

CHATTERIS TOWN COUNCIL

Minutes Dated 6th November 2018

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Minutes of the meeting of Chatteris Town Council held on Tuesday 6th November 2018 at the Council Chambers, 14 Church Lane, Chatteris.

Present: Councillors W Haggata (Mayor), L Ashley, I Benney, A Hay, P Murphy, F Newell, K Patterson, J Smith and I Taylor

142) To Accept Apologies for Absence

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

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

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

144) Open Forum

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

Councillors agreed to send a letter of congratulations to Chatteris resident Mr Jordan Gill on winning the Commonwealth Featherweight Boxing title.

145) Minutes of the Previous Meeting

The minutes of the Town Council meeting held on Tuesday 2nd October were agreed and signed by the Mayor as a correct record.

146) Matters Arising from the Minutes

Min 134) Transport Strategy: Following the County officer's failure to respond to the Clerk's suggestion of a meeting to discuss the new Transport Strategy for Fenland on the 30th October, the officer had written again inviting the Town Council to send two representatives to a meeting about the Strategy to be held at the South Fens Business Centre on the 29th November. It was agreed the Mayor and the Clerk would represent the Council.

Min 83) Gardening Costs: Cllr Murphy had asked how the costs of employing a contractor, to carry out the Council's gardening duties, compared to the cost of employing someone directly. The Financial Officer had prepared a cost comparison which showed that at the beginning of October the cost was £795.29 cheaper than paying someone directly and maintaining equipment. However the Financial Officer pointed out the level of service was not as good.

Min 107) Growing Fenland – Chatteris: A report on the Stakeholders inception meeting for the Growing Fenland project had been received.

Min 137) Furrowfields Car Park: Earlier that day the Clerk had met FDC officer Mr Garry Edwards to discuss plans for Furrowfields Car Park. Mr Edwards had explained it had the highest rate of anti-social behaviour anywhere in Fenland with 27 incidents reported from April to July. As a result FDCs car parks department, community safety team and the police were looking at ways of reducing the opportunities for ABH. One of the main problems was that boy racers had a straight line to speed into and out of the car park so Mr Edwards was planning to put a rumble strip across the entrance, if possible reduce the entrance width with build outs and, depending upon the cost, put down rubber parking strips within the car park so wheelies within the car park were not possible. The lighting would also be improved. FDC would fund all those improvements. Councillors **agreed** to all the proposals and pointed out it was essential to restrict access to the car park as more lorries would try and access it when the Green Welly lorry park closed.

The Clerk suggested the CCTV camera should also be looked at as it was possible to see where it was facing and watch it move. Mr Edwards said the idea of speed cushions in Furrowfields Road was also being considered but Councillors were unsure if they would be a good idea. In addition he suggested a fence across the side of the car park would prevent lorries accessing the car park over the footpath but Councillors agreed with the Clerk that this was unnecessary as it was not a regular problem.

147) Police Matters

Councillors received the following report:

‘The following information has 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.

Sgt Lugg has once again pointed out the confidential nature of the report and has asked if Councils would prefer a report they could replicate. If so the police would need to consider the wider impact of the information they share with Councils currently.

There has also been a communication from Pc Andy Morris, from Operation Planning, that he has now left the police force to work for AgeUK. His replacement has yet to be decided but contact details have been forwarded for his line manager.

Neighbourhood Alerts

17/10/18: Bumper edition of the Neighbourhood Watch E-Newsletter Our News, which includes advice on staying safe.

23/10/18: Invitation to book an appointment with the Police and Crime Commissioner, Jason Ablewhite, at his public surgery on the 7th November.

23/10/18: Appeal for the public to help crackdown on disqualified drivers in the county by giving information about disqualified drivers who continue to drive.

23/10/18: Notification of vacancy for a communications and engagement officer for the Office of the Police and Crime Commissioner.

25/10/18: Advice to install software updates on devices to keep cyber-criminals out.

25/10/18: Latest newsletter from the Police and Crime Commissioner including news about the appointment of a new Chief Constable for Cambridgeshire, a new website to help support victims of crime and the Commissioner's thoughts on the fight against hare coursing.

27/10/18: Offer of a free 1 hour advanced driving lesson on the 2nd November.

29/10/18: Warning about a scam affecting land line telephone numbers which involves an automated recording informing the home owner that their computer IP address has been compromised and asking them to answer questions.

29/10/18: Warning about an extortion scam which involves cyber criminals sending victims their own passwords.

Oct 18: Dates and venues for the latest community engagements when residents can meet their Safer Neighbourhood team.

1/11/18: More information about the road safety event which was held on the 2nd November.'

In response to Sgt Lugg's question about sharing information, Councillors confirmed they were happy to have reports they could not replicate but Cllr Patterson said it would be helpful to pass on Sgt Lugg's message encouraging people to report crime and incidents. She said people were often very vocal on line but would claim there was no point in reporting it to the police. However Sgt Lugg had pointed out crime numbers were like gold dust as they helped to pick up patterns of crime and allowed the police to tackle those patterns. Cllr Patterson said she tried to encourage people to report crime and asked if the need to report could be the subject of a publicity campaign. It was agreed to ask Sgt Lugg to publicise more widely the need to report crime.

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

Members had a copy of the latest updates (**copy attached**).

The Clerk had also received more information about the Green Dog Walkers Campaign, with a request that the Council consider joining the campaign. Green dog walkers signed a pledge to basically clean up after their dogs, give bags to those without one and remind others to clean up after their dogs.

Cllr Murphy said Whittlesey Town Council had signed up to the idea and had put in some money to help kick start the campaign by giving those who signed up a pledge pack, dog tags and a supply of dog bags. They had promoted the scheme at the market. The aim was that volunteers would take over the campaign.

Members agreed to express an interest in the campaign.

Cllr Benney said he had attended the recent CCTV partner liaison meeting and had found it interesting.

149) Financial Officer's Report

Financial Statement

Members had before them a budgetary control statement for the Revenue (Precept) Account as at 30th October 2018 showing expenditure of £122,255.22 and income of £186,640.57 (includes a full 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.

Chatteris Museum Trust – Annual Rent

The Financial Officer reminded Members that the lease with the Chatteris Museum Trust for occupation of part of 14 Church Lane, for use as a museum, commenced on the 1st April 1999 for 50 years.

Under the lease agreement, the annual rent (initially £100) may be increased on every third anniversary of the tenancy. The rent was last increased from the 1st April 2015 to £150 and a further review was overdue. The rent had initially been fixed at a low level to reflect the Council's support for the Trust.

To show continued support to the Museum Trust the Financial Officer recommended that there should be no increase in the rent for the next three years. (Cllrs Ashley, Haggata and Newell declared an interest as museum trustees and Cllr Hay also declared an interest as her husband helped in the museum).

All remaining councillors were in favour and it was **RESOLVED** that the Museum rent remained at £150 with no increase for the next three years. The next rent increase review will be in April 2021.

150) Payment of Accounts

Members were reminded that they had previously approved a budget of £2,000 to Chatteris in Bloom for the plant watering service (Min 191 January 2018 meeting). The Financial Officer advised Members that she had received the final invoice for £610.50. This final invoice would take the cost of the plant watering service over the £2,000 budget by £162.76. Members agreed that the budget of £2,000 should not be exceeded and that the invoice should be reduced by the excess amount. (Cllr Smith declared an interest)

It was **RESOLVED** that the invoice be reduced and a payment made of £447.74 making the total payment for the plant watering service £2,000 as per the approved budget.

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

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Financial Officer	Payroll November 2018	1,028.60	
Town Clerk	Payroll November 2018	1,497.37	
HMRC	Payroll November 2018	628.91	
Cambs Pension	Payroll November 2018	1,281.95	
Zen Internet	Monthly Website fee	10.79	
Barclays	Bank Charges	25.03	
Barclays	Bank Charges	9.22	
LD ENTS	Fundraising Tribute Night Entertainment Summer Fest	200.00	
Chatteris In Bloom	Watering of plants payment 4	447.74	
S Payne	Gardening Services	800.00	
R J Warren	Chatteris Church works to the Church grounds	2,782.50	
RBL Chatteris Division	Grant towards Remembrance Day & Parade refreshments	200.00	
Chatteris Community Car Scheme	Grant towards running costs	200.00	
Chatteris Good Companions	Grant towards entertainment for the group	250.00	
CamSAR	Grant towards purchase of rescue equipment	100.00	
Ethos Walters	Fee for additional printing costs outside the contract	41.88	
GM James Electrical	Replace gas lamp bulb	48.62	
Wave	LHS Allotments water bill	531.96	
Wave	Council offices water bill	65.42	
One Com	Monthly Phone Bill October	74.95	
Viking	Stationary Order	279.93	
Rose Fire & Security	Bi Annual Fire Alarm Service & Emergency lighting	229.08	
Rose Fire & Security	Annual Monitoring charges for Dualcom	489.60	
FDC	Litter bin Churchyard	370.49	
Town Clerk	Mileage reimbursement for Growing Fenland meeting	8.10	
Cllr Smith	Mileage reimbursement & Car Park for Transport meeting	24.60	

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Iris Payroll Software	Renewal of annual payroll software license	364.80	
Cash	Petty cash	53.10	
FDC	Temporary Event license: mulled wine stall for Festival	21.00	
UK Safety Management	Annual PAT Testing	262.55	
Cromwell Fire Ltd	Service of Fire Extinguishers	86.68	
Total		£12,414.87	

151) Security System Improvements

The Financial Officer reminded Members that in order to secure the long term loan of 11 items, originating from the Ferry Hill Tumulus, from the British Museum, Chatteris Museum was required to organise a security inspection.

This was carried out in May by Security Consultants who decided that the security and fire prevention overall was reasonable for a small local museum, however there were a couple of improvements required to be made to the intruder detection system.

Members were reminded that at the October 2018 Council meeting the Financial Officer advised them that she had received two quotes for the upgrade of the Council Offices/Museum Security System and was awaiting a third quotation.(Min 129).

The Financial Officer had now received the third quotation and all three quotations are appended below for Member's information and consideration.

Company A £1,884.00+ vat

Company B £2,447.00+vat

Company C £895.00+vat

The Financial Officer advised Members that Company A had been responsible for the maintenance of the Security System for many years and had delivered an excellent customer service to the Town Council.

Company B had been responsible for the maintenance of the fire alarm and emergency lighting contract for many years and they too had delivered to the Town Council an excellent customer service.

Company C had not engaged in any works for the Town Council. They were invited to tender as a third Contractor recommended by the Cambridgeshire University Museums Security expert.

The Financial Officer advised Members that under the Financial Regulations and Standing Orders a best value quotation could be approved, which meant it did not have to be the cheapest quotation.

On that basis the Financial Officer recommended that Company A should be approved to carry out the upgrade works, although their tender was not the lowest it came in lower than Company B, and having installed and currently maintained the system they were familiar with the building and the current security system.

Members were advised that the price of their quote and the knowledge and customer service they offered made them best value for the upgrade works.

Cllr Hay did not agree with giving Company A the contract just because they had given the Town Council good service in the past. She proposed that Company C should not be dismissed and asked the Financial Officer to seek further information and obtain a complete breakdown of their quotation to see why their quote came in so low compared to Companies A & B. Cllrs agreed that their quote needed to be a like for like quote as it had come in so low.

Cllr Hay also pointed out that Company C had been recommended by Cambridgeshire University Museums and asked the Financial Officer to contact the University to see why they recommended them.

The Financial Officer advised Members she would get a full breakdown of the quote from Company C and would also contact the University Museums expert. She advised Members she would have the information for them at the December Council meeting.

All were in favour and the report was noted.

152) Draft Precept Budget 2018/19

Members had before them the (**attached**) proposed draft precept budgetary control sheet that the Financial Officer had produced for Members consideration.

It was discussed by Members who approved some alterations to the proposed draft budget as below:-

Town Promotional Leaflet	Proposed	0	Members Approved	200	+ 200
LHI Highways	Proposed	5,000	Members Approved	10,000	+5,000
General Contingency	Proposed	3,000	Members Approved	1,000	-2,000
The above increased amendments total					+3,200

The Financial Officer advised Members that the Precept should remain the same as the 2018/19 Precept budget of £151,000. The additional spend would be funded from the General Fund account. Members were also told that the Internal Auditor had advised the Financial Officer that the general fund needed to be reduced as the External Auditors would do an advisory on the accounts if the general fund was too high. The Financial Officer proposed that holding accounts could be raised for specific projects from underspent Budgets i.e. Premises Repairs and Maintenance, Playgrounds & Recreation, Highways & LHI. Members **approved** of the proposal and the Financial Officer confirmed she would transfer

funds to various holding accounts at the end of the financial year.

Members were advised that the Financial Officer would produce a final Precept budget draft along with a report to be considered and approved at the December Council meeting.

It was **RESOLVED** that the Financial Officer would amend the original draft Precept budget to include the amendments made and approved by Members, and that the report be noted and approved.

153) Planning

Cllr Ashley (Chairman) presented the minutes of the Planning Working Group meeting held on the 30th October 2018 (**copy attached**).

The group made recommendations on applications a) to g) (**as shown on the appended list**) and the Council considered two further applications. It was agreed to return applications a) to i) to Fenland District Council marked as follows:

- a) Support
- b) Support but only if the sign is switched off when the store stops trading as there have been many complaints from local residents about the light glaring through their windows at night.
- c) Support
- d) Support
- e) Support
- f) Recommend Refusal, the condition should not be removed due to the odours likely to emanate from the site if it is used for the accommodation of pigs. Moderate odours are not acceptable and will not only affect existing properties but proposed developments.
- g) Recommend Refusal, the condition should not be removed due to the odours likely to emanate from the site if it is used for the accommodation of pigs. Moderate odours are not acceptable and will not only affect existing properties but proposed developments.
- h) Support
- i) Support

Minerals: The Clerk had received an acknowledgement of the Council's response to the Minerals and Waste Local Plan. Mepal Parish Council had emailed to say they had responded in a similar manner. The Clerk said she had also pointed out the Council's concerns to MP Mr Steve Barclay, when she had collected the tree from him, and he had offered to take the matter up with the Chief Executive of Cambridgeshire County Council.

Withdrawn: Notification had been received that the plans to convert part of the restaurant at 8 Market Hill to two flats had been withdrawn.

Notification: Head of Planning Mr Nick Harding had sent through the Powerpoint presentation which was given at the training session on the 1st November. He had also sent

through information on how to automatically be notified of planning applications and decisions by FDC which the Clerk agreed to pass on to Councillors.

154) Arrangements for Remembrance Sunday & Battle's Over Tribute

Members had received a copy of the Royal British Legion newsletter outlining plans for the Remembrance Parade and service on the 11th November.

They had also received a copy of the press release about the Battle's Over commemorations which would also take place on the 11th. The commemorations would begin with the Mayor reading out the Tribute to the Millions, a bugler would sound the Last Post and the Deputy Mayor would then light the beacon, one of over 1,000 to be lit around the country to signify the light of peace that emerged from the darkness of four years of war.

The Town Crier had agreed to deliver the Cry for Peace Around the World and the Church bells would then Ring Out for Peace.

The Mayor encouraged all those able to take part in the parade and the commemorations

155) 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 16th October 2018 (**copy attached**).

L40) Section 106. Members were asked to consider the idea of waterjets on one of the town centre garden areas. Some members were sceptical but a majority agreed that the idea should be explored.

L41) Jack's Roundabout: Cllr Hay had again complained about the overgrown state of the roundabout near Jack's. Cllr Smith said she was still awaiting a reply from the officer responsible for organising the sponsorship of roundabouts. Cllr Newell said she had received phone calls complaining about the overgrown state of the roundabout and said it was unfit for purpose. Cllr Ashley suggested Highways officers should try to drive round it in a 40 foot lorry.

L42) Pocket Park: Cllr Smith reported another meeting had been held with Mrs Ellie Buckton, from Healthy Fenland. It appeared likely that money would be available for the pocket park but Mrs Buckton was adamant that the council would not be able to make an application. A volunteer group separate from the Council would have to make the application. She suggested quickly forming a 'Friends of' group.

It was agreed to hold a family planting day to try and attract people who might be interested in being part of such a group. The Planting day would take place on the 24th November at 10.30am and people were being encouraged to bring their own spades and help plant trees which were being donated by Mr Chris Savill. Tea and coffee would be served.

156) Little Acre Fen Pocket Park Development – To Agree Quotation

The contractors working on Little Acre Fen had submitted quotations for additional work on the site.

The cost of creating the much larger bund would be £1,025 on top of the original quote for a bund re-shape and re-seeding which was £720. The Clerk requested members suspend Standing Orders so she did not have to obtain three quotes for the work and this was agreed.

Members **agreed** the work should go ahead at the price quoted.

The cost of creating a pond was £3,135 or £3,350 (depending upon the lining) and the cost of the dipping platform ranged from £1,664.90 to £2,651 (depending upon the materials used with the most expensive quote (for recycled, brown plastic) being the recommended option). This was cheaper than a previous quote but a third quote was still required and was being sought.

The cost of extending the hogging path so it went round the new elephant gate and was extended to the dipping platform was £921. Cllr Smith was not in favour of extending the path to the dipping platform as she was keen to see the wildlife undisturbed while the pond became established and fellow councillors agreed. The Clerk said she would seek a different footpath quote.

157) Briefing Session for Councillors on All Through School Proposal

Members had received an invitation to a briefing session, for elected representatives to learn about the plans for the All Through School at Cromwell Community College, on Wednesday 14th November. The meeting would be followed by a public consultation. Six councillors expressed an interest in attending the meeting.

158) Parking in Huntingdon Road

Members had received a copy of an email from Highways Officer Mr Andi Caddy who admitted the double yellow line situation in Huntingdon Road could do with a complete review.

The Clerk reminded members that there had been representations from people wanting more parking along Huntingdon Road and others who wished to see more double yellow lines. There had also been an unfortunate incident when the wrong double yellow lines were removed and when Highways had looked at replacing them they found the lines were not covered by a Traffic Regulation Order. In fact a lot of the parking and no parking areas of the road were not covered by a TRO.

The Clerk suggested the way forward was to meet with Mr Caddy, walk the length of the road and decide where the lines should go and where parking should be permitted. A new TRO could then be applied for and the yellow lines inserted/removed as required. She pointed out the County Council had already stated they did not have the funding for an Order but suggested if the Town Council agreed to pay for the Order it might be possible to persuade County to pay for the line painting.

Members agreed a meeting and new Order was the way forward and the Clerk agreed to organise a meeting.

159) Report on Meeting to Discuss Bus Services along the A142

Notes had been received of the meeting Cllr Smith attended with Sutton and Witchford Parish Councillors, County Councillor Lorna Dupre, a representative of Stagecoach East and the County's Public Transport Manager.

Of main concern was the 39 bus service between March and Ely via Chatteris and the lack of buses, etc.

The County's transport manager had suggested a Community Bus Partnership option was the way forward. Cllr Smith said the idea was to set up a working party of representatives from all the parishes along the route of the 39 service to collect and share data and then to agree options for Stagecoach and the County Council to consider. Using this method the City of Ely Council managed to persuade Stagecoach to re-instate part of a service.

It was agreed Chatteris Town Council should be part of the partnership and Cllr Haggata said he was willing to represent the Council on the working party.

160) Tractors Using Victoria Street – Request for Help

A resident of Victoria Street had contacted County Highways to complain about agricultural vehicles using the street as a cut through.

Mr Caddy had explained agricultural vehicles were not prohibited from entering the street even though there was an environmental weight limit. He said County Highways could not act but suggested asking the Town Council to approach the farmer responsible, seeking an informal agreement to change his route.

The resident said she believed the tractors belonged to P J Lee & Sons and asked if the Council could contact local farmers on the residents' behalf asking them to avoid routes through residential areas with weight restrictions and to consider using byways and droves to avoid going through the town.

Members agreed the Clerk should write to P J Lee making the request.

161) Traffic Issues

Yellow Lines: In response to the Council's request for double yellow lines in St Martin's Road, Highways Officer Mr Les Middleton said there were no plans to install lines along there and he did not believe an application would be supported by the police.

Rosemary Lane: Mr Middleton did agree to inspect Rosemary Lane and scope for works required following complaints about the state of the footpath.

Disabled Persons Parking Bays: The Council was asked if it had any comments to make on plans to implement a Disabled Persons Parking Bay in the vicinity of 19 Burnsfield Street. The Clerk pointed out the Council had agreed to the bay several months ago. There was also notification that the order for the disabled parking bay in East Park Street would be varied so the bay was in operation all days at all hours with no waiting limit.

Outstanding Works: Following a chase up email from the Clerk, Mr Middleton said he would be chasing Skanska about cutting the footpath at the Wenny Road/A142 junction triangle and probation about cutting the footpath in London Road. He said the repairs to the footpath in Wenny Road would resume in the New Year.

Road Closure: Notification had been received that an application to temporarily close Block Fen Drove in Chatteris for road improvements had been approved. The closure would come into operation on the 7th December.

Christmas Lights: Notification had been received that streets would be closed on the 1st December for the Christmas Lights Switch On.

Transport Focus Groups: A reminder had been received of the dates of the Transport Focus Group meetings.

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

162) Correspondence

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

163) Reports

Cllr Patterson said she was working on the layout of the new town guide. The Clerk was asked to get quotations to print 8,000 copies of a 32 page, full colour, A5 size booklet.

164) Items for the Next Agenda

No items were put forward for the next agenda.

