

MINUTES

Committee: Town Council
Date: Monday, 16 December 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 Kevin Kendall
Cllr Vincent Wilton

Also Present

Alexandra Robinson, Deputy Town Clerk and Deputy Responsible Financial Officer, Cranbrook Town Council

24/186 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr Barry Rogers.

24/187 DECLARATION OF INTERESTS

Cllr Vincent Wilton declared a personal interest by virtue of having engaged one HR support firm as a business customer in the past who had submitted a proposal under agenda item 14 (human resources support services).

24/188 MINUTES

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 18 November 2024 as a correct record.

24/189 PUBLIC PARTICIPATION

There were no members of the public in attendance.

24/190 DISTRICT AND COUNTY COUNCIL MATTERS

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

24/191 TOWN COUNCIL'S BUDGET 2025-26

On 21 October 2024, the full Council had adopted the minutes of the Finance & Personnel Committee on 14 October 2024 and, in doing so, agreed to the principle of the average Band D precept remaining stable at £256.03 in accordance with minute F&P/24/50 (minute ref. 24/161). Considering inflation rates, residents had been benefitting from a reduction in real terms in the Town Council's element of the council tax (known as the precept) because the Town Council had kept its precept stable since 1 April 2018.

Signed _____

Date: 20 January 2025

On 6 December 2024, the Town Council had received the tax base figure for Cranbrook dated 30 November 2024. The tax base figure for Cranbrook for the 2025-26 financial year would be 2,614. This represents an increase of only 40 Band D dwellings compared to the tax base on 30 November 2023 which was 2,574. In discussion, members clarified the following points:

- The Mobility Scooter was externally funded and did not impact on the Council budget and Precept.
- To consider implementing an inflationary increase to future budgets.
- Update the Council's Five Year Plan at the next Annual Meeting in May 2025
- Manage expectations through the Council's communication channels

The precept demand to East Devon District Council would be due by Wednesday, 15 January 2025, which would be ahead of the next Town Council meeting on 20 January 2025.

It was proposed by Cllr Ray Bloxham seconded by Cllr Kevin Blakey and **resolved**

- a) to agree the Town Council's precept demand of £669,262.42 for the 2025-26 financial year on the basis of a stable Band D precept,
- b) to delegate to the Clerk in consultation with the Chair of the Finance and Personnel Committee to make any minor amendments and
- c) consider and agree the Council's detailed budget for the 2025-26 financial year at its next meeting on 20 January 2025.

24/192 COMMUNITY GOVERNANCE REVIEW

On 19 October 2020, the full Council formally requested a Community Governance Review, reference Minute 20/162. At the meeting in October 2020, the Council considered a report recommending that a community governance review be undertaken by East Devon District Council relating to the parish boundary of Cranbrook.

Following discussion, it was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Blakey and **resolved** to reaffirm Cranbrook Town Council's 2020 request for a community governance review and to write to the Chief Executive of East Devon District Council again to request that a community governance review be conducted to revise the parish boundary of Cranbrook to properly reflect the planned expansion of the town.

24/193 COMMITTEE MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the Amenities Committee on 2 December 2024 which included the approval of the updated Play Strategy as amended at the meeting as well as the approval of the Graffiti policy in accordance with Minute reference A/24/68.

Cllr Lisa Goudie abstained from the vote.

24/194 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.

Members queried why the Council was not represented at the recent Arts and Culture Group Forum and noted the importance of arranging appropriate alternative cover at all meetings of outside bodies.

24/195 COMMUNICATIONS REPORTS

The Council received the report and invited Officers to further investigate and provide clarity on the resource implications on the use of social media 'comments' function.

The Council noted its communications and social media reports covering the month November 2024.

Signed _____

Date: 20 January 2025

24/196 ASSET DELIVERY REPORT

The Council noted its asset delivery report dated 10 December 2024.

24/197 SCHEDULE OF PAYMENTS

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

Town Council Payments

£169.20 to Complete Weed Control for 3rd treatment

£129.48 to PHS for Ingrams Sports Pitches sanitary waste disposal (24/96)

Younghayes Centre Payments

£171.00 to Trinity Fire & Security Systems for routine service of the emergency lighting core

£113.50 to Integrated Water Service Ltd for legionella testing

£30.00 to House2Home Handyman Services for fitting key safe to external wall at Younghayes Centre

£214.87 to PHS for Younghayes Centre sanitary waste disposal

The Council queried the payment of £519.00 to East Devon District Council to regularise the building control application in respect of the reception hatch to the Town Council Office.

Cllr Lisa Goudie abstained from the vote.

24/198 EXCLUSION OF THE PRESS AND PUBLIC

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

Cllr Lisa Goudie abstained from the vote.

24/199 HUMAN RESOURCES SUPPORT SERVICES

At its meetings on 21 October 2024 and 18 November 2024, the Council requested a report detailing options relating to the provision of wider Human Resource services which may include the provision of an employee assistance programme (ref. minutes 24/166 and 24/182). The Council considered a summary of cost and service comparisons.

In considering the appointment of a Human Resources Support Service members noted the cost implications and contract terms, in particular the length of engagement.

Following discussion, it was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and resolved to delegate to the Clerk to provide a short summary report together with a draft contract from the Council's preferred service provider outlining the proposed terms of engagement for consideration at the next meeting of the Council.

The meeting closed at 7.55 pm.

Signed _____

Date: 20 January 2025

SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL
16 December
2024

AGENDA ITEM
NO. 12

Town Council Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
31/10/2024	Peter Woodman Pitch Services	Ingrams cricket square maintenance October 2024 (PAID)	£	400.00
19/11/2024	Tony Benger Landscaping	Grounds maintenance November 2024 £12,000.00 with credit note £2,873.62	£	9,126.38
24/11/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£	66.00
26/11/2024	Studio Four Architects Ltd	Ingrams Pavilion heating system redesign	£	120.00
26/11/2024	Studio Four Architects Ltd	Town Centre Building Concept Design (24/150)	£	810.00
27/11/2024	Castle CCTV Limited	CCTV password reset to cameras	£	120.00
29/11/2024	Exeter Bouncy Castles	Christmas Grotto for Christmas Lights On event	£	100.00
29/11/2024	Stalite Signs	Pump track sign and dog exclusion area signs	£	397.26
29/11/2024	Stalite Signs	Post box sign	£	25.63
29/11/2024	Proludic Ltd	Slide sides for Hayes Square play area	£	880.54
30/11/2024	Peter Woodman Pitch Services	Ingrams pitches maintenance November 2024	£	2,300.00
02/12/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£	66.00
02/12/2024	SoVision IT Ltd	IT Services December 2024	£	739.87
05/12/2024	Cranbrook Youth Club CIC	Youth services part 1 of 2 for 2024-25	£	6,261.90
10/12/2024	House2home Handyman Services	Replacement of Hayes Square slide side panels	£	85.00

Council Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
27/11/2024	Siemens Financial Services Limited	Copier lease rental for period 27 Dec 2024- 26 Mar 2025	£	120.30

Signed

Date: 20 January 2025

03/12/2024	British Gas	CCTV electricity St Martin's play area	£	48.81
02/12/2024	Concorde	Printing costs	£	14.47
30/11/2024	Unity Trust Bank	Bank charges	£	9.60

Staffing Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
26/11/2024	East Devon District Council	Payroll recharge - November 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£	29,307.02

Younghayes Centre Costs

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
23/11/2024	IWS	Legionella Testing	£	98.70
15/11/2024	A2M Safety Limited	Inspection of roof mounted horizontal lifelines	£	438.00
19/11/2024	All Doors South West Ltd	Roller shutters doors servicees	£	164.40
19/11/2024	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance November 2024	£	93.18
26/11/2024	Member of the Public	Refund	£	45.00
24/11/2024	Johnsons Workwear	Tea towel and door mat cleaning	£	82.68
08/10/2024	East Devon Distric Council	Regularisation fee for installation of reception hatch (PAID)	£	519.00
29/11/2024	Cowley's Building & Maintenance Ltd	Call out for skylight	£	84.60
10/12/2024	House2home Handyman Services	YHC repairs	£	85.00

Younghayes Centre Direct Debits

DATE	INVOICE FROM	DESCRIPTION	TOTAL VAT £	INC
30/11/2024	Biffa	Waste collections	£	78.48
03/12/2024	E.ON	Heat	£	1,016.31
30/11/2024	Unity Trust Bank	Bank Charges	£	12.90
07/12/2024	Total Energies	Electricity	£	3,887.73

Signed

Date: 20 January 2025