

MINUTES

Committee: Town Council
Date: Monday, 20 January 2025
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 Barry Rogers
Cllr Vincent Wilton

Also Present

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

25/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

25/2 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No declarations of interest or requests for dispensations were made.

25/3 MINUTES

Cllr Lisa Goudie advised that she had voted against minute 24/198 (exclusion of the press and public) at the previous Council meeting on 16 December 2024 and had not, as had been minuted, abstained from the vote. The Council agreed to amend the minutes of that meeting to reflect Cllr Goudie's vote on that particular item.

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 16 December 2024 as amended as a correct record.

25/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

Signed

Date: 24 February 2025

25/5 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the reports from the county and the district councillors.

25/6 2025-26 BUDGET

The Council considered a revised final budget for the 2025-26 financial year since the last full Council meeting on 16 December 2024.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to agree and approve the precept demand of £669,344.35 which was submitted to East Devon District Council on 7 January 2025 and which had been included in the revised final budget under consideration at this meeting.

Cllr Vincent Wilton abstained from the vote.

25/7 CONSULTATIONS

a) Strengthening the Standards and Conduct Framework for Local Authorities in England

The Council considered a consultation by the Ministry of Housing, Communities and Local Government on introducing measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

In the Council's opinion, the response to question 27 contradicted the response to question 24 and requested that the response be amended prior to submission.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to agree the consultation response as amended for submission.

Cllrs Lisa Goudie and Vincent Wilton abstained from the vote.

b) Local Audit Reform: a Strategy for Overhauling the Local Audit System in England

The Council considered a consultation by the Ministry of Housing, Communities and Local Government is consulting on proposals to overhaul the current local audit system in England.

Cllr Sam Hawkins declared a personal interest by virtue of his employer providing audit services to principal authorities.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Barry Rogers and **resolved** to agree the consultation response as drafted for submission.

Cllrs Lisa Goudie and Vincent Wilton abstained from the vote.

25/8 COMMUNICATIONS REPORTS

The Council considered the following reports:

a) Community Engagement Strategy

The Council considered a Community Engagement Strategy and noted with reference to section 4 (iii) in the document that feedback from hirers of the Younghayes Centre was already being sought by way of a feedback form on the premises.

b) Communications and PR Strategy

The Council considered a Communications and PR Strategy.

Signed

Date: 24 February 2025

c) Communications Report December 2024

The Council considered its communications report covering the month of December 2024 and debated whether the Council should allow comments on its Facebook posts in response to section F(2) in the report.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the Community Engagement Strategy and the Communications and PR Strategy as written.

Cllr Lisa Goudie abstained from the vote.

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

a) note the Communications Report December 2024.

b) support the proposals of the Communications Officer in section F of the report and to request a further report on how those could be implemented in view of the resources required.

d) Social Media Analysis December 2024

The Council noted the social media analysis covering the month December 2024.

25/9 COMMITTEE MINUTES

The Council received the minutes of the Finance & Personnel Committee meeting on 13 January 2025.

25/10 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 14 January 2025.

25/11 SCHEDULE OF PAYMENTS

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

Town Council Payments

£76,072.09 to Play Innovation Ltd for payments 3 and 4 for the multi-use games area (MUGA) at the Ingrams Sports Pitches

£810.00 to Studio Four Architects Ltd for Town Centre Building Concept Design (24/150)

£24.00 to AS Signs & Graphics for staff workwear

£56.27 to See the light for broadband and telephony

Younghayes Centre Payments

£16.80 to See the light for broadband

£80.71 to Churches Fire Security Ltd for fire extinguishers services

£179.99 to Euro Lifts Ltd for LOLER examination (ref. minute 24/44 dated 18 March 2024)

25/12 EXCLUSION OF THE PRESS AND PUBLIC

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

Cllr Lisa Goudie voted against.

Signed

Date: 24 February 2025

25/13 TRANSFER OF TOWN SQUARE

The Council considered the engrossed documents relating to the transfer of the town square into Town Council ownership and was awaiting final advice from its legal representative.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to delegate authority to the Clerk in conjunction with the Chair and Vice Chair of the Council to sign the transfer document providing that it complied with the Town Centre Cranbrook Section 106 agreement dated 11 May 2022 and in accordance with the Council's Standing Order 23.

25/14 PUBLIC OPEN SPACES LAND TRANSFERS

The Council considered the transfer plans relating to the land transfers of the public open spaces at Little Mead, the junction of Yonder Acre Way and Rush Meadow Road as well as parts of the Country Park adjacent to Tillhouse Farm into Town Council ownership, in addition to the remaining car parking spaces at St Martin's. The transferors' solicitor had not yet issued that engrossed transfer documents.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to authorise the land transfer and to sign the land transfer documents in accordance with the Council's Standing Order 23 when those documents were issued and no material changes had been made.

Cllr Lisa Goudie abstained from the vote.

25/15 HR SERVICE PROVIDER

At its meetings on 21 October 2024, 18 November 2024 and 16 December 2024, the Council had considered reports detailing options relating to the provision of wider HR services which may include the provision of an employee assistance programme (ref. minutes 24/166, 24/182 and 24/199).

At its most recent meeting on 16 December 2024, the Council had 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 this meeting of the Council.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to arrange a meeting with the Council's preferred service provider, the Clerk and Deputy Clerk as well as the Chair and Vice Chair of the Council's Finance & Personnel Committee to which all councillors would be invited so that final questions could be answered.

The meeting closed at 8:18pm.

Signed

Date: 24 February 2025

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL		AGENDA ITEM NO. 11	
20 January 2025			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
16/12/2024	Tamar Security Ltd	Upgrade the CCTV recorder and install new camera to cover the shed (24/167)	£ 3,074.94
16/12/2024	Tamar Security Ltd	CCTV maintenance (24/167)	£ 180.00
18/12/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
23/12/2024	Tamar Security Ltd	Amend settings and reconnect CCTV	£ 297.00
20/12/2025	The Great Outdoor Gym Compnay Limited	Outdoor gym (24/147)	£ 35,141.30
20/12/2025	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels Ingrams	£ 420.00
19/12/2024	SoVision IT Ltd	Network equipment and memory upgrades	£ 900.00
02/01/2025	OUTCO Ltd	Winter service	£ 2,700.00
03/01/2025	Peter Woodman Pitch Services	Ingrams pitches maintenance December 2024	£ 2,370.00
03/01/2025	South West Water (Source for Business)	Water charges at Cranford Alloments	£ 87.45
17/12/2024	Tony Benger Landscaping	Train Station maintenance for Nov 2024 - Jan 2025	£ 351.16
17/12/2024	Tony Benger Landscaping	Grounds maintenance December 2024	£ 12,000.00
16/12/2024	See the light	Broadband and telephony	£ 56.53
03/01/2025	SoVision IT Ltd	IT services January 2025	£ 774.67
02/01/2025	GTC Infrastructure Ltd	Ingrams electricity connecion (The Council should only pay the invoice following the connection)	£ 4,123.09
10/01/2025	AS Signs & Graphics	Handyperson workwear	£ 99.00
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
	British Gas	CCTV electricity St Martin's play area	
06/01/2025	Concorde	Printing costs	£ 26.88
31/12/2024	Unity Trust Bank	Bank charges	£ 9.15
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
02/01/2025	East Devon District Council	Payroll recharge - December 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)	£ 23,069.58
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
03/01/2025	South West Water (Source for Business)	Water and sewerage charges	£ 300.86
17/12/2024	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance December 2024	£ 93.18
16/12/2024	See the light	Broadband	£ 16.80
29/12/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 66.15
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/12/2024	Biffa	Waste collections	£ 69.94
03/01/2025	E.ON	Heat	£ 1,099.94
31/12/2024	Unity Trust Bank	Bank Charges	£ 15.15
	Total Energies	Electricity	

Signed

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