIES**

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to confirm that the Council was a member of the Devon Association of Local Councils and that the Clerk and the Deputy Clerk were members of the Society of Local Council Clerks.

## **22/100 PUMP TRACK**

The Council considered a report regarding the delivery of a bicycle pump track in the town and noted that a formal confirmation was awaited from the local planning authority regarding whether planning consent was required for the facility.

The Council had also applied to East Devon District Council for match-funding and a report was scheduled to be considered by the Cranbrook Strategic Delivery Board in June 2022 and East Devon District Council's Cabinet in July 2022.

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

- a) progress the delivery of a pump track for the town;
- b) agree to the proposed location in Stone Meadow as indicated on the location plan presented to the meeting;
- c) allocate £10,000 in an earmarked reserve for the project funded by an underspend from the 2021-22 grounds maintenance budget;
- d) accept the offer of £10,000 of funding from the Sport England Local Delivery Pilot;
- e) agree to pursue funding opportunities to match-fund the project with a further £20,000;
- f) agree to dispense the Financial Regulations and to appoint Forte Trailscapes Ltd as a preferred supplier and delegates to the Clerk and Asset Delivery Working Group to progress the project;
- g) report on progress to Council in due course.

## **22/101 DELIVERY OF THE INGRAMS PAVILION**

The Council considered a report recommending earmarking £301,750 from the Council's general reserves to deliver two additional changing rooms.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to support the use of £301,750 from the Council's general reserves to deliver the additional two changing rooms within the Ingrams sports pavilion.

## **22/102 UPDATE FROM LEAD MEMBER FOR HIGHWAYS ISSUES**

The Council considered a report from the lead member for highways issues.

The Council noted that a report was being prepared for the next meeting of the Council's Amenities Committee regarding the vehicle-activated traffic signs (VAS).

Signed .....

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The Council noted the report.

### **21/103 CLIMATE CHANGE PLAN**

The Council considered the progress against its climate change plan which had been adopted on 21 February 2022 (ref. minute 22/33).

The Council sought clarity on the update in relation to the entry “Develop environment education initiatives in conjunction with schools and other partners including young people to increase climate change awareness, including walking and cycling including to and from school”.

The following updates were presented to the meeting:

#### Continue working with partners on environmental options for property purchasers

Both Taylor Wimpey and Persimmon had given an undertaking to offer environmental enhancement options to purchasers with immediate effect. To date, regrettably, Linden Homes had failed to engage with the delivery partners meetings despite numerous attempts to attract their involvement – not only by the Town Council but also through the East Devon New Community partners.

#### Climate change as a material consideration in all planning application including the design and location of any new buildings or infrastructure is resilient to the effects of climate change by including water conservation measures, appropriate heating/cooling and ventilation equipment and sustainable drainage systems

Currently all planning applications were reviewed for their environmental impacts with the Planning Committee responding to the planning authority as part of the consultation response. This included sustainable drainage options and future adoption and maintenance provisions. Future considerations would need to reflect the fact that new homes would have to produce around 30% less carbon emissions as part of a major update to the building regulations. This included an uplift to existing energy efficiency standards for homes, and was a steppingstone towards the introduction of the Future Homes Standard in 2025.

The new Building Regulations comprised five new Approved Documents, including uplifts to Part L (fuel and power) and Part F (ventilation), which would come into effect from 15 June 2022, and would have a marked impact on new homes and existing homes. With regard to existing homes changes to Part L & Part F of the Building Regulations would set new minimum standards for fabric efficiency. For example, there would be a new efficiency metric for the whole house calculation method for new extensions. There would be a requirement for new or replacement heating system designs to accept low-carbon heating in future, including integrating the latest Ecodesign appliance benchmarks.

A transition period would now commence until June 2022, when the new regulations would come into effect, which were designed to allow for planning applications which were currently in progress. Legislation would require newbuild homes and buildings to have electric car charging points and this would come into effect from 2022, including self-builders. This would have an impact on the design and delivery of terraced properties where parking was located away from the home.

### **22/104 ASSET DELIVERY REPORT**

The Council noted its asset delivery report dated 13 May 2022.

### **22/105 COMMITTEE MINUTES**

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to adopt the minutes of the Amenities Committee on 9 May 2022.

Signed .....

Date: 27 June 2021

## 22/106 SCHEDULE OF PAYMENTS

The Council noted that the payment for T-shirts for the Health and Wellbeing Day which had been held on 21 May 2022 would be paid from earmarked reserve (EMR) 335 (Sport England Community Development Delivery Budget).

Regarding the payment to Greg Waller Plumbing Ltd for the water trough maintenance at the Crannafor Allotments, the Council noted that a report would be submitted to the next meeting of the Amenities Committee regarding the water troughs cleaning requirements.

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

### Council payments

£62.99 to See the Light for broadband and telephony  
£19.99 employee expenses for Health and Wellbeing Day (EMR 335)

### Younghayes Centre payments

£96.19 to Trinity Fire & Security Systems for routine service of the fire detection and alarm systems  
£898.58 to Green Machine for cleaning of the Younghayes Centre  
£36.00 refund for hall hire during a fire alarm incident which resulted in the evacuation of the building

### Direct Debits Younghayes Centre

£710.64 to Eon for heat

**Agenda items 27 (exclusion of press and public), 28 (Cranbox business plan) and 29 (E.ON easement agreement) were withdrawn from the agenda on the basis of no supporting documents were received in time for the meeting.**

**The meeting closed at 8:21pm.**

Signed .....

Date: 27 June 2021



SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			AGENDA ITEM NO. 26
23 MAY 2022			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
20/01/2022	Tony Benger Landscaping	Extend and widen protection mat, table tennis area	£ 535.98
19/04/2022	Healthmatic	Ingrams Pavilion JCT Design & Build Contract Milestone payment 1	£ 55,678.78
26/04/2022	Stephens Scown	VAT element of invoice for deed of variation legal fees (recoverable from HMRC)	£ 355.20
28/04/2022	Studio Four Architects	Project management Ingrams pavilion	£ 950.40
28/04/2022	Studio Four Architects	Project management skatepark	£ 288.00
30/04/2022	Tony Benger Landscaping	Maintenance April 2022, worship land and Cranbrook MLR from Education Campus	£ 26,338.63
30/04/2022	Tony Benger Landscaping	Planting of Elm Tree to replace fallen veteran oak in Country Park	£ 120.00
30/04/2022	Tony Benger Landscaping	Fencing repairs at Crannaforde Allotments	£ 57.60
21/05/2021	AS Signs & Graphics	Fleece Jackets and High Viz sleeveless jackets - NB invoice not presented to CTC until 090522 deposite requests	£103.20
09/05/2022	Cranbrook Town Council	Hall hire April 2022 SEND project (EMR 330 Awards for All)	£ 24.00
06/05/2022	Greg Waller Plumbing Ltd	Water trough maintenance Crannaforde Allotments	£ 115.40
10/05/2022	Stitch 2 Print Ltd	Volunteer T-shirts for Health and Wellbeing Day	£ 67.80
10/05/2022	Rialtas Business Solutions	Year-end closedown	£ 669.60
29/05/2022	Rialtas Business Solutions	Omega cashbook only annual support and maintenance licence	£474.00

Signed .....

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16/05/2022	Castle CCTV	Interim Payment St Martins CCTV	£2,400.00	
<b>Council Direct Debits</b>				
DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
04/04/2022	Concorde	Printing Costs	£	7.92
n/a	Asda Mobile	Office mobile monthly cost	£	30.00
	Core Office IT	Monthly email and cloud services hosting		
	Core Office IT	IT Support		
<b>Staffing Costs</b>				
DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
27/05/2022	Employees	Salaries	£	10,072.50
27/05/2022	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£4,033.41	
27/05/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£	4,424.84
<b>Younghayes Centre Costs</b>				
DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
27/04/2022	South West Water	Water and sewage charges	£	399.80
30/04/2022	Tony Benger Landscaping	Grounds maintenance	£	81.74
10/05/2022	IWS	Legionella Testing	£	75.84
16/05/2022	See the Light	Broadband	£	16.80
REFUND	Younghayes Centre	Unprompted over-payment invoice YHC-534 for £36.00 hirer paid £54.00 and requires refund of £18.00	£18.00	
<b>Younghayes Centre Direct Debits</b>				
DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
09/05/2022	Total Energies	Electricity	£	2,113.21
30/04/2022	Biffa	Waste Collections	£	65.22

Signed .....

Date: 27 June 2021