

MINUTES

Committee: Town Council
Date: Monday, 22 April 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present

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

24/45 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kim and Ray Bloxham, and Lisa Goudie.

24/46 DECLARATION OF INTERESTS

No declarations of interest or requests for dispensations were made.

24/47 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 March 2024 as a correct record.

24/48 PUBLIC PARTICIPATION

There were no members of the public in attendance.

24/49 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Sara Randall Johnson, representing Devon County Council.

The Council noted the report by the East Devon District Councillors representing Cranbrook.

24/50 CRANBROOK TRAIN STATION AND CAR PARK CCTV

The Council considered a report regarding the provision of CCTV at the train station and station car park in Cranbrook, and commented that maintaining free parking at the train station without the liability of capital installations and ongoing maintenance was desirable.

The Council noted the report.

Signed _____

Date: 2021

24/51 ACCESSIBILITY STATEMENT

The Council considered its draft accessibility statement relating to its new website which had been commissioned in April 2024.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to adopt the accessibility statement.

24/52 POLICY WORKING GROUP

The Council considered a report by its policy working group and commented that the section entitled "Working Part-Time" in appendix B (annual leave policy) started with the sentence "All employees are entitled to bank/public holiday leave" which appeared incongruous and suggested a further review of that section.

It was proposed by Cllr Sam Hawkins seconded by Cllr Colin Buchan and **resolved** to

- a) note the report of the Policy Working Group;
- b) approve the policy on Harassment, Sexual Harassment and Bullying at appendix A to the report as an interim measure and to delegate to the Clerk in conjunction with the Policy Working Group to further review the policy once further guidance on this matter is received.
- c) approve the amended Leave Policy at Appendix B to take account of the new right to leave for carers.
- d) approve the amended Absence Management Policy which reflects the removal of previous duplication with the Leave Policy.
- e) approve the policy on flexible working.

Cllr Vincent Wilton abstained.

24/53 COMMITTEE MINUTES

The Council received the minutes of the Amenities Committee on 8 April 2024.

24/54 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to not renew the Devon Association of Local Councils membership based on the significant year-on-year increases in the membership fee and concerns regarding value for public money.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to approve the remaining schedule appended to these minutes in addition to the following payments:

Town Council Payments

£3,222.00 to Furniture@Work Ltd for 60 conference chairs for the Ingrams Pavilion
£199.99 to Tony Benger Landscaping Ltd for Phase 3 ground maintenance April 2024
£8,160.00 to Tony Benger Landscaping Ltd for Skatepark planting and topsoil
£197.40 to Core Office IT Ltd for help desk services
£270.00 to soVision IT Ltd for extended warranty for Communication Officer laptop
£192.00 to soVision IT Ltd for extended warranty for Clerk laptop
£7.02 to Employee for travel expenses
£200.00 to House2home Handyman Services for odd job day at Ingrams
£425.00 to Villages in Action for 50% artist fee (23/210)
£13,199.64 to Tony Benger Landscaping Ltd for grounds maintenance for April 2024
£66.00 to Pro Lawn Garden Services for VAS deployment

Signed _____

Date: 2021

Younghayes Centre Payments

£93.18 to Tony Benger Landscaping Ltd for Younghayes Centre ground maintenance April 2024

£80.00 to House2home Handyman Services for Younghayes Centre repairs

Younghayes Centre Direct Debit

£879.50 to E.ON for heat

£1,121.99 to E.ON for heat

The Council noted that Keep Britain Tidy would re-issue their invoice for £508.80 on the schedule of payments because it was payable by Tony Benger Landscaping (50%) and the Town Council (50%).

24/55 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton 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.

24/56 INSTALLATION OF E.ON SIGFOX BASE STATION

The Council considered a report recommending the installation of a signal mast on the Younghayes Centre to enable automatic meter readings to be transmitted to E.ON and an associated wayleave agreement.

The Council:

- considered the offered indemnity cover as low in cases of e.g. damage to the building during the installation process;
- expressed concerns regarding the proposed connection to the Council's internet network;
- expressed concerns regarding the assumed energy consumption into the medium-term future and its relation to the proposed rental payments.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Sam Hawkins and **resolved** to reject the current proposal to install a signal mast on the Younghayes Centre to enable automatic meter readings to be transmitted to E.ON.

Cllrs Colin Buchan and Matt Bayliss abstained.

The meeting closed at 7:34pm.

Signed _____

Date: 2021

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			AGENDA ITEM NO. 10
22 April 2024			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
19/03/2024	Tony Benger Landscaping Ltd	Ingrams grounds maintenence March 2024	£ 133.39
19/03/2024	Tony Benger Landscaping Ltd	Phase 3 grounds maintenance February 2024	£ 199.99
19/03/2024	Tony Benger Landscaping Ltd	Removal and disposal of benches and wooden structure at Ingrams Sports Pitches	£ 451.20
19/03/2024	Tony Benger Landscaping Ltd	Grounds maintenance March 2024	£ 9,600.00
20/03/2024	Stalite Signs	Wildflower Meadow Signs	£ 22.92
21/03/2024	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels	£ 367.50
21/03/2024	East Devon District Council	Business rates for Office	£ 1,200.00
22/03/2024	Forte Trailscapes Limited	Pump Tract construction	£ 11,999.70
25/03/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
21/03/2024	Stephen Scowns	Land Registry registration fee for Public Open Space	£ 7.20
01/04/2024	Rialtas Business Solutions Ltd	Omega Cashbook annual support and maintenance licence	£ 666.00
01/04/2024	Rialtas Business Solutions Ltd	Bookings software annual support and maintenance licence	£ 532.80
01/04/2024	Rialtas Business Solutions Ltd	Bookings Google Public Calendar Website Integration annual support and maintenance	£ 164.40
08/04/2024	AS Signs & Graphics	T-shirts and hoodies for Skatepark ambassadors	£ 270.00
02/04/2024	Peter Woodman Pitch Service	Ingrams cricket square maintenance March 2024	£ 420.00

Signed

Date: 2021

02/04/2024	Devon Association of Local Councils	Membership Fee 2024-25	£ 1,433.72
12/04/2024	Cranbrook Youth Club	Youth Services for second half of 2023/24	£ 6,430.00
12/04/2024	RoSPA Playsafely Limited	Annual inspection for St. Martins Play Park	£ 141.60
12/04/2024	RoSPA Playsafely Limited	Annual inspection for Northwood Acres Play Park, Hayes Square Play Park, Crannaford Play Park and Platinum Play Park	£ 475.20
15/04/2024	See the light	Broadband and telephony	£ 65.84
04/04/2024	Keep Britain Tidy	Green Flag Award application fee (A/24/6)	£ 508.80
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/03/2024	British Gas	CCTV electricity St Martin's play area	£ 27.32
02/04/2024	Core Office IT	Cloud services subscriptions for March	£ 444.30
02/04/2024	Core Office IT	IT Support for March	£ 562.80
02/04/2024	Core Office IT	Annual Web Hosting	£ 172.80
03/04/2024	Concorde	Printing costs	£ 25.14
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - April 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge	awaited
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
19/03/2024	Tony Benger Landscaping Ltd	Ground maintenance March 2024	£ 93.18
20/03/2024	Safe Working Lifts Ltd	Annual lift service (4 visits per annum) (24/44)	£ 280.32

Signed

Date: 2021

21/03/2024	East Devon District Council	Business rates for Younghayes Centre	£ 1,368.83
21/03/2024	East Devon District Council	Business rates for Community Hall	£ 4,540.90
21/03/2024	East Devon District Council	Business rates for Resource Hub	£ 561.38
25/03/2024	IWS	Legionella testing	£ 98.70
25/03/2024	J Redpath Buchanan & Co Ltd	Remedial works on the Loghtning Protection System	£ 384.00
31/03/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 66.15
03/04/204	East Devon District Council	Business Rates for Conference Room 2022/23	£ 8.14
03/04/2024	East Devon District Council	Business Rates for Conference Room 2023/24	£ 3,118.21
03/04/2024	East Devon District Council	Business Rates for Conference Room 2024/25	£ 3,043.90
15/04/2024	See the light	Public broadband	£ 16.80
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
22/03/2024	E.ON	Heating	£ 364.32
31/03/2024	Biffa	Waste collections	£ 78.48

Signed

Date: 2021