

# CHATTERIS TOWN COUNCIL

## Minutes Dated 3<sup>rd</sup> May 2016

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Minutes of the Annual General meeting of Chatteris Town Council held on Tuesday 3<sup>rd</sup> May 2016 at the Council Chambers, 14 Church Lane, Chatteris.

**Present:** Councillors L Ashley, A Carney, J Carney, W Haggata, A Hay, P Murphy, F Newell, K Patterson, J Smith, I Taylor and L Templeman.

### 1) Election of Mayor

Cllr James Carney proposed Cllr Bill Haggata as Mayor, Cllr Ashley seconded the proposal. Eight councillors voted in favour (with two abstentions) and Cllr Haggata was duly elected.

The outgoing Mayor Cllr Carney said he had enjoyed his two years as Mayor although there had been challenges – Tesco's sprung to mind. It had been an honour and pleasure to serve as Mayor and he thanked everyone for their support. Cllr Newell gave a vote of thanks to Cllr Carney for all his work and Cllr Haggata also thanked Cllr Carney and Cllr Burrow.

Cllr Haggata said it was a privilege and honour to be elected as Mayor and he intended to continue with the current theme of putting Chatteris on the map. He said the Town Council should be encouraging businesses and development in the town as that was the only way to enhance facilities for the people of Chatteris. He admitted he was concerned by the length of time it took for projects to come to fruition and was keen to see developments completed; particularly the housing estate off New Road and the Tesco's site.

### 2) Mayor's Declaration of Acceptance of Office

The Mayor signed the Declaration of Acceptance of Office.

### 3) Election of Deputy Mayor

Cllr Carney had spoken to Cllr Burrow who had made it clear he did not have the time to continue as Deputy Mayor.

Cllr Haggata proposed Cllr James Carney as Deputy Mayor, seconded by Cllr Smith. Nine councillors voted in favour, with one abstention, and Cllr Carney was duly elected as Deputy Mayor.

### 4) Declarations of Interest & Dispensations to Speak and Vote on Declarable Pecuniary Interests

Cllrs Hay, Murphy and Newell declared an interest in all planning matters as members of Fenland District Council's planning committee.

The Clerk reminded members of the need to keep the Register of Members' Interests up to date and to inform her if there were any changes.

### **5) To Accept Apologies for Absence**

Cllr Burrow had sent an apology for absence.

### **6) Appointments to Outside Bodies**

Members had before them a list of groups and the Councillors who represented the Council on those groups. The Clerk asked members to confirm they were happy to continue to represent the Council and made amendments as advised. Cllr Patterson agreed to represent the Council on the Adult Education Working Group. The revised list was agreed as follows:

King Edward Centre – Cllrs Ashley and Newell  
Safer Fenland CCTV Partner Liaison – Cllrs Carney and Smith, Mr Richard Cross  
All Weather Pitch Management Committee – Cllr Newell  
Town Plan Working Group – Cllrs Burrow and Carney  
Sport Chatteris – Cllrs Ashley and Newell  
Red Tile Wind Farm Trust – Cllr Hay  
Chatteris In Bloom and Street Pride – Cllrs Murphy and Smith  
Neighbourhood Watch – Cllr Taylor  
Isle of Ely Blind Society – Cllr Murphy  
CAFY – Cllrs Newell and Smith  
Museum Trust – Cllrs Ashley, Haggata and Newell  
George Clare Patients Alliance – Cllrs Murphy and Newell  
Midsummer Festival – Cllrs Carney and Newell  
Transport Committee – Cllrs Haggata and Newell  
Feoffee Charity – Cllrs Murphy and Newell  
Adult Education Working Group – Cllr Patterson

### **7) Election of Working Groups**

Members said they were willing to continue to serve on the working groups as follows:  
Leisure and General Purposes: Cllrs Burrow, J Carney, Haggata, Hay, Newell, Smith and Templeman.

Planning: Cllrs Ashley, J Carney, Haggata, Hay, Murphy, Newell, Smith and Taylor.

### **8) To Approve the Mayor's Allowance**

Members considered approving the Mayor's Allowance for 2016/17 as shown in the budget.

It was **resolved** that an allowance of up to £1,700 be paid to the Mayor in respect of expenses incurred in the performance of official duties under the scheme approved by the Council on 11<sup>th</sup> January 2011 and in accordance with HM Revenue and Customs Regulations. The Financial Officer reported that only £646.55 of the Mayor's allowance had been spent in 2015/16.

### 9) Open Forum

There were no members of the public present so the Council moved on to the next item on the agenda.

### 10) Minutes of the Previous Meeting

Cllr Smith requested an amendment to min 266) schools admission's policy. She said she had expressed sympathy with the views of the lady who had contacted the Council. The minutes of the meeting held on 5<sup>th</sup> April 2016 were then agreed and signed by the Mayor as a correct record.

### 11) Matters Arising from the Minutes

Min 253) New Road Development: Cllr Carney reported that the developers had given those who were buying homes on the development a moving in date at the beginning of June. But Cllr Carney had since heard that while putting in the main water pipes the contractors had come up against existing gas and water mains so there would be yet more delays. Cllr Haggata suggested the Council should write to Roddons saying they understood the residents had a moving date and they hoped this would go ahead and warning that the Council would be watching the situation.

Min 253) Underpass: The Clerk had contacted the CCTV monitoring station about graffiti on the underpass. Unfortunately they did not see the offence being committed but they did have a description of the offender and agreed to work with the police to try and identify him. On another occasion the CCTV team identified a number of youths drawing graffiti on the underpass and local police officers attended. The police spoke with the youths' parents and through the restorative justice process the youths had to clean off the graffiti. This information had pleased the resident who complained about the graffiti.

Min 255) Fly Tipping: Fenland's Street Scene officer had visited the dyke at the rear of Tithe and had made the Roddons Housing Officer aware of the rubbish problems as Roddon's owned the land. Cllr Murphy warned that FDC would not be doing anything about the problem because it was the people who lived there who were dumping items in the dyke.

Min 262) Street Lighting: The Council had been informed it would receive an invoice for the cost of street lighting between 1<sup>st</sup> April 2016 and 30<sup>th</sup> September 2016. In October 2017 the Council would be charged with the full cost of the year from 1<sup>st</sup> October 2016 to 30<sup>th</sup> September 2017. Councillors queried this since they had only agreed to pay from April 2016 to April 2017 and the second bill would cut across two financial years.

Min 265) Traffic: Highways Officer Mr James Rigney had responded to the Council's queries regarding highways concerns. He said: i) London Road would be monitored and defects repaired that met intervention criteria; ii) the potholes in Tithe Road had been repaired and the road had been put forward for surface treatment in summer 2017 (the parking bays were not the responsibility of CCC); iii) 12 potholes had been repaired in Wenny Road; iv) works to refresh the lines at the Market Hill pedestrian crossing had been ordered; v) the pedestrian island in Wenny Road would be completed shortly and the new lines would be inspected.

Mr Rigney also explained why roads which were not in a poor state were being re-surfaced ahead of those in a terrible state. He said the county worked to an Asset Management Plan which allowed for the preventative surface treatment of roads to extend the life of the road. Traditional resurfacing was very costly.

Mr Rigney said the Local Highways Officer was happy to attend a Town Council meeting. It was agreed to invite Mrs Joyce to a meeting and Cllr Ashley commented that the resurfacing of London Road should take priority over Tithe Road as it was a main thoroughfare.

## 12) Police Matters

Councillors received the following update:

### **Local Police**

29<sup>th</sup> April – "Over the last month Chatteris has been subjected to a number of individuals painting graffiti in the underpass towards the Tesco site. A total of 5 youths have been spoken to and returned home to parents. Two managed to scrub off their markings but the others were formally dealt with and FDC cleaning team have been requested to remove the paint.

Two more arrests have been made regarding the burglaries in the town. CSI matches for Lode Way and St Martins Road have identified the suspects and our CID team are currently working hard to get them before the courts. We have had no further burglaries in the town since.

ASB - We have received only 5 calls this month regarding vehicle nuisance in the town. They are not in any particular area.

We have also received calls regarding the parking of vehicles at night in new housing developments. Some of these areas have dual purpose pavements/roads and thus enforcement is not an easy option.

Last weekend we were alerted by a resident of a large amount of youths walking up the Warboys Road towards a farm building. Police blocked First Furlong Drove entrances as a precaution but located the small gathering at Bartlett's Farm on the other side of the road. Access roads were blocked and the Duty Sgt attended the location and closed the party down. Bartlett's were asked to secure the building but have failed to do so.

We have attended both locations a number of times this week. We have spoken to local residents and farmers to gather evidence regarding a further attempt at a party this weekend. The school has been visited and a message has gone out to parents.

Engagements - A poster has been delivered to the council offices with this month's engagements on and we will try to keep this up to date."

7<sup>th</sup> April – Councillors had received a copy of Sgt Richard Lugg's response to points raised at the April Town Council meeting (**copy attached**).

### **Neighbourhood Alerts**

11<sup>th</sup> April – Warning that fraudsters are targeting members of the public who are expecting to make a payment for property repairs.

20<sup>th</sup> April – Notification that the National Fraud Intelligence Bureau has received an influx of reports that fraudsters are targeting the public, via social media, in relation to football tickets.

22<sup>nd</sup> April – Warning that a new investment fraud trend is targeting people who are seeking to sell their wine investment.

23<sup>rd</sup> April – Warning that fraudsters are texting members of the public offering a tax rebate and requesting personal information to claim the non-existent rebate.

26<sup>th</sup> April – Notification of a rise in victims reporting that they have been recruited via Facebook to sell items for suspects on e-Bay. The items are said to be bankrupt stock.

28<sup>th</sup> April – Members of the public asked to be extra vigilant and report anything suspicious after Cambridgeshire Police receive intelligence to suggest there could be a Rave taking place somewhere in the Fenland area.

29<sup>th</sup> April – Warning that a number of businesses throughout the UK have received extortion demands from a group calling themselves 'Lizard Squad'.

Cllr Patterson suggested Sgt Lugg should be thanked for responding to the Council's concerns and the matter should then be put to rest. This was agreed.

Cllr Templeman reported that the police had visited Kingsfield School after reports that a man chased three youths.

### **13) FDC, Street Scene, CCTV & Section 106 Updates**

Members had before them the FDC, CCTV and Street Scene Updates (**copy attached**). There had been no change to the Section 106 figures.

### **14) Annual Audit 2015/16 – Annual Governance Statement**

Members had before them Appendix A which sets out the assurances that members are required to attest to in Section 1 of the Annual Return, together with qualification of each section to enable the Council to provide the required assurance over the signatures of the Mayor and the Clerk.

This was to be considered and approved in advance of the Accounting Statements.

The Financial Officer explained that the paragraph numbers shown and the headings in bold corresponded to the individual parts of the Governance Statement contained in Section 1 of

the Annual Return. (A full copy of the Appendix and signed section 1 of the annual return is appended to these Minutes).

[1] It was **RESOLVED** that:-

The Annual Governance Statement as detailed in **Appendix A** was considered and approved by the members as a whole and section 1 of the Annual return was signed by the Mayor and the Clerk prior to the approval of the accounting statements.

### 15) Final Accounts and Annual Return

The Financial Officer presented a report, the purpose of which was to recommend approval of the Final Accounts for 2015/16 and to deal with the content of the Annual Return for the year to the 31<sup>st</sup> March 2016 due to be submitted to the External Auditors (Littlejohn) by the 10<sup>th</sup> June 2016. (A full copy of the report is appended to these Minutes).

As neither the total income nor the total expenditure for 2015/16 exceeded £200,000 the Council's accounts for 2015/16 should attract a 'Basic' audit. A detailed Statement of Accounts was shown at Appendix C to the report and the Financial Officer summarised the position.

The Reserves had increased to £159,018.24 through the addition of £9,000 to the All Weather Pitch Carpet Replacement Fund, a revenue contribution of £2,000 to the CCTV Reserve and accrued investment interest for the year of £1,490.10.

The General Fund balance had increased by £8,710.00. The reasons for this were shown in Appendix B to the report, expressed as a comparison with the Budget 2015/16.

Also contained in the full report were the content of the Summary of Accounts required under Section 2 of the Annual Return (Appendix D), Section 2 requiring the signatures of the Financial Officer and the Mayor, and the year-end bank reconciliation (Appendix E).

Appendix A set out the assurances under the Annual Governance Statement that members were required to attest to in Section 1 of the Annual Return, together with qualification of each section to enable the Council to provide the required assurance over the signatures of the Mayor and the Clerk before the approval of the annual accounts.

Members noted that the Internal Auditor's Report would be presented to the June meeting.

It was **RESOLVED** that:-

- [ i ] the detailed accounts and analyses for 2015/16, as submitted, be approved
- [ ii ] the Summary of Accounts (Appendix D), to be certified by the Financial Officer and endorsed by the Mayor, be approved;
- [ iii ] the Annual Governance Statement as detailed in Appendix A be approved for signature by the Mayor and the Clerk as per Agenda & Min14.

Cllr Hay praised the Financial Officer for a commendable job in preparing the final accounts and annual return.

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## 16) Payment of Accounts

Payment of the following accounts was approved:-

		£
Chatteris Youth Amateur Boxing	Tesco Grant Payment	660.00
Rose Fire & Security Ltd	Emergency Lighting Works	432.00
C Chubbock	Annual Allotment Rent	275.00
Chatteris Museum Trust	Annual Grant Payment	4,100.00
Walters	Additional printing usage costs	7.91
FACT	Grant payment to Voluntary Organisations	150.00
Chatteris PCC & RBL	Street Party, Queen's 90th Birthday	150.00
Zen Internet	Website Apr-May	9.59
Pensions CCC Income	Payroll May 16	1,286.48
HMRC	Payroll May 16	671.20
Town Clerk	Payroll May 16	1,435.12
Gardner	Payroll May 16	457.85
Financial Officer	Payroll May 16	899.12
Chatteris Come & Be Heard	Grant to voluntary organisations	150.00
Chatteris Christmas Lighting Fund	Annual Grant	3,200.00
Chatteris What Next Support Group	Grant to voluntary organisations	150.00
King Edward Centre	Annual Grant	6,450.00
Young People March Ltd	Youth Service Provision	2,450.28
FDC	Supply & Install 2 x Benches @ Wenny Recreation Ground	1,320.00
Fenland Volunteer Centre	Grant to voluntary organisations	150.00
Gardner	Petrol reimbursement for Mower	10.87
PC ok	Laptop maintenance and repair	60.00
K.I.T.E	Tesco Grant fund payment	250.00
Cash	Petty Cash	53.27
<b>Total</b>		<b>24,778.69</b>

## 17) Reinvestment of Council Assets

### Lloyds One Year Fixed Term Deposit Maturity

The Financial Officer advised members that the Council's investment with Lloyds Bank (£150,000 at 1.00%) would mature on the 19<sup>th</sup> May 2016.

Whilst there were no short term plans for use of the £150,000, any reinvestment for a period longer than a year would be inadvisable in the current financial climate and with current rates

of interest there was little to be gained by increasing the Council's total investment. However; the Reserve Accounts held balances of £159, 018, therefore; it made sense to increase the investment by £10,000, making a total investment of £160,000 which would be the amount of the Reserve accounts.

The Financial Officer advised that she had been researching various investment accounts to see which would give the best return if the money was reinvested. Members were advised that there was little difference, if any, in the major banks and building societies one year fixed term accounts.

The Financial Officer recommended reinvesting £160,000 for a year as it would give the Council a better return than a normal savings account.

It was **RESOLVED** that:-

£160,000 be reinvested in Lloyds one year fixed term deposit account and that the report be approved.

## **18) Planning**

Cllr Ashley presented the minutes of the Planning Working Group meeting held on Tuesday 26<sup>th</sup> April 2016 (**copy attached**).

The group's recommendations on applications a) to f) (as shown on the appended list) were approved and Councillors then made recommendations on two further applications. It was agreed to return all applications to Fenland District Council and Cambridgeshire County Council marked as follows:

- a) Raise No Objections but request a replacement tree is planted elsewhere on the site.
- b) Councillors have no objections per se to the application but believe a decision should be delayed and the permission for future development of the site should only be granted once the conditions of previous applications (now the subject of enforcement action) have been complied with.
- c) Raise No Objections
- d) Raise No Objections
- e) Raise No Objections
- f) Raise No Objections
- g) Raise No Objections
- h) Raise No Objections



## 19) Leisure & General Purposes Working Group Report & Recommendations

Cllr Haggata presented the minutes of the Leisure and General Purposes Working Group meeting held on Tuesday 12<sup>th</sup> April 2016 (**copy attached**).

FDC Update: Cllr Haggata said the skatepark was looking really good. Cllr Carney was concerned about the drainage and said he would be monitoring the situation. Cllr Haggata said he was still waiting for the promised trees to be planted. Cllr Murphy said bollards and a hammer-head turning had still to go in to stop vehicles accessing other areas of the recreation ground.

Cllr Murphy also reported that the annual fair had been due to be set up at Furrowfields car park because Fenland District Council would not allow them to use the Wenny Recreation Ground. However, the fair operators had now decided not to come to Chatteris.

Leisure Survey: Members were very concerned by the Sports Facility and Playing Field Strategy documents and agreed with the comments which had been forwarded to FDC regarding the documents. Cllr Newell reminded members that she had been promised a swimming pool years ago but the money went to Ely. Planning permission still existed for a swimming pool on the Cromwell Community College site. Cllr Smith said the report had been of a very poor standard and Cllr Haggata said Chatteris appeared to have been forgotten. The Clerk reported she had not received a reply to the e-mail she had sent to Mr Phil Hughes pointing out the Town Council's concerns. She had copied Mr Richard Cassidy in to the e-mail. In addition she had been copied in to an e-mail from Mr Gary Smith of the Kingfishers Swimming Club, who was still awaiting an answer from Mr Hughes to concerns he had raised about the lack of provision for a swimming pool in Chatteris.

It was agreed to invite representatives of FDC to attend a Town Council meeting to answer the Council's concerns about the reports.

## 20) Street Lights Replacement in the Centre of Town

Chairman of Chatteris Christmas Lights, Mr Chris Savill, had alerted the Clerk to plans by the County Council and Balfour Beatty to replace the street lights in the centre of the town. Mr Savill had pointed out this would disrupt the lights display as the plan was for fewer new street lights and there was no confirmation that the lamp standards would be of sufficient strength to take the lights or would have the correct fittings. The existing street lights had been put in in 2002 during the regeneration of the centre of the town and were specially strengthened to take the Christmas lights (and later the hanging baskets for the In Bloom displays) and matched the heritage furniture which enhanced the town centre. Mr Savill had discovered that Sutton Parish Council had argued that only the tops of their street lights should be changed but the Council had been forced to pay the bill and it had cost thousands of pounds. Mr Savill had asked Balfour Beatty how they could charge for new tops when

they would have saved thousands of pounds in labour and materials by not replacing the whole columns and cabling. Cllr Smith said the In Bloom committee was also concerned by the proposals as they had just paid for hanging baskets which would go up in June and the plan was to replace the street lamps in July/August.

It was agreed the Town Council should argue against the replacement of the lamp standards due to the effect on the work of two major community groups in the town and should push for the replacement of the tops. It was also agreed to request a picture of the planned replacement standards and to get FDC and County Councillor Mandley behind the campaign.

### **21) Chatteris Midsummer Festival Update**

The Clerk updated members on plans for the Midsummer Festival to be held on the 25<sup>th</sup> and 26<sup>th</sup> June. The theme would be ‘The Rio Olympics come to Chatteris’ and participants in the walking parade were being encouraged to either dress in feathers and bright colours to mimic the Rio carnival or in the colours of a sporting country. Attractions on the Saturday would include sporting competitions, arena performances, a funfair, inflatables, stalls, an acoustics session, a family disco and a Party in the Park. On the Sunday there would be Krashball (zorb football), It’s a Knockout and Tug of War competitions, a dog show and cream teas.

The Clerk praised Ms Isabel Edington at FDC for all her hard work in helping to organise the event and it was agreed she should be sent a note of thanks.

The Clerk asked Councillors for help over the Festival weekend, in particular help was needed on the gate taking entrance fees.

### **22) Councillor Surgeries**

Councillors had no objections to Cllr Hay holding a monthly surgery in the Council Chambers as Cllr Hay had stressed the surgeries would be non-political and she would pass on questions to ward councillors.

### **23) Traffic Issues**

Re-surfacing: The Clerk reported that work had begun on re-surfacing Westbourne Road and Southampton Place. Surface dressing work along Byall Fen Drove would begin in early May. In addition Highways officer Mrs Joyce reported that an emergency road closure had been implemented along Langwood Hill Drove to allow urgent work to the road to be carried out.

Damage: Notification had also been received that temporary four-way traffic lights were to be installed at the B1093/B1098 junction to enable the repair of damage to Boots Bridge, Sixteen Foot Bank, to be safely carried out.

Speed Reduction; Mr Chris Foyle had notified the Clerk that the Isle of Ely Way Speed Reduction scheme was progressing and a consultation on the scheme would begin on the 18<sup>th</sup> May for three weeks.

Wenny Road: Mr Matt Pickering had confirmed he was chasing the completion of the works on Wenny Road and agreed to inspect the yellow lines.

#### 24) Correspondence

Members had a list of correspondence received since the last meeting (**copy attached**).

Memorial: A total of six members and officers indicated their intention to take up the invitation to attend the unveiling of the Ormond Connolly Memorial on the 21<sup>st</sup> May.

CCTV Liaison: Cllrs Carney and Smith said they would be unable to attend the CCTV liaison group meeting on the 16<sup>th</sup> June due to holiday commitments.

#### 25) Reports

Former Mayor: Cllr Carney said his final Mayoral duty had been to send a letter of congratulations to Chatteris Town Football Club who, for the first time in the club's history, had won three cups in one season. It was 51 years since they had won the first cup and their success meant they would also be going up a league.

The previous Thursday he had held his final Mayoral event – a charity Indian meal which had been very well attended and had raised about £500 for charity. He thanked everyone who had supported the event and said it had been a lovely evening. Cllr Carney said he was looking forward to hosting a presentation evening in the summer when he would distribute the proceeds of his charity fund, which included a donation from the Co-operative Funeral Parlour.

Tesco Fund: The Financial Officer said she had received some lovely e-mails from those who had received grants from the Tesco's Community Fund. She read out a letter from the Scouts and held up photos which showed how the money had helped the group transform the toilet at the scout hut.

#### 26) Items for the Next Agenda

Cllr Patterson requested an agenda item to explore the idea of a Town Council Facebook page. She believed it would be a positive way to engage with people.