

MINUTES

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

Present

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

Also Present

One member of the public
Cllr Henry Gent, Devon County Council
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/102 APOLOGIES FOR ABSENCE

No apologies for absence were received.

24/103 DECLARATION OF INTERESTS AND DISPENSATIONS

No declarations of interest were made or dispensations requested.

24/104 MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 24 June 2024 as a correct record.

24/105 PUBLIC PARTICIPATION

A member of the public, who was a resident of Stone Barton, attended the meeting to express concerns regarding the car parking situation along Crannaforde Lane and Stone Barton during school drop-off and pick-up times at the Cranbrook Education Campus.

24/106 DISTRICT AND COUNTY COUNCIL MATTERS

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

The Council also noted the report by the district councillors.

Signed

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24/107 CRANNAFORD LANE PARKING RESTRICTIONS

The Council considered a report regarding the parking situation along Crannaford Lane during school drop-off and pick-up times at the Cranbrook Education Campus.

A query regarding the ownership of the path adjacent to Crannaford Lane needed to be resolved between the consortium of developers, the East Devon New Community Partners, and the local highway authority Devon County Council. The Council noted that that section of Crannaford Lane was shown as "Public Highways" on Devon County Council' land charges website.

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

a) support an application for yellow lines along Crannaford Lane and to request that the County Councillors representing Cranbrook take a report to the next available parking restrictions review at the East Devon Highways and Traffic Orders Committee to install parking restrictions along both sides of Crannaford Lane north of Stone Barton thus extending the current parking restrictions which had already been established in that area.

b) consider which areas across the town, if any, the Town Council would like to recommend to the local highway authority Devon County Council for the installation of additional double yellow line requests.

24/108 UNAUTHORISED ENCAMPMENTS

The Council considered a report recommending the correction of the service level at the Country Park event space which had been agreed by the full Council at the previous meeting on 24 June 2024 under minute reference 24/100.

The service provider had informed the Council that they had introduced an enhanced Bronze service which provided two signs and a Stage 1 but no Stage 2 benefit at £695. The Council noted that the previous incursion at the event space in the Country Park had not escalated to a Stage 2 response.

It was proposed by Cllr Matt Bayliss and seconded by Cllr Colin Buchan to instruct Devon Investigations Ltd trading as County Investigations to provide cover for the event space in the Country Park at an enhanced Bronze level at £695 per annum.

Cllr Ray Bloxham, seconded by Cllr Kevin Blakey, proposed an amendment to that proposal to instruct Devon Investigations Ltd trading as County Investigations to provide cover for the event space in the Country Park at the current silver level of service at £795 per annum. The amendment was not carried.

Cllr Vincent Wilton voted against the amendment.

The Council then voted on the original proposal which was not carried either.

Cllr Vincent Wilton voted against the original proposal.

It was then proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and resolved to instruct Devon Investigations Ltd trading as County Investigations to provide cover for the event space in the Country Park at the current silver level of service at £795 per annum.

Cllr Vincent Wilton abstained from the vote.

24/109 COMMITTEE MINUTES

The Council received the minutes of the

- a) Amenities Committee on 1 July 2024
- b) Finance & Personnel Committee on 15 July 2024

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24/110 FINANCIAL REGULATIONS

The Council considered revised Financial Regulations which had been considered by the Council's Finance & Personnel Committee on 15 July 2024 (ref. minute F&P/24/37).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the Financial Regulations.

Cllrs Lisa Goudie and Vincent Wilton abstained from the vote.

24/111 SOCIAL MEDIA REPORT

The Council noted the report.

24/112 COST OF LEGAL REPRESENTATION

The Council noted the increase in cost for legal representation as detailed in the report.

24/113 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 16 July 2024.

24/114 DELIVERY OF THE INGRAMS PAVILION

On 18 March 2024, the Council had agreed to a contribution from the Council's general reserves to a maximum of £50,000 to fund the shortfall in capital for the delivery of the Ingrams Pavilion, to absorb the losses associated with the lack of service connections to date, to vire those funds from the general to the relevant earmarked reserve and receive quarterly financial update reports (ref. minute 24/42).

The Council considered and noted those update reports.

24/115 SCHEDULE OF PAYMENTS

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

Town Council Costs

£199.99 to Tony Bengler Landscaping for Phase 3 grounds maintenance July 2024
£920.00 to House2home Handyman Services for play area repairs and remove fencing in Great Meadow
£3,140.06 to Lex Autolease Limited for the lease of the Council van

Younghayes Centre Costs

£93.18 to Tony Bengler Landscaping for grounds maintenance July 2024

By approving the schedule of payments, the Council authorised the payment of £10,408.80 to Tony Bengler Landscaping Ltd for the path remediation within the St Martin's play area which had been satisfactorily remediated.

24/116 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 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

Signed

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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.

Cllr Lisa Wilton voted against the motion.

24/117 INGRAMS PAVILION HEAT AND HOT WATER

The Council considered a report recommending a way forward in light of the absence of a means of heating water at the Ingrams Pavilion to date.

Advice from the local planning authority which had been requested on 15 July 2024 was not received in time for the meeting.

The Council considered a variation price for the costs associated with the installation of an air-source heat pump system to provide heat source for the hot water and space heating systems at the Ingrams Pavilion by its contractor Healthmatic, and noted that some costs had not been included within the quote e.g. any planning fees and checking the incoming electricity supply to the building for capacity and ensure suitability for the additional demand from the air-source heat pump system.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Matt Bayliss and **resolved** to pursue the installation of an air-source heat pump system and delegate authority to the Chairman of the Finance & Personnel Committee and the Clerk to approve any additional expenditure in accordance with the Council's Financial Regulations.

24/118 ST MARTIN'S CCTV ENERGY TARIFF

The Council considered a report recommending an electricity supplier for the CCTV installation at the St Martin's play area.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Ray Bloxham and **resolved** to instruct British Gas to renew on a fixed rate contract for two years.

The meeting closed at 7:59pm.

Signed

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SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL		AGENDA ITEM NO. 14	
24 June 2024			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/06/2024	Tony Benger Landscaping Ltd	Grounds maintenance June 2024	£ 30,000.00
25/06/2024	Tony Benger Landscaping Ltd	Phase 3 grounds maintenance June 2024	£ 199.99
28/06/2024	Studio Four Architects	Town Square project management	£ 1,026.00
28/09/2024	Studio Four Architects	ingrams Pvailion project management	£ 336.00
28/06/2024	Studio Four Architects	Skatepark project management	£ 624.00
01/07/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
01/07/2024	SoVision IT Ltd	IT Services July 2024	£ 718.70
28/06/2024	Tony Benger Landscaping Ltd	St. Martins Play Area path remediation (remediation is yet to take place satisfactorily before we will pay the invoice)	£ 10,408.80
28/06/2024	G. J. Waller & Co	Install garden tap at Ingrams	£ 42.00
03/07/2024	Aubergine 262 Ltd	Annual domain renewal	£ 120.00
10/07/2024	SNC (Southwest)	St. Martins Play Area cableway inspection	£ 354.00
04/07/2024	Core Office IT Limited	Help desk services	£ 948.60
11/07/2024	Peter Woodman Pitch Services	Ingrams cricket square and outfield maintenance 12 June to 11 July 2024	£ 2,872.50
15/07/2024	Peter Woodman Pitch Services	Soil Surveys of cricket square and outfield, analysed by NRM (Cawood)	£ 197.11
15/07/2024	See the light	Broadband and telephony	£ 58.85
15/07/2024	Por Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/06/2024	British Gas	CCTV electricity St Martin's play area	£ 28.43
02/07/2024	Concorde	Printing costs	£ 24.79
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - July 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 £
25/06/2024	Tony Benger Landscaping Ltd	Grounds maintenance June 2024	£ 93.18
25/06/2024	IWS	Legionella Testing	£ 98.70
01/07/2024	South West Water	Water and sewerage charges	£ 243.22
30/06/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 66.15
28/06/2024	Drain Wizard	Cleaning drains at Younghayes Centre	£ 144.00
11/07/2024	Contour Commercial	Full external building clean	£ 798.00
12/07/2024	IWS	Legionella Testing	£ 98.70
15/07/2024	See the light	Public Broadband	£ 16.80
15/07/2024	G.J. Waller & Co	Replace pan connector and refix waste pipe to fix the leak in the Medical Centre	£ 92.85
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
09/06/2024	Total Energies	Electricity	£ 960.63
10/06/2024	Total Energies	Electricity	£ 1,306.90
30/06/2024	Biffa	Waste collections	£ 78.48
03/07/2024	E.ON	Heat	£ 838.34

Signed

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