

MINUTES

Committee: Town Council
Date: Monday, 12 December 2022
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

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

Also Present

One member of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

22/211 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kim Bloxham.

22/212 DECLARATION OF INTERESTS

No declarations of interest were made.

22/213 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 21 November 2022 as a correct record.

22/214 PUBLIC PARTICIPATION

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

22/215 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted that a vehicle-activated traffic sign (VAS) had been received on 8 December 2022 following the receipt of a Devon County Council locality grant funding the equipment for use in Cranbrook.

The Council noted the district councillors' report.

Signed

Date: 23 January 2023

22/216 TOWN COUNCIL BUDGET 2023-24 – PRECEPT DEMAND

The Council considered a report regarding its precept demand for the 2023-24 financial year.

On 9 December 2022, the Council had received East Devon District Council's precept letter in which the tax base for the parish of Cranbrook was calculated at 2,415, resulting in a precept demand of £618,312.45 based on a stable Band D precept of £256.03.

The Council noted that its Amenities Committee was reviewing the rent levels at the Crannaford Allotments with a further report scheduled to be considered by that Committee on 30 January 2023. Therefore, a suggestion was made to submit the detailed and final budget proposals for the Council's approval at the full Council meeting on 20 February 2023.

Cllr Barry Rogers declared a financial interest by virtue of being a tenancy holder at the Crannaford Allotments.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to

a) approve the precept demand of £618,312.45 for the 2023-24 financial year for submission to East Devon District Council by Wednesday, 18 January 2023.

b) consider and approve the Town Council's final and detailed budget for the 2023-24 financial year at the meeting of the full Council on 20 February 2023 in light of the ongoing work in relation to setting the rent level at the Crannaford Allotments.

Cllr Barry Rogers abstained from the vote.

22/217 CRANBROOK YOUTH SERVICE

The Council considered a report regarding the future of the youth service in Cranbrook commissioned by the Town Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to appoint the Cranbrook Youth Club CIC under the registration number 14503611 as the Town Council's new youth service provider.

22/218 CRICKET ROLLER

The Council considered a report regarding investment in a cricket roller in order to enable cricket play at the Ingrams sports pitches from the cricket season 2023 onwards.

Devon Cricket had confirmed since the publication of the agenda and supporting documents that they are not able to financially contribute to a roller.

The Council had received informal confirmation from the Exeter and Cranbrook Sport England Local Delivery Pilot that the Pilot was able to contribute £10,000 towards the purchase of a storage solution at the Ingrams Sports Pitches site.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to commission Peter Woodman Pitch Services to commence sourcing a roller for the Council's approval before purchase.

22/219 EAST DEVON DISTRICT COUNCIL – COUNCIL TAX REDUCTION SCHEME 2023-24 CONSULTATION

The Council considered its draft response to East Devon District Council's consultation on the 2023-24 council tax reduction scheme.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to submit the consultation response as drafted.

Signed

Date: 23 January 2023

22/220 HM THE KING'S CORONATION 2023

The Council considered a report regarding any Council events to commemorate His Majesty The King's coronation on 6 May 2023.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to not commemorate the coronation of King Charles III on Saturday, 6 May 2023 but to support the community in their endeavours to organise celebrations themselves.

22/221 CLIMATE PLAN

The Council had adopted its climate change plan on 21 February 2022 (ref. minute 22/33) and had considered the progress against the plan last on 23 May 2022 (ref. minute 21/103). The Council considered a report detailing the progress made against its climate plan since May 2022.

The Council noted that the suggestion to establish climate change as material planning consideration had been superseded by the Part L regulations coming into force in June 2022.

The Council agreed that calculating its own carbon footprint would not result in any suitable and usable baseline because of Cranbrook's continuing expansion and the resulting increase in carbon footprint.

The Council further noted that some of the actions had not been progressed due to previous postholders leaving their employment with the Town Council. The Council commented on its remaining employees' limited capacity to deliver the plan's aspirations in full.

Cllrs Ray Bloxham and Matt Bayliss together with the Clerk further update the document.

The Council noted the update.

22/222 AUTOMATED EXTERNAL DEFIBRILLATOR

The Council considered a report regarding the installation of a defibrillator at the Ingrams Sports Pavilion.

London Hearts, a heart charity dealing with the funding, procurement and supply of defibrillators throughout the UK had emailed the Council on 7 December 2022 currently offering a £300 grant available towards the cost of each defibrillator they supply.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to

a) fulfil the current lease with the South Western Ambulance Service NHS Foundation Trust until November 2023.

b) agree to Jay's Aim's offer of a publicly-accessible defibrillator and a wall-mounted cabinet free of charge to be installed at the Ingrams Sports Pavilion funded by the Exeter Legacy Fund 2022 in addition to either £200 towards the cost of installation or an electrician to install at their cost.

22/223 COMMITTEE MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to adopt the minutes of the Planning Committee on 5 December 2022.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to adopt the minutes of the Amenities Committee on 5 December 2022, except minute A/22/74 which would be referred to the next meeting of the Amenities Committee on 30 January 2023 for reconsideration.

The Council accepted the recommendation under minute A/22/77 to appoint Tamar as the preferred supplier in accordance with the Council's Financial Regulations.

Signed

Date: 23 January 2023

22/224 SCHEDULE OF PAYMENTS

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

Council payments

£308,268.30 to Healthmatic Ltd. for Ingrams JCT Contract

£494.70 to iHASCO for First Aid Appointed Person Training Credits x 2, Fire Warden x 7 Annual Renewal Fee, Manual Handling x 7 Annual Renewal Fee and Risk Assessment Training x 3 Annual Renewal Fee

Younghayes Centre payments

£156.00 to All Doors South West Ltd for roller shutter service

22/225 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss 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.

22/226 COMMERCIAL TENANT DEED OF RELEASE

On 26 September 2022, the Council had resolved to release Action East Devon from their lease early to enable their desired departure by Christmas 2022 (ref. minute 22/175).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the deed of release as amended by the Council's solicitor on 12 December 2022 and to execute the document as a deed on behalf of the Council in accordance with Standing Order 23.

22/227 RECTIFICATION OF ERRORS IN LAND TRANSFER BOUNDARIES

The Council considered a proposal to rectify errors in the land transfer boundaries in Phase 3 of the Country Park and Phase 2 of the development which had occurred during land transfers in 2021.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the execution of the deed of variation of plans relating to open space land at Cranbrook on behalf of the Council in accordance with Standing Order 23.

The meeting closed at 7:45pm.

Signed

Date: 23 January 2023

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			AGENDA ITEM NO.
12 DECEMBER 2022			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/11/2022	Employee	Expense for purchase of refreshments for Christmas Light Switch On Event	£ 62.26
21/11/2022	Devon County Council	Vetting Checks for Oct 2022	£ 9.90
21/11/2022	Devon County Council	Vetting Checks for Oct 2022	£ 9.90
24/11/2022	Tony Bengier Landscaping	November 2022 grounds maintenance incl. worship land and MLR strips from Education Campus	£ 15,886.16
24/11/2022	Tony Bengier Landscaping	Supply and Installation Hinged Bollards to Country Park	£ 847.69
24/11/2022	Tony Bengier Landscaping	Replanting St Michael's Way	£ 603.60
24/11/2022	Tony Bengier Landscaping	Log Removal from Stream	£ 90.00
28/11/2022	Core Office IT Limited	HDMI to VAG Adapter	£ 22.80
30/11/2022	OUTCO	Winter gritting	£ 297.60
06/12/2022	M & G Associates	Payroll December 2022	£ 22.01
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/12/2022	Concorde	Printing Costs	£ 5.57
28/11/2022	British Gas	CCTV Electricity	£ 49.17
n/a	Asda Mobile	Office mobile monthly cost	
22/11/2022	Core Office IT	Monthly email and cloud services hosting	£ 346.74
22/11/2022	Core Office IT	IT Support	£ 562.80
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/12/2022	Employees	Salaries	£ 9,795.55
28/12/2022	HMRC	HMRC Income Tax and employer and employees' National Insurance Contributions	£ 3,102.75

Signed

Date: 23 January 2023

28/12/2022	Peninsula Pensions	Employer and employees' contributions to Local Government Pension Scheme	£ 3,459.66
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
21/11/2022	IWS	Legionella Testing	£ 75.84
24/11/2022	Tony Bengier Landscaping	November 2022 Younghayes Mainenance	£ 81.74
30/11/2022	Green Machine	Consumables	£ 23.54
27/11/2022	Johnsons Workwear	Tea towel and door mat cleaning	£ 61.32
05/12/2022	Hanover Lifts	Lift Service	£ 103.20
05/12/2022	West Coast Windows	Removal of glass panel	£ 90.00
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/11/2022	Biffa	Waste Collections	£ 59.62

Signed

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