

# MINUTES

**Committee:** Town Council  
**Date:** Monday, 28 April 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 Kevin Kendall  
Cllr Vincent Wilton

## Also Present

Philippa Wilson, Chair, Cranbrook Action Group  
Two members of the public  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## 25/49 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Sam Hawkins and Barry Rogers.

## 25/50 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No declarations of interest or requests for dispensations were made.

## 25/51 MINUTES

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Kendall and **resolved** to accept and sign the minutes of the meeting held on 24 March 2025 as a correct record.

## 25/52 PUBLIC PARTICIPATION

One member of the public enquired regarding an update on the Cranbox project (the delivery of commercial modular spaces in the town centre), the calculation of the rateable value for business premises and the progress on delivering a church building on the Place of Worship Land adjacent to St Martin's primary school.

## 25/53 GRANT APPLICATION – CRANBROOK ACTION GROUP

The Council considered a grant application from the Cranbrook Action Group for £340.00 to cover printing and distribution costs of an A5 leaflet detailing a list of all local community groups operating

Signed \_\_\_\_\_

Date: 12 May 2025

and serving Cranbrook to highlight the extensive offering of community groups to residents and help groups grow awareness.

The Chair of the Cranbrook Action Group attended the meeting in support of the application. Councillors commented on the risk of the information on the leaflet becoming obsolete quickly and queried why the Group was unable to solely fund the initiative considering their bank balance.

The Chair advised that the Group had based their costs on an assumed 3,000 copies being required and noted that the number of occupied homes in Cranbrook exceeded that number, and that any shortfall would be met from the Group's existing resources.

The Chair of the Group noted that in case of any surplus, the remaining grant would either need to be returned to the Council or retained for the same purpose.

The quote which the Group had obtained relating to the distribution of the leaflet included delivery to 2,800 homes and it was anticipated that the Group would hand-deliver the remaining leaflets.

In response to councillors' comments, the Chair of the Cranbrook Action Group explained that the Group was planning to produce the leaflet once initially but that the Group also had ideas for reproduction which could include the sale of advertising spaces on the leaflet.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Colin Buchan and **resolved** to support the grant application and award the full amount of £340.00 to the Community Action Group.

Four councillors voted in favour of the motion and four councillors voted against. The Chairman of the Council exercised his casting vote in favour of the motion and the motion was carried.

*Cllr Vincent Wilton abstained from the vote.*

## **25/54 STANDING ORDERS**

On 31 March 2025, the National Association of Local Councils had announced that they had updated their Model Standing Order (England) 18 to comply with the Procurement Act 2023 and to ensure consistency with their Model Financial Regulations.

The Council considered the revised Model Standing Orders.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the revised Standing Orders 14 and 18.a.v, 18.c, 18.d, and 18.f only.

## **25/55 FINANCIAL REGULATIONS**

On 3 March 2025, the National Association of Local Councils announced that they had updated model financial regulations 5.4, 5.7 and 5.11 in light of the Procurement Act 2023 and the Procurement Regulations 2024.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt the updated model Financial Regulations.

## **25/56 GROUNDS MAINTENANCE TENDER DOCUMENTS**

On 24 March 2025, the Council had considered a report regarding the future of grounds maintenance after its current contract would expire on 31 March 2026.

The Council considered the invitation to tender documents and the service specifications relating to the following two services:

- a) Grounds maintenance
- b) Hedge cutting

Signed \_\_\_\_\_

Date: 12 May 2025

It was proposed by Cllr Matt Bayliss, seconded by Cllr Ray Bloxham and **resolved** to agree the invitation to tender documents for publication on the Government's Find a Tender platform in accordance with the tender timetables contained in the invitation to tender documents, and to delegate authority to the Clerk to finalise both documents.

*Cllr Vincent Wilton abstained from the vote.*

## **25/57 TOWN SQUARE – BARRIERS TO VEHICULAR ACCESS**

The Council considered a report detailing options on how to protect the Town Square from vehicular access once the land transfer of the Town Square to the Town Council was completed.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to agree in principle to the installation of barriers and to submit a detailed proposal to the Council at a future meeting.

## **25/58 COMMUNICATIONS REPORTS**

The Council noted the following:

- a) Communications Report March 2025
- b) Facebook Report March 2025
- c) Instagram Report March 2025

## **25/59 COMMITTEE MINUTES**

The Council received the minutes of the meeting of the Amenities Committee on 7 April 2025.

## **25/60 ASSETS DELIVERY REPORT**

The Council noted its assets delivery report dated 11 April 2025.

## **25/61 SCHEDULE OF PAYMENTS**

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

### Town Council Payments

£66.00 to Pro Lawn Garden Services for VAS deployment.  
£1,640.00 to Colour Heroes Limited for town map (ref. minute A/25/14)  
£26,726.81 to East Devon District Council for payroll recharge – April 2025

### Town Council Direct Debits

£352.05 to Avensure Limited for HR Services monthly fee - May 2025 (ref. minute 25/31)

### Council Assets Payments

£272.33 to ASAP Locksmiths Services Ltd for Younghayes Centre front door lock replacement

## **25/62 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 Colin Buchan 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 \_\_\_\_\_

Date: 12 May 2025

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.

*Cllrs Kevin Kendall and Vincent Wilton abstained from the vote.*

*Cllr Lisa Goudie voted against.*

## **25/63 AGREEMENT UNDER SECTION 104 OF THE WATER INDUSTRY ACT 1991**

The Council had received an engrossed agreement under Section 104 of the Water Industry Act 104 between developers and water companies for the adoption of newly constructed sewers and pumping stations, ensuring they meet required standards and become the responsibility of the water company for maintenance. The Town Council was party to the agreement governing Stone Barton as an adjoining landowner on whose land some of the apparatus had been constructed.

The Council's Standing Order 23 covered 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 Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to approve the agreement in accordance with Standing Order 23 and to proceed to signing it.

*Cllr Lisa Goudie abstained.*

## **25/64 CRANBROOK MEDICAL CENTRE EXPANSION**

The Council considered a report regarding a further potential expansion of the Cranbrook Medical Centre within the Younghayes Centre in response to the growing population locally.

The Council noted the report.

## **25/65 INGRAMS SPORTS PITCHES**

The Council considered two reports recommending the procurement of:

### a) An electricity provider

It was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to approve the appointment of Total Energies as the electricity supplier for the Ingrams Pavilion.

### b) A provider to carry out a survey of the sports pitches

It was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to decline the planning authority's request to have the pitches re-surveyed in the absence of funding to carry out the works and to ask the users to continue to informally mark the pitches to suit their needs.

## **25/66 LEASE OF PRINTER/SCANNER/PHOTOCOPIER**

The Council considered a report recommending the leasing of a printer/scanner/photocopier in the Council office.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to defer this item and to request the inclusion of a purchase option.

Signed \_\_\_\_\_

Date: 12 May 2025

## **25/67 FIRE EXTINGUISHER SERVICING AND MAINTENANCE**

The Council considered a report recommending the procurement of a contractor for the servicing and commissioning of fire extinguishers for both the Younghayes and Ingrams Pavilion.

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

a) instruct Tamar Security to provide the annual servicing of fire extinguishers at both the Younghayes Centre and the Ingrams Pavilion.

b) agree for the Council officers to continue with the in house purchasing of extinguishers when required, and to purchase new fire extinguishers with a ten-year certification, minimising the need for annual servicing on a phased approach in the future.

**The meeting closed at 8:40pm.**

Signed .....

Date: 12 May 2025

SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL			AGENDA ITEM NO. 13
28 April 2025			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
11/03/2025	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment (March 2025)	£ 66.00
25/03/2025	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment (March 2025)	£ 66.00
27/03/2025	RoSPA Play Safety	Annual play areas inspection for 7 play areas	£ 801.60
31/03/2025	Tony Bengier Landscaping	Grounds maintenance March 2025	£ 12,000.00
01/04/2025	Starboard Systems Limited (Scribe)	Finance software subscription	£ 3,418.80
01/04/2025	Devon Association of Local Councils	Membership Fee 2025-26 (25/39)	£ 1,520.93
31/03/2025	Peter Woodman Pitch Services	Ingrams pitches maintenance March 2025 and end of season renovation costs	£ 5,078.00
31/03/2025	South West Tyre Recycling Ltd	Collection of tyres	£ 81.00
05/04/2025	Water Plus	Water Supply for Community Garden	£ 17.42
07/04/2025	SoVision IT Ltd	IT services April 2025 with credit note 2004	£ 656.95
07/04/2025	Tamar Security Ltd	Engineer visit to download footage	£ 49.50
07/04/2025	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment (April 2025)	£ 66.00
12/04/2025	Cranbrook Youth Club CIC	Youth Services 2024-25 Part 2of 2	£ 6,261.50
11/04/2025	Metro Rod Limited	Chambers clearance in Country Park	£ 1,194.00
11/04/2025	Metro Rod Limited	Chambers clearance at Horsewell Road	£ 1,194.00
17/04/2025	Councillor	Expenses Reimbursement for three padlocks	£ 29.97
15/04/2025	Employee	Reimbursement for purchase of roof sheets	£ 22.00
15/04/2025	See the light	Broadband and telephony	£ 56.19
15/04/2025	AS Signs & Graphics	Purchase of employees uniforms	£ 105.60
16/04/2025	Hartwood Timberworks Ltd	X'mas tree installation and collection for 2023 and 2024	£ 1,200.00
02/04/2025	E.ON Next	Town Square electricity (March 2025) (PAID)	£ 163.96
EWCO Grants Payments			
Town Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/03/2025	British Gas	CCTV electricity St Martin's play area	£ 38.56
01/04/2025	Avensure Limited	HR Services monthly fee (25/31)	£ 352.05
01/04/2025	Concorde	Printing costs	£ 26.01
31/03/2025	Unity Trust Bank	Bank charges	£ 9.00
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/03/2025	East Devon District Council	Payroll recharge - March 2025 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 25,640.08
CTC Assets Costs			
Younghayes Centre			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/03/2025	Member of the Public	Refund of hall hire cancellation (PAID)	£ 60.00
27/03/2025	Tony Bengier Landscaping Ltd	Younghayes Centre ground maintenance March 2025	£ 93.18
02/04/2025	ASAP Locksmiths Services Ltd	Younghayes Centre entrance door initial investigation (25/48)	£ 312.00
03/04/2025	IWS	Legionella Testing April 2025	£ 113.50
30/03/2025	Johnsons Workwear	Tea towel and door mat cleaning	£ 71.81
04/04/2025	Source for Business	Water and sewerage charges	£ 464.60
07/04/2025	Safe Working Lifts Limited	Annual lift services (24/44)	£ 280.32
07/04/2025	Energy Systems (SW) Ltd	Visit on 10th March 2025 for valve replacement	£ 542.16
15/04/2025	See the light	Broadband	£ 16.80
17/04/2025	Member of the Public	Refund of hall hire cancellation	£ 120.00
CTC Assets Direct Debits			
Younghayes Centre			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/03/2025	Biffa	Waste collections	£ 98.09
03/04/2025	E.ON Heat	Heat	£ 1,010.18
31/03/2025	Unity Trust Bank	Bank Charges	£ 11.10
CTC Assets Costs			
Ingrams			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
08/04/2025	Source for Business	Water charges	£ 90.67

Signed

Date: 12 May 2025