

MINUTES

Committee: Town Council
Date: Monday, 24 June 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Les Bayliss (Chair)
Cllr Matthew Bayliss
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Vincent Wilton

Also Present

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

24/80 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kevin Blakey and Lisa Goudie.

24/81 DECLARATION OF INTERESTS

No declarations of interest were made or dispensations granted.

24/82 MINUTES

The Chairman stated that it had come to light that it was alleged that the minutes of the full Council meeting held on 21 August 2023 had omitted the voting against one motion by potentially two councillors. At the following full Council meeting on 25 September 2023, the minutes of the meeting on 21 August 2023 had been accepted and signed as a correct record (minute ref. 23/154).

The Chairman advised that it was the councillors' responsibility to ensure that their votes were recorded and to ensure that minutes of meetings were correct before accepting and signing them as a correct record.

The Chairman further advised that if the councillor(s) whose vote(s) had allegedly been omitted from the minutes of the full Council meeting held on 21 August 2023 were able to submit a written notice to the Proper Officer containing a motion for the full Council meeting on 22 July 2024 under Standing Order 9.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 13 May 2024 as a correct record.

Signed

Date: 22 July 2024

24/83 PUBLIC PARTICIPATION

There were no members of the public in attendance.

24/84 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023-24

a) Report by the Internal Auditor

The Council considered and noted the report by its internal auditor covering the 2023-24 financial year, awarding a "Substantial Assurance" rating, the highest-possible assurance within their rating hierarchy, confirming that the Council maintained a sound system of governance, risk management and control, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the areas audited.

b) Section 1 – Governance Statement

The Council considered Section 1 of the annual governance and accountability return 2023-24, the governance statement.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to respond individually and positively to each of the eight assertions in Section 1 of the annual governance and accountability return 2023-24, the governance statement, in consecutive order.

c) Section 2 – Statement of Accounts 2023-24

The Council considered the Statement of Accounts 2023-24 set out in Section 2 of the annual governance and accountability return.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to approve the Statement of Accounts set out in Section 2 of the annual governance and accountability return.

d) Period for the Exercise of Electors' Rights

The period for the exercise of public rights was a period during which the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. The period had to last for 30 working days set by the smaller authority and must include the first 10 working days of July.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Sam Hawkins and **resolved** to approve the period for the exercise of public rights from Monday, 1 July 2024 until Friday, 9 August 2024.

e) Statement of Internal Control 2024

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to approve the Council's Statement of Internal Control 2024.

f) Re-Appointment of Signatory for Bank Statements and Bank Reconciliations

On 25 September 2023, full Council had appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (ref. minute 23/159) who verified and signed bank reconciliations and the underlying hard copy bank statements in accordance with Financial Regulation 2.2.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to re-appoint Cllr Vincent Wilton as the Council's signatory for bank statements and quarterly bank reconciliations.

24/85 TOWN COUNCIL'S ANNUAL REPORT 2023-24

The Council considered its annual report covering the period 1 April 2023 until 31 March 2024.

Signed

Date: 22 July 2024

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to approve the annual report 2023-24.

24/86 TOWN COUNCIL'S FIVE-YEAR PLAN 2024-29

The Council considered its five-year plan covering the period 2024 until 2029.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to adopt the Council's five-year plan covering the period 2024 until 2029.

24/87 PROCUREMENT OF TRIM TRAIL

The Council considered a report recommending the procurement of a trim trail in the Stone Meadow area of the Country Park, and associated tender documents.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to approve the tender documents for advertising the procurement of a trim trail in the Stone Meadow area of the County Park on the Contracts Finder platform.

24/88 CRANBROOK YOUTH CLUB UPDATE

The Council considered and noted an update from the Cranbrook Youth Club CIC.

The Council thanked the Cranbrook Youth Club CIC for the report and commented on the usefulness of the update. The Council was disappointed to hear of the challenging behaviours and credited the Cranbrook Youth Club CIC for their actions.

One councillor mentioned that Whitely Town Council employed a Community Support Officer who responded to low-level anti-social behaviour in the town. Councillors commented on the difference in approach to low-level anti-social behaviour by the local Police and Crime Commissioner and Devon and Cornwall Police's Chief Constable, and that the local police service did not appear to be minded to provide a particularly robust response to criminal behaviour. The Council would continue to highlight the need to do that with both the Police and Crime Commissioner and Devon and Cornwall Police.

24/89 SOCIAL MEDIA REPORT

The Council considered a social media report covering the month of May 2024 with a comparison to data in April 2024.

The Council commented on the need to provide greater visual clarity on the origin of information when the Town Council informed residents on behalf of partners, e.g. by providing overlays on pictures to indicate visually that content was not the Town Council's.

The Council noted the report.

24/90 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 18 June 2024.

24/91 COMMITTEE MINUTES

The Council received the minutes of the Finance & Personnel Committee on 17 June 2024.

24/92 VAT REGISTRATION UPDATE

The Council considered a report documenting that the Council had not been making VATable supplies of the Ingrams Pavilion or the Ingrams sports pitches pending its VAT registration which the Council had agreed on 25 September 2023 (ref. minute 23/165).

Signed

Date: 22 July 2024

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) note the update.

b) confirm that the Council had not been making VATable supplies of the Ingrams Pavilion or the Ingrams sports pitches pending its VAT registration which the Council had agreed on 25 September 2023 (ref. minute 23/165).

c) continue to not make any VATable supplies of the Ingrams Pavilion or the Ingrams sports pitches until the VAT registration process is complete.

24/93 COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORTS 2022-23 AND 2023-24

The Council considered its community infrastructure levy annual reports for the 2022-23 and 2023-24 financial years.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to agree the community infrastructure levy annual reports for the 2022-23 and 2023-24 financial years and to submit those to the local planning authority East Devon District Council.

24/94 SCHEDULE OF PAYMENTS

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

Town Council Costs

£66.00 to Pro Lawn Garden Services for the deployment of the vehicle-activated sign (VAS)
£860 to House2home for play park repairs, Ingrams signs installation and Community Garden shed base and assembly

Younghayes Centre Costs

£179.99 to Euro Lifts Ltd for Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) examination (24/44)
£100.00 to House2home for Younghayes Centre repairs

24/95 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.

24/96 INGRAMS SPORTS PITCHES

a) Multi-Use Games Area

The Council considered a report by its tender evaluation panel.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to not award the contract at this stage and to re-tender the opportunity on the government's Find a Tender as well as the Contracts Finder platforms.

Cllr Vincent Wilton abstained from the vote.

Signed

Date: 22 July 2024

b) Sanitary and Nappy Waste Collections

The Council considered a report recommending the appointment of a contractor to collect sanitary and nappy waste from the Ingrams Pavilion.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to instruct PHS to service Ingrams with hygiene waste equipment for the external toilets and once the Pavilion is open, increase to include the internal.

24/97 TOWN COUNCIL'S TOWN CENTRE BUILDING

The Council considered a report regarding the delivery of the Town Council's town centre building.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) agree to the Council's assets delivery working group to continue to progress conversations with Devon County Council regarding their contributions towards the Town Council's town centre building The Tillhouse.

b) request that Devon County Council's land allocation is also transferred to the Town Council in order to enable an as-large-as-possible northern counterpart to the town square and a direct link between The Tillhouse and the Country Park on parcel TC2.

24/98 CRANBOX

The Council considered a report regarding the delivery of the modular commercial space in the town centre ("Cranbox").

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) continue to explore and to support the delivery of modular and flexible commercial units (Cranbox) in the town centre in Cranbrook.

b) express a formal interest in owning, managing and maintaining Cranbox.

24/99 INSTALLATION OF E.ON SIGFOX BASE STATION

On 22 April 2024, the Council had 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.

At that meeting, the Council rejected the proposal to install a signal mast on the Younghayes Centre to enable automatic meter readings to be transmitted to E.ON on the basis of a number of concerns (ref. minute 24/56) which had now been addressed.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Vincent Wilton and **resolved** to

a) grant permission to E.ON's partner Heliot Europe access to the Younghayes Centre to install, operate and maintain a 60cm radio aerial station which forms part of a communications network.

b) agree to Heliot Europe's wayleave agreement.

24/100 UNAUTHORISED ENCAMPMENTS

The Council considered a report recommending the appointment of a bailiff firm to deal with unauthorised encampments on Council land.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to instruct Devon Investigations Ltd trading as County Investigations to provide cover for the event space in the Country Park at a bronze level of service at £495.00 per annum.

Signed

Date: 22 July 2024

Cllr Vincent Wilton abstained from the vote.

24/101 COMMERCIAL LEASE

The Council considered a lease agreement for a commercial tenant by deed.

The Council's Standing Order 23 covers the execution and sealing of legal deeds as follows:

- (a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- (b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the lease agreement on behalf of the Council in accordance with Standing Order 23.

The meeting closed at 8:09pm.

Signed

Date: 22 July 2024

| SCHEDULE OF PAYMENTS | | | |
|--|-------------------------------------|--|--------------------|
| CRANBROOK TOWN COUNCIL | | AGENDA ITEM NO. 15 | |
| 24 June 2024 | | | |
| Town Council Costs | | | |
| DATE | INVOICE FROM | DESCRIPTION | TOTAL INC VAT £ |
| 15/05/2024 | Pro Lawn Garden Services | Vehicle-activated sign (VAS) deployment | £ 66.00 |
| 15/05/2024 | See the light | Broadband and telephony | £ 64.23 |
| 17/05/2024 | Employee | Purchase of tough cut scissors | £ 5.78 |
| 17/05/2024 | Quick Plant & Groundworks Ltd | Hire of Heras security fence panels | £ 420.00 |
| 17/05/2024 | Water Plus | Community Garden water charges | £ 38.08 |
| 23/05/2024 | iHasco | Training Credits | £ 900.00 |
| 28/05/2024 | Tony Bengier Landscaping Ltd | Phase 3 grounds maintenance May 2024 | £ 199.99 |
| 28/05/2024 | Tony Bengier Landscaping Ltd | Landscaping between Pavilion and Pitches | £ 2,033.18 |
| 28/05/2024 | Tony Bengier Landscaping Ltd | Ingrams additional works | £ 1,432.80 |
| 28/05/2024 | Tony Bengier Landscaping Ltd | Cranbrook train station maintenance May-July 2024 | £ 351.16 |
| 28/05/2024 | Tony Bengier Landscaping Ltd | Grounds maintenance May 2024 | £ 30,000.00 |
| 29/05/2024 | Por Lawn Garden Services | Vehicle-activated sign (VAS) deployment | £ 66.00 |
| 30/05/2024 | SoVision IT Ltd | Datto Workplace May 2024 | £ 104.64 |
| 02/04/2024 | SoVision IT Ltd | IT Services April 2024 | £ 502.56 |
| 20/05/2024 | Studio Four Architects Ltd | Stakepark Project Management | £ 720.00 |
| 30/05/2024 | Peter Woodman Pitch Services | Extras for May 2024 at Ingrams Sports Centre | £ 861.13 |
| 30/05/2024 | Peter Woodman Pitch Services | Ingrams cricket square and outfield maintenance May 2024 | £ 3,565.00 |
| 30/05/2024 | AS Signs & Graphics | Ranger Wordwears | £ 58.80 |
| 03/06/2024 | Pro Lawn Garden Services | Vehicle-activated sign (VAS) deployment | £ 66.00 |
| 04/06/2024 | Core Office IT | Cloud Services Subscription | £ 183.00 |
| 06/06/2024 | SoVision IT Ltd | IT Services June 2024 | £ 766.70 |
| 10/06/2024 | Complete Weed Control | 2024 Weed control services 1st treatment | £ 195.60 |
| 11/06/2024 | Peter Woodman Pitch Services | Ingrams cricket square and outfield maintenance 1 to 11 June 2024 | £ 1,023.00 |
| 17/06/2024 | See the light | Broadband and telephony | £ 60.70 |
| Council Direct Debits | | | |
| DATE | INVOICE FROM | DESCRIPTION | TOTAL INC VAT £ |
| 28/05/2024 | British Gas | CCTV electricity St Martin's play area | £ 27.58 |
| 28/05/2024 | Siemens Financial Services Limited | Office copier lease rental | £ 120.30 |
| 03/06/2024 | Concorde | Printing costs | £ 6.50 |
| Staffing Costs | | | |
| DATE | INVOICE FROM | DESCRIPTION | TOTAL INC VAT £ |
| | East Devon District Council | Payroll recharge - June 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 £ |
| 15/05/2024 | Membes of the Public | Refund | £ 30.00 |
| 15/05/2024 | See the light | Public Broadband | £ 16.80 |
| 28/05/2024 | Tony Bengier Landscaping Ltd | Grounds maintenance May 2024 | £ 93.18 |
| 23/05/2024 | Trinity Fire & Security Systems Ltd | Routine service of the fire detection and alarm system | £ 96.19 |
| 26/05/2024 | Johnsons Workwear | Tea towel and door mat cleaning | £ 82.68 |
| 13/06/2024 | Paula Simpson Ltd (Oven Wizards) | Oven Clean | £ 223.20 |
| 17/06/2024 | See the light | Public Broadband | £ 16.80 |
| Younghayes Centre Direct Debits | | | |
| DATE | INVOICE FROM | DESCRIPTION | TOTAL INC VAT £ |
| 31/05/2024 | Biffa | Waste collections | £ 78.48 |
| 22/05/2024 | E.ON | Heat | £ 757.43 |

Signed

Date: 22 July 2024