

MINUTES

Committee: Town Council
Date: Monday, 19 August 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

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

Also Present

Sharon Thorne, Founder & Director, Inspiring Connections (Operation Rudolph)
Two members of the public
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

24/119 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Matt Bayliss.

24/120 DECLARATION OF INTERESTS AND DISPENSATIONS

No declarations of interest were made or dispensations requested.

24/121 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to accept and sign the minutes of the meeting held on 22 July 2024 as amended as a correct record.

24/122 PUBLIC PARTICIPATION

The two members of the public spoke in respect of agenda item 14 (Younghayes Centre hire charges) and explained that they represented a not-for-profit community interest company which had been created to benefit from reduced hire charges at the Younghayes Centre in its pursuit of benefitting the community and providing community interest.

24/123 GRANT APPLICATION – OPERATION RUDOLPH

The Council considered a grant application from Inspiring Connections for £2,000 towards Operation Rudolph.

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The Founder & Director of Inspiring Connections attended the meeting in support of the application and highlighted that 238 Cranbrook residents had been supported during 2023 with meal boxes, hot meals on Christmas Day and gifts. Inspiring Connections had been able to recruit new volunteers in Cranbrook including two who had helped on Christmas Day.

The Council debated the practicalities of ensuring that funds from Cranbrook taxpayers could only be spent to benefit Cranbrook residents when “the funding goes in a collective pot” (grant application) and if and how funding was proportioned to different areas.

The applicant had made a request on the application form for the Council to support the initiative annually from the Council's budget.

It was proposed by Cllr Colin Buchan and seconded by Cllr Vincent Wilton to support the grant application and award £1,000 to Inspiring Connections for the provision of Operation Rudolph in Cranbrook. Four councillors voted for the motion and four voted against, so the Chairman exercised his casting vote against the proposal.

It was further proposed by Cllr Kevin Blakey and seconded by Cllr Vincent Wilton to support the grant application and award £1,500 to Inspiring Connections for the provision of Operation Rudolph in Cranbrook. Four councillors voted for the motion and four voted against, so the Chairman exercised his casting vote to support the motion which was subsequently carried.

The Council agreed to review its grants policy with the view to recommending the inclusion of criteria relating to the Council's ability to ensure the taxpayers' money is used in Cranbrook.

24/124 COUNTY COUNCIL MATTERS

No reports from the County Councillors representing Cranbrook had been received.

The East Devon District Councillors had not submitted a report due to the summer recess.

24/125 COMMITTEE APPOINTMENTS

No additional councillors volunteered to serve on the Council's Planning Committee, or any other committee.

The Council suggested a communications exercise to attract new councillors to the Council.

24/126 ALL-TERRAIN MOBILITY VEHICLE

The Council considered a report regarding operational support for the provision of an all-terrain mobility vehicle.

Financial information from the Council's lease company had not become available in time for the meeting.

The Council deferred the item to the next full Council meeting.

24/127 PARKING RESTRICTIONS

The Council considered a report recommending the introduction of additional parking restrictions across Cranbrook.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Vincent Wilton and **resolved** to request that East Devon Highways and Traffic Orders Committee agree to the introduction of parking restrictions (double yellow lines) at the following locations:

- a) Younghayes Road junction with Barn Orchard (N.B. There were two Barn Orchard junctions with Younghayes Road, one opposite Copse Close Lane with parking restrictions in place and a second adjacent to the Cranbrook Medical Centre which did not. The latter was proposed)

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- b) Younghayes Road junction with Burrough Fields
- c) Younghayes Road junction with Mead Cross
- d) Younghayes Road – both sides between Barn Orchard (Cranbrook Medical Centre) and Burrough Fields

in addition to the site previously requested at Crannaford Lane, Cranbrook (ref. minute 24/107).

24/128 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES

The Council considered reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

The Council requested that the Communications Officer follows up on the suggestions included within Cllr Colin Buchan's comments on the minutes of the Arts and Culture Forum meeting on 12 June 2024, e.g. promoting the Arts and Culture East Devon 18-30 mentoring scheme locally and the current round of Creative Fund East Devon opportunities until November 2024.

24/129 SOCIAL MEDIA REPORT

The Council noted its social media report covering the month July 2024.

24/130 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 13 August 2024.

24/131 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 payments

£2,867.50 to Peter Woodman Pitch Services for grounds maintenance at the Ingrams sports pitches
 £584.40 to Outsource Engineering for the installation and supply of a socket outlet and light in new scooter shed
 £60.34 to See the Light for broadband and telephony

Younghayes Centre payments

£16.80 to See the Light for public broadband

Ingrams Pavilion payments

£21.70 to a Council employee to reimburse the purchase of housekeeping equipment for the Ingrams Pavilion

The Council requested that the previous month's actual salary costs should be reported on the schedule of payments and marked as paid.

24/132 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 Kim Bloxham 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

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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 Vincent Wilton voted against.

Cllr Lisa Goudie abstained.

24/133 YOUNGHAYES CENTRE HIRE CHARGES

The Council considered a report regarding the hire charges at the Younghayes Centre and was united in the view that the asset should benefit the town.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

a) charge the standard rate of hire for all bookings, except to

- i. private persons residing in Cranbrook who held private events for which no charges were made;
- ii. any event organised by a Cranbrook-based community group which was purely for the benefit of the community and for which no charges were made other than pure cost-recovering and run by volunteers.

b) include on the booking form a question whether any charges for events were intended for the sole purpose of cost recovery.

The meeting closed at 9:17pm.

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SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			AGENDA ITEM NO. 13
19 AUGUST 2024			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/07/2024	Devon Disability Collective	Mobility vehicle TGA Breeze 4 (24/38) This payment was processed on 24/07/2024 and funded by external funding	£ 6,594.00
29/07/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
29/07/2024	Studio Four Architects Ltd	Heating system redesign for Ingrams Sports Pavilion	£ 1,200.00
30/07/2024	Tony Benger Landscaping	Grounds maintenance July 2024	£ 24,000.00
01/08/2024	PHS	Revised pricing for Hygiene products under ESPO 239-16 Framework	£ 60.66
02/08/2024	Employee	Reimbursement for Ranger events and equipment	£ 35.47
01/08/2024	SoVision IT Ltd	IT Services August 2024	£ 718.70
02/08/2024	National Society of Allotment and Leisure Gardeners Ltd.	Membership renewal	£66.00
05/08/2024	Devon County Council	Internal Audit 2023-24	£ 804.00
07/08/2024	Castle CCTV Limited	St. Martin's CCTV licences	£ 252.00
12/08/2024	Healthmatic Ltd	Construction of the Ingrams Pavilion milestone payment	£ 44,135.68
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
29/07/2024	British Gas	CCTV electricity St Martin's play area	£ 27.28
02/08/2024	Concorde	Printing costs	£ 11.57
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	East Devon District Council	Payroll recharge - August 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 £
30/07/2024	dormakaba UK Ltd	Medical Centre entrance door call out service	£ 274.80
28/07/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 66.15
08/08/2024	IWS	Legionella Testing	£ 98.70
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/07/2024	Biffa	Waste collections	£ 78.48
03/08/2024	E.ON	Heat	£ 582.52

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