

CHATTERIS TOWN COUNCIL

Minutes Dated 2nd October 2018

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Minutes of the meeting of Chatteris Town Council held on Tuesday 2nd October 2018 at the Council Chambers, 14 Church Lane, Chatteris.

Present: Councillors W Haggata (Mayor), L Ashley, A Hay, P Murphy, F Newell and J Smith.

116) To Accept Apologies for Absence

Apologies for absence had been received from Cllrs A and J Carney and Cllr I Taylor.

117) 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.

118) Open Forum

As there were no members of the public present it was agreed to move on to the next item on the agenda.

119) Minutes of the Previous Meeting

The minutes of the Town Council meeting held on Tuesday 4th September 2018 were agreed and signed by the Mayor as a correct record.

120) Matters Arising from the Minutes

Jacks: Members had been invited to a launch event prior to the opening of Jacks, Tesco's new discount store in Chatteris, where they met the CEO of Tesco's Mr Dave Lewis. Following the meeting the Council had received an email from the Head of Communications thanking them for attending and asking for any feedback on the store. The email also gave details of the support Jack's would be providing in the community including a scheme to fund local projects using money raised by the sale of carrier bags (and how to apply to be part of the scheme) and how unsold food safe for human consumption would be offered to local charities and community groups. Cllr Smith said she had mentioned the latter to the Vicar in case there was anything suitable for the foodbank.

Cllr Newell was full of praise for the way she had been looked after at the launch and it was agreed to write to the CEO thanking him, wishing the project every success and stating the Council hoped the remaining unit on the site would soon be occupied. It was also agreed to

request litter bins at the site and to remind the Head of Communications that Mr Lewis had agreed to the Mayor's request for bike racks outside the store.

121) Police Matters

Members were informed the following information had been received from the police in the past month:

Local Police

Please see attached the confidential report from the policing team and Sgt Lugg on the Fenland Neighbourhood Policing team's work over the past month.

Neighbourhood Alerts

9/9/18: Warning to beware of scammers.

14/9/18: Scam alert about fake Netflix emails.

21/9/18: Alert about fake TV licensing refund offers.

22 & 29/9/18: Information about Community Engagements with local PCSOs on Monday 24th September at Aldi and Monday 15th October at Chatteris library.

23/9/18: Information about day-time distraction burglaries in Horsegate Gardens and Wimpole Street.

26/9/18: Information about a burglary day of action in October.

122) FDC, Street Scene, Section 106 and CCTV Updates

Members had a copy of the latest updates (**copy attached**) and these were noted.

Section 106: Concerns were expressed that the remaining Section 106 funds were allocated for the Larham Way play area and could not be used elsewhere. It was suggested it might be possible to request the funds from FDC but Councillors were advised to hold fast for a couple of months and agreed to do so.

Vegetation: Cllr Ashley said she had reported an overgrown roadway, between London Road and Tithe Road properties, which belonged to the Housing Association. They admitted it had been left off the contractors' works list and arranged for it to be cut but only part of the roadway was cut and Cllr Ashley said she would be complaining again.

123) Financial Officer's Report

Financial Statement

Members had before them a budgetary control statement for the Revenue (Precept) Account as at 19th September 2018 showing expenditure of £103,103.47 and income of £104,049.46 (includes a half years precept income) compared with budgets, along with a bank reconciliation statement and a summary statement of reserves and funds balances.

It was **RESOLVED** that the report be noted and approved.

CAFY Funds

The Financial Officer reported that thanks to Cllr Newell the treasurer of CAFY, Mr Brian Mullis, had agreed to hand over CAFY's remaining funds for the benefit of the youth club at the King Edward Centre. The money would be spent by the youth club organiser Mr Joe Papworth on new equipment for the youth club which had attracted 36 youngsters the previous week. Mr Mullis' only stipulation was that the equipment would remain the property of Chatteris Town Council and would be available to whoever ran the youth club. The Mayor said it was really good to know that a failing club had been turned around in such a short space of time.

124) Grants to Voluntary Organisations

- [1] Members were reminded that the Council's current policy was to consider grant applications at the April, July, October and January meetings each year. Budget limitations meant that grants given by the Council were an expression of support for an organisation and were not at a level where, on their own, they could sustain a group's financial viability.
- [2] The approved budget for grants in **2018/19** was **£3,250**. Applications for consideration by Members at the meeting were scheduled, with recommendations.
- [3] It was **RESOLVED** that the report be noted and all applications were approved as listed below.

Applicant	Amount Requested	Amount Granted
1. Royal British Legion Chatteris Branch Remembrance Day Parade band & refreshments	200	200
2. Chatteris Community Car Scheme To help towards running costs. To provide transport for Chatteris residents	200	200
3. Chatteris Good Companions Running costs towards speakers & entertainment which cost £542.12 in the last financial year.	250	250
4. Cambridgeshire Search & Rescue (CamSAR) A specialist organisation called upon to assist in finding vulnerable missing persons. Grant request for purchase of extreme LED torch and ear thermometers.	250	100

(82) External Auditors Report 2017/18 Accounts

[1] Member's had before them a copy of the External Auditor's (PKF Littlejohn) report & certificate (section 3 of the Annual Governance & Accountability Return), a copy of the Notice of Conclusion of audit for the year end 31st March 2018 and Section 1 & 2 of the AGAR.

[2] Members noted that the audit report was 'clear', in that there were no matters that the auditor wished to draw to the Council's attention.

[3] Members were advised that to comply with the Accounts and Audit Regulations 2015 the notice of conclusion of audit, which details the rights of public inspection in line with the statutory requirements, along with Sections 1, 2 and 3 of the Annual Return had been displayed for a period of 14 days and copies of the full Annual Return were available for purchase by any person upon payment of a reasonable fee. As for last year, it was not proposed to charge for copies.

[4] It was **RESOLVED** that the External Audit report for 2017/18 be noted and approved

(83) Payment of Accounts

It was **RESOLVED** that the payment of the following accounts be noted and approved:-

		£
Financial Officer	Payroll October 2018	1,028.80
Town Clerk	Payroll October 2018	2,037.05
HMRC	Payroll October 2018	1,010.73
Cambs Pension	Payroll October 2018	1,639.30
Zen Internet	Monthly Website fee	10.79
Barclays	Bank Charges	
Metalcraft	Polishing of the Gas Lamps Planters	422.40
Chatteris In Bloom	Watering of plants payment 3	344.88
British Gas	Q Elec bill	103.88
One Com	Monthly phone Bill August	77.59
CF Corporate	Q Leasing for photocopier	212.36
R J Warren	Little Acre Spraying x 2 herbicide	310.00
R J Warren	Little Acre Site Clearance Seedling & Pre - cultivation spraying	1,318.80
Clerk	Reim Mileage	27.00
E Payne	Installed and made good 2 x gas lamp planters	350.00
S Payne	5weeks grass cutting	1,000.00
Financial Officer	Reim DBS check	12.00

TA Phizacklea International	To supply & install Box section Elephant Gate at Little Acre Pocket Park	1865 5 of 11 3,540.00
Swarco Traffic Ltd	MVAS Post Installation kit & Brackets	277.20
PKF Littlejohn	External Auditor Fee	480.00
Town Clerk	Reim Bushes re Gas Lamp Planters	51.84
One Com	Monthly Phone Bill September	78.55
ICO	Data Protection Fee	40.00
J Papworth	Chatteris Youth Club Activities & Games (CAFY Grant Money)	693.84
Total		£15,067.01

127) To Set Allotment Rents for 2019/20

The Clerk said allotment rents for the past four years had been £28 for a full allotment and £14 for a half. She suggested next year rents should go up to cover the costs of the extra water used during the dry summer and planned repairs to the roadways.

It was unanimously **resolved** that allotment rents should rise to £30 for a full allotment and £15 for a half in October 2019.

128) CIB Request for Continued Funding

Chatteris In Bloom had sent an email thanking the Council and individual councillors for all their help which had resulted in the group's most successful year to date in the In Bloom competition. The group had not only gained gold in the town category but had also picked up four special award nominations.

The Chairman, Ms Tina Prior, said the group had received many positive comments about the floral displays, especially in view of the extremely hot weather, and she was certain this was due to the decision to employ someone to water the displays every day. This had been funded by the Town Council and Ms Prior asked if the Town Council would be willing to continue paying towards the watering costs in the coming year.

Members agreed the displays had been very good and **resolved** to continue paying towards the cost of employing someone to water the displays in future years.

129) Security System Improvements

Members were informed that two quotations had been obtained for upgrading the security system at the Council Chambers and Museum. The Financial Officer was waiting for a third

quotation (which had unfortunately been delayed as the engineer was unwell) and would present a comparison and recommendation at the November Council meeting.

130) Blue Plaques Request

The Council had received three biographies of prominent former Chatteris residents, compiled by Chatteris Museum volunteers, along with a request that the Council, CCAN and Chatteris Past, Present and Future Civic Society consider the award of blue plaque commemorations for the three residents – England cricketer Tom Hayward, “carrot king” farmer Arthur Rickwood and the monk Bricstan.

The Clerk warned there was no budget for blue plaques and said the Council had funded the plaque for George Clare as he was a Victoria Cross winner. It was suggested the museum should apply for heritage lottery funding for the plaques and the Clerk should write back saying the Council appreciated the work which had gone into researching the residents but it did not have the budget for more blue plaques.

131) Planning

Cllr Ashley (Chairman) presented the minutes of the Planning Working Group meeting held on the 25th September 2018 (**copy attached**).

The group made recommendations on applications a) to h) (as shown on the appended list) and it was agreed to return the applications to Fenland District Council and Cambridgeshire County Council marked as follows:

- a) Support but recommend that a condition is imposed that the drive at the rear of the site (from Black Horse Lane) must be improved so it is suitable for access.
- b) Support
- c) Support
- d) Recommend Refusal, inappropriate use, smell and noise from the kitchens will mean substandard levels of amenity for the occupiers. Insensitive use of a building of local interest in a Conservation Area. Is the building not listed?
- e) Recommend Refusal, as per the previous application this will result in substandard levels of amenity for the occupiers of both residential units.
- f) Support
- g) Support
- h) Fully Support

P13 Planning training: The Clerk had made enquiries about the planning training being proposed by Fenland District Council and had been informed the three sessions would be on different topics. Cllr Carney had asked if it would be possible to cover all three topics in one long session. Other members felt a long session would not be helpful and Cllr Hay suggested sending a different councillor to each session and those councillors could then disseminate the information to fellow councillors.

P13 Minerals Local Plan: The Clerk suggested taking a closer look at the Minerals Local Plan as there were so many proposed sites near Chatteris and comments were being sought. Cllr Hay was concerned about the possible impact on the A142 and the havoc it might cause if so many lorries used the roads. She also asked if all the schemes would be going ahead at the same time as this would also affect the impact on the area. The Clerk agreed to investigate further and report back at the next planning meeting.

132) Leisure & General Purposes Working Group Report & Recommendations

Cllr Smith (Chairman) presented the minutes of the Leisure and General Purposes Working Group meeting held on the 18th September 2018 (**copy attached**).

L33 Little Acre Fen: Cllr Smith warned the spraying at Little Acre Fen did not appear to have killed off some of the weeds. The Clerk reported the gates had been installed and were locked in place.

L33 Church Meadow: The Mayor asked if Kingdom enforcement officers could visit the Church Meadow to give out fines for littering.

L35 Project Update: Cllr Smith pointed out a mistake in the minutes the Cambs and Beds Wildlife Trust had given advice on attracting volunteers, not the Wildflower Trust.

L36 Medieval Fayre: Members **resolved to support, in principle, the idea of a Medieval Fayre in Chatteris in April 2019**. It was also agreed the Clerk should advise the organisers that they would need the permission of Fenland District Council in addition to the Church authorities.

L37 Bins: The Financial Officer confirmed the Council had the funds to finance another two litter bins and it was agreed to ask FDC if the bins could be installed at the bus stop near Aldi and in Doddington Road.

L37 Footpaths: The Clerk reported she had passed the request for repairs to the footpath along London Road from Tithe to Stocking Drove and from Wenny Road to the Nightlayer Leek Factory to the Highways officer. In turn he had contacted Community Payback who had agreed to undertake the works to the London Road path on an annual visit but would not do the footpath along the A142 as the road was too fast. The Clerk said she would go back to Highways about the issue. It was also reported there was a hole in the London Road footpath and in the footpath at The Hawthorns. The Highways Officer had reported that during resurfacing works at The Elms two areas of road had suffered depressions which would be rectified.

L38 Date of Meeting: It was agreed the next meeting would be held on 16th October 2018, Cllr Haggata gave his apologies.

133) Report on Meeting with Mr Steve Barclay MP

The Mayor gave a verbal report on a meeting he and the Clerk had attended with Mr Steve Barclay MP. The meeting was well attended with most of the towns and parishes in Mr Barclay's constituency represented.

There to answer questions were the Mayor of Cambridgeshire and Peterborough, the Police and Crime Commissioner and the leaders of Fenland District Council and Cambridgeshire County Council.

Cllr Haggata was pleased to report that Chatteris was mentioned on the agenda and there was the opportunity to put across several points and raise issues relevant to Chatteris, including the need to promote the town. There were promises of action and positive feedback. There were also a number of issues relevant to all the town and parish councils such as the lack of public transport and a lack of communication between the planning department at FDC and the towns and parishes. The Mayor of the combined authority was keen to stress that at present the south of the county put forward most requests for action and he wished to see more representation from the north.

It was interesting to note that all the leaders were aware of the good work being done by Stainless Metalcraft.

134) New Transport Strategy for Fenland

The Council had received a request for a meeting from County Council Transport and Infrastructure Officer Mr Tom Fisher. Mr Fisher said the County was in the process of developing a new Transport Strategy for Fenland which would seek to identify future and existing transport problems and come up with new schemes to resolve the issues. Mr Fisher wished to have a meeting with the Council to present the aims and scope of the strategy and run a small workshop to understand what local councillors and residents wished to see included in the strategy. It was agreed to offer Tuesday the 30th October prior to the planning meeting and to open the event to all councillors and, if possible, members of the Growing Fenland steering group.

FDC had issued an invitation to attend five transport focus group meetings at Fenland Hall in November and January. The meetings were open to all public transport users and representatives from local groups, charities and schools. It was agreed to put details of the three January meetings in the next edition of Centrepoint.

The Council had also been invited to attend a meeting on the 17th October which had been called with the Commercial Manager of Stagecoach East and the County's Public Transport Manager to discuss the recent reductions in bus services to Ely and Cambridge from the villages and Chatteris. Cllr Hay said she would be attending as the County Councillor and Cllr Smith agreed to represent the Town Council.

The Mayor reported the Mayor of Cambs and Peterborough was talking about franchising the bus routes.

135) FACT Ely Shuttle Bus

The Clerk had spoken to the new person in charge of FACT about the Ely shuttle bus which was still not performing well, with a very poor take up. The possibility of also running the

service to the centre of Ely had been discussed but before pursuing this further the Clerk asked if councillors felt it would be advisable to inform Tesco's about the bus service as they had provided the funds.

She reminded members that when the bus service was set up Tesco's had categorically stated they would never open in Chatteris and contact had then been lost with the company as members of staff left. Tesco's had now opened Jack's and communication lines had been re-established.

Members agreed by a majority vote that the Council should give Tesco's a progress report on how the money they donated was being spent.

136) Request for Support for LHI Funding Bid

The Council had been approached again about supporting a joint bid for LHI funding for the installation of a safety barrier at the Honey Farm Bend on the Sixteen Foot Bank Road. Mr Graham Chappell said three parish councils - Wimblington, Christchurch and Manea – had agreed to support a joint bid for submission in the next year's bidding round. He suggested the Town Councils were entitled to submit two bids and asked Chatteris to use one of those bids to support the joint application.

The Clerk warned members that she had been advised that Chatteris could only make one bid but she was willing to check that point.

Members agreed not to support the joint bid.

137) Traffic Issues

Yellow Lines: Cllr Newell raised again the issue of removing double yellow lines in Huntingdon Road. She said she had been approached by the owner of the scrapyard concerned at plans to remove the double yellow lines near his business. Cllr Newell said she remembered helping the owner to get the double yellow lines because lorries were unable to get into the site if vehicles were parked close to the entrance. The Clerk said the Town Council had agreed to the removal of the lines as a lack of parking in the area was a problem, particularly for residents of Rosemary Lane. She admitted another resident had written objecting to the removal of the yellow lines. Cllr Ashley pointed out the double yellow lines were not across gateways and there were no plans to remove the white lines which protected entrances. It was agreed to contact the County officer and ask exactly what was planned.

Furrowfields Car Park: FDC's Engineering team leader, Mr Garry Edwards, had written outlining continuing anti-social behaviour problems in Furrowfields Car Park. This included boy racers gathering and speeding around and in and out of the car park; the noise of revving engines, cars backfiring, screeching tyres, shouting, arguing and loud music; littering in the

car park and neighbouring gardens; late night football and the alleged use of drugs and alcohol. Mr Edwards said FDC's community safety team, the County Council and the Police were aware of the problems. The ideal solution would be to lock the car park at night but there were no resources to do so. Mr Edwards was, therefore, suggesting a scheme which could be supported by the Town, District and County Councils. The scheme included the installation of speed cushions in Furrowfields Road and improvements to the car park including the installation of a low rail fence along the grass verge, improved car park lighting, review of litter bins, the installation of a speed ramp at the entrance and installing physical features to prevent boy racers using the car park as a skid pan. Mr Edwards asked for the Town Council's opinion on the suggested measures. Members agreed there were certainly problems in the area but suggested it was in part due to a lack of policing. They were also unsure what the Town Council was being asked to finance and Cllr Murphy agreed to investigate further.

Parking in St Martins Road: The resident of 8 St Martin's Road had sent an email saying she had daily issues with parking outside her home. She said the section of road outside her house was narrow and when cars were parked, often from the corner of the junction with the Shrubbery to opposite the junction to Church Lane, this caused difficulties and had resulted in a number of near misses when cars coming from the Elms direction tried to drive past the cars when traffic was coming in the other direction. The parking also caused problems when she tried to leave the driveway of her home. The resident asked if double yellow lines could be installed to allow clear visual from her driveway and traffic to flow safely at the narrowest point of the road. Councillors agreed there was a problem at that location but pointed out it was a County Council issue and should be forwarded to Highways.

Disabled Parking Bay: County officer Mr Steven Thoday had written asking if the Town Council maintained its objection to the installation of a disabled parking bay in Horsegate Gardens as the County Council did not feel the proposed bay compromised public safety because the applicant currently parked in that position. Councillors agreed they still formally objected to the positioning of the bay on the bend of the road.

Bus Users: The Clerk at Sutton Parish Council had sent details of a newly formed organisation Cambridge Area Bus Users which campaigned on behalf of bus passengers in and around Cambridge. The group had a meeting planned for the 6th October in Cambridge.

Bulletins: The latest bulletins listing road works & events affecting the highway had been received as had the IHMC Incident Report for August 2018.

138) Correspondence

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

Tommy: Members considered purchasing a life size statue of a soldier (Tommy) as a memorial to mark 100 years since the end of World War I. Cllr Hay said Whittlesey Town

Council had agreed to purchase three statues. Members agreed the only place for the statue would be at the war memorial and there were already sufficient memorials to the war and insufficient space for the statue. In addition Cllr Carney had already arranged for large poppies to go up on street lamps to mark the centenary.

139) Reports

Cllr J Carney had submitted a written report that he and Cllr A Carney, the Mayor and Mayoress and Cllr Peter Murphy had attended the CIB thank you tea at the King Edward Centre.

140) Items for the Next Agenda

No items were put forward for the next agenda.

The following item (141) All Weather Pitch Carpet Replacement Fund was taken **In Committee** due to the sensitive nature of the business to be transacted.