

CHATTERIS TOWN COUNCIL

Minutes Dated 4th December 2018

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Minutes of the meeting of Chatteris Town Council held on Tuesday 4th December 2018 at the Council Chambers, 14 Church Lane, Chatteris.

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

165) To Accept Apologies for Absence

Apologies for absence had been received from Cllrs A Carney, I Benney, J Burrow and A Hay.

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

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

167) Open Forum

Cyril Haigh Trustees were the only members of the public present and it was, therefore, agreed to move on to the next item on the agenda.

168) Cyril Haigh Trust Draw

Trustees Mrs Ann Grainger and Mr Jeff Dawson were welcomed to the meeting. Mrs Grainger asked Councillors to draw 12 names from those who had entered the draw and said each would receive £20. Councillors drew out the names and agreed to distribute the money.

169) Minutes of the Previous Meeting

The minutes of the Town Council meeting held on Tuesday 6th November 2018 were agreed and signed by the Mayor as a correct record.

170) Matters Arising from the Minutes

Min 146) Growing Fenland: Having attended a meeting when representatives of the St Neots Masterplan team were present, it had been agreed that an event to explain the scheme to the public would be a good idea. This had not happened at St Neots and had been missed. The Clerk put the idea to the consultants who suggested an event early in the New Year. Members agreed it would be prudent to have a public meeting and an open morning or afternoon event was suggested. The Mayor pointed out that while larger schemes would take years to deliver (such as the missing section of the southern bypass) there were some low cost projects which

could be delivered quickly and would make a difference to residents; for example a crossing in Wenny Road.

Min 153) Minerals: In his latest press release MP Mr Steve Barclay had explained how he had called for urgent answers about the impact on the A142 of the proposed sand and gravel extractions. Following discussions with the Town Council he had written to the County Council seeking urgent clarification on what was proposed, the resulting vehicle movements and what financial contributions to local communities (either for roads or facilities) would be sought. Mr Barclay had pointed out that mud on the road was already a problem and there had been serious accidents including fatalities on the road. Members welcomed Mr Barclay's involvement.

171) Police Matters

Sgt Lugg's monthly report did not arrive in time for the meeting but was emailed to members the following day. Members received the following report from the Clerk:

Local Police

Sgt Richard Lugg had responded to the Council's call for a publicity campaign about the importance of reporting crime by confirming the police already encouraged the public to report crime and would continue to do so. On the subject of 106 operators advising people that illegal parking was a council matter, Sgt Lugg said this was the case in some parts of the county but he would re-iterate to call operators that in Fenland it was the responsibility of the police. He said the best way to report parking issues was via the website www.cambs.police.uk/report

Neighbourhood Alerts

7/11/18: Notification that a series of events would be held giving the public the opportunity to shape the future of policing in Cambridgeshire including a meeting which was held at the South Fens Business Centre on the 26th November.

16/11/18: Information about a dwelling burglary in the Huntingdon Road/Clare Street area. The offenders took vehicle keys and stole a Range Rover parked on a driveway. Information about the crime was being sought.

21/11/18: Advice on how to shop online safely.

Cllr Ashley was disappointed to note that there was no police presence in town at the Christmas Lights switch on event. Fortunately there was no trouble.

Cllr Carney said only six people attended the meeting at the South Fens Business Centre to discuss the future of policing in Cambridgeshire but this was probably due to the fact it was held in the afternoon and was not well advertised.

Cllr Taylor spoke about continued problems with the 101 service. When someone rang the number and tried to report a crime they were told the operators were busy and to ring back. When they tried to do so the phone was not answered in time and they were unable to get a crime number. It was agreed this was not acceptable and a complaint should be forwarded to the Police and Crime Commissioner.

Cllr Patterson said there had been a spate of burglaries from outbuildings but officers did not come out to investigate because they said there was nothing to see. In addition someone who had been assaulted refused to report the incident because they thought it was a waste of time. Cllr Murphy said 27 sharps had been found in the toilets at Furrowfields one morning. CCTV evidence had been requested to try and find the perpetrators. Cllr Smith pointed out on a couple of recent occasions the CCTV cameras had failed to provide evidence of those responsible for a crime.

172) FDC, Street Scene, Section 106 & CCTV Updates

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

173) Financial Officer's Report

(1) Financial Statement

Members had before them a budgetary control statement for the Revenue (Precept) Account as at 27th November 2018 showing expenditure of £150,223.17 and income of £187,464.58 (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.

(2) New Desktop

The Financial Officer advised Members that she had obtained quotes for a new desk top as the lap top was 5 years old and in urgent need of replacement.

The reason a laptop was originally purchased for the Financial Officer's use was because it had to be locked away every night due to the Financial Officers workstation being situated in the main office. Members were advised that a desktop could be locked away in a suitable desk cabinet and the monitor could be locked to the desk making it feasible for the Financial Officer to have a desktop.

The Financial Officer advised Members she preferred to work from a desktop as it was more efficient than a laptop and the payroll software could not be loaded onto the laptop therefore it was currently loaded onto the Clerks desktop, which the Financial Officer had to access each month. A laptop was also slower to update whereas as a desktop continually updated and the desktop was generally faster to work from than a laptop.

The Financial Officer would be able to continue to use the current laptop when working from home.

The cost of a suitable desktop was no more expensive than a laptop. There was a budget of £400 in the office equipment budget that hadn't been spent in the current financial year and an underspent budget of £400 from the last financial year that went back into the general fund.

The cost of a new desktop was £699 and the cost of a laptop was £665. The cost of the Microsoft license, key board, mouse and installation support was £275 for both, with an additional £25 for the desk locks.

Members agreed that a desktop could be purchased for the Financial Officer's workstation and it was **RESOLVED** that the report was noted and approved.

174) Payment of Accounts

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

Financial Officer	Payroll December 2018	1,028.80
Town Clerk	Payroll December 2018	1,497.37
HMRC	Payroll December 2018	628.71
Cambs Pension	Payroll December 2018	1,281.95
Zen Internet	Monthly Website fee	10.79
Barclays	Bank Charges	52.74
RBL Chatteris Division	Wreath for Remembrance Day	17.00
One Com	Monthly Phone Bill November	75.22
Flying Fysh Cleaning Co	Deep Clean Office building	70.00
Unity Trust	SLCC Annual Membership renewal	196.00
FDC	CCTV Contribution	21,270.00
David Bailey	Reimbursement Chaperone fee	20.00
Fran Orridge	Reimbursement Chaperone fee	20.00
Financial Officer	Reimbursement of Agenda postages	8.40
Town Clerk	Reimbursement of mileage re various meetings	32.40
Cash	Petty cash	70.00
CF Corporate	Quarterly lease of photocopier	260.36
Joe Papworth	Youth club equipment (CAFY grant)	180.42
Cambs Acre	Annual membership renewal	55.50
Town Clerk	Reimbursement Eye Test	34.95
Total		26,810.61

175) Final Budget & Precept Report 2019/2020

Members had before them the final proposed Budget and Precept report for 2019/20. **(Copy attached).**

The report included variations on additional costs and savings that were not included in the original 2018/19 budget. Members also received a revised Budget for 2018/19 and the new 2019/20 budget figures.

The Financial Officer reminded Members that Fenland District Council had previously confirmed there would be no Government reduction in Council Tax grant for 2019/20 and thereafter. The amount of the grant had been reduced by £2,974 from the 2018/19 tax year.

Item 13 on the agenda, Request for Help in Funding Bikeability was brought forward to be discussed under the agenda item.

Cambridgeshire County Council had advised the Council that there was a possibility the Department of Transport would not be funding the Bikeability cycle training in primary schools in the next financial year and asked the Town Council to consider contributing towards the scheme which cost £40 per pupil. The Clerk had contacted County and asked for more information. County advised that 54 children in Chatteris participated in the Bikeability scheme last year and they would be asking for a £10 contribution per participant. The Financial Officer advised Members that any contribution they might consider would need to be factored into the budget precept final figures, (hence the agenda item being discussed under the Budget & Precept report). Cllr Paterson proposed a figure of £1,000 to ensure the budget would cover any additional pupils who might participate in the scheme.

Members agreed to the principle of contributing towards the Bikeability scheme and agreed to add £1,000, to cover the cost of £10 per participant, into the 2019/20 final budget figures.

Recommended funding of the 2019/20 budget was as follows:-

Budget	171,346
<u>Less</u> Council Tax Reduction Scheme Grant	0
	171,346
From Balances (includes rounding)	20,346
Net Precept 2019/20	151,000

The recommended Precept of £151,000 was the same as last year's Budget.

The Budget for 2019/20 included the LHI & Highways budget increase of £7,000 and the Elections budget increase of £2,300. The £2,000 grant for the watering service for In Bloom had been added into the budget and several smaller increased budgets had added to the overall increase of the 2019/20 budget.

Savings had been made by reducing the contingency budget by £4,000 and smaller savings

on various other budgets. By taking £20,346 from the general fund balances it had been possible to keep the % increase down. In fact there had been savings on the overall % figures.

The anticipated balances in the general fund to be carried forward to 2019/20 would be below the figures for 2017/18, however the figures would still be considered adequate to carry out the Town Council's business.

The effect of the Net Precept (i.e. the figure recovered through Council Tax) was as follows: -

	Net Precept	Tax Base	Band D Effect
2019/20	£151,000	3,326	£45.39 Estimated

The comparison of Net precept (i.e. the figure recovered through council tax) was as follows:-

	Net Precept	%	Tax Base	Band D Effect	%
2019/20	£151,000		3,326	45.39	
2018/19	£151,000		3,292	45.86	
Increase	£ 0	0%	-34p	-47p	-1.03%

It was **RESOLVED** that

- [i] Probable savings in 2018/19 be noted;
- [ii] £1,000 be added into the budget for the Bikeability scheme to contribute £10 per participant
- [iii] A Net Budget for 2019/20 of £171,346 be approved;
- [iv] A Precept of £151,000 be approved for 2019/20;
- [v] Estimated Reserves and fund balances at the 31st March 2019 be noted.

176) To Agree Quotations for Printing Town Guide

Background

Councillors were reminded that back in September 2016 it was agreed that the Chatteris Town Guide (last published in May 2014) should be updated. The Council budgeted £3,500 to print the guide and to cover any expenses. This was based on the costs of the 2014 guide - £2,796.44 for printing 8,000 copies and £90 expenses

Initially Chatteris Rotary Club offered to organise the update but the death of a prominent member and other problems meant they were unable to do so. Cllr Julie Smith then kindly agreed to step into the breach and obtained up to date information. Cllr Kirsty Patterson offered to help with the layout of the information.

Quotations

The Clerk reported the guide was now almost ready to go to print and she had obtained three quotations for 8,000 copies of a 32 page, full colour, A5 guide. The quotations were as follows:

Company A - £1,840

Company B - £2,140.36

Company C - £3,897

Recommendation

The Clerk's recommended that **Company B** should be commissioned to produce the guide at a cost of **£2,140.36**, which was well within budget.

Using best value as a guideline, the company produced the 2014 guide and therefore knew exactly what was required and they were based in Chatteris so any problems could be dealt with quickly.

Members **resolved** to accept Company B's quotation of £2,140.36.

Cllr Patterson said she planned to have the guide ready to present at the January meeting. Cllr Smith asked for a sight of the guide ahead of the meeting so she could make last minute amendments.

177) Chatteris In Business – Request for Support

The Mayor had forwarded a request from the Chatteris in Business group for funding to promote the group and get the message out to other small businesses in Chatteris. The Mayor explained that the group was trying to encourage interest amongst other businesses in Chatteris. At present the group was experiencing difficulties in encouraging other businesses to attend meetings. He assured members the money would not be used to promote or advertise an individual or particular business. He was in favour of encouraging local business.

Cllr Carney said he had joined the group and suggested the businesses would normally fund such a venture. He also pointed out the Town Council had been knocked for its policies and was now being asked to financially support the group.

Cllr Patterson said she would be happier to support the group if they came back with concrete proposals on how they would spend the money. Members agreed the group would need a bank account and information on their aims and objectives. They agreed to defer a decision until more information was received about the sum needed and how it would be spent.

178) CCTV Monitoring Proposals

A lengthy letter and briefing had been received the previous day from Cllr David Oliver, FDC portfolio holder, about plans to create a shared CCTV monitoring service between FDC and Peterborough City Council.

This followed a press report about the proposal and a suggestion that Town Councils should be consulted about the proposals as they had a Service Level Agreement with FDC and paid a substantial amount towards the CCTV monitoring costs.

The Mayor said there was no time to run through the document at the meeting but requested members study the document at home and advise the Financial Officer of any questions and observations ahead of a meeting she would be attending on the 12th December. The meeting would include a presentation on the proposal and the opportunity for partners to raise any questions. Cllrs Smith and Carney also agreed to attend the meeting.

The Council had been asked to make comments by the 4th January but the Clerk had negotiated a delay to the 9th January to enable a discussion and vote on the proposals at the January Town Council meeting.

179) Date of Next Meeting

The first Tuesday in January was the 1st and it was, therefore, agreed to delay the full council meeting by a week and hold it on the 8th January.

180) Planning

Planning applications a) to g) (as shown on the **appended list**) were considered and it was agreed to return the plans to Fenland District Council marked as follows:

- a) Noted
- b) Support
- c) Support
- d) Support
- e) Support
- f) Support
- g) Recommend Refusal, no justification given for felling tree

Biomass: The Clerk said the County Council's planning committee was to consider once again the application for a biomass plant at Warboys Landfill site with regard to the potential noise from caravans and the effect of water vapour released from the proposed waste water treatment plant chimney on local atmospheric conditions.

Decisions: The Clerk also updated members on the latest planning decisions from Fenland District Council. Tree works at 49 New Road had been approved as had an extension to 59 London Road, a dwelling at land south of 18 Doddington Road, replacement windows and door at 4A Wenny Road, the felling of a Birch tree at 3 Belmont Gardens and an extension at 117 Green Park (which CTC opposed). The application to convert part of the Indian restaurant at 8 Market Hill into two flats had been withdrawn and the application to erect a dwelling on land north east of 107 High Street was refused although the Town Council had recommended approval.

Street Naming: The Town Council's views were sought on the suggestion that the development for vulnerable adults on land east of Llanca, Huntingdon Road, should be called Barber Gardens. Members were firmly opposed to the idea because it had no local relevance. They suggested the development should either be called Crawley's Gardens or Barrett's Gardens as both names had historic connections with the area.

181) Leisure & General Purposes Working Group Report & Recommendations

Cllr Smith (Chairman) presented the minutes of the Leisure and General Purposes Working Group meeting held on 13th November 2018 (**copy attached**). After the meeting the following had been received:

L47) Bob Ollier: Mr Ollier had sent an email saying the Council's kind words were much appreciated.

L48) Roundabout: Cllr Ashley said her husband had followed two low loaders who had struggled to negotiate the roundabout near Jacks.

L53) Green Dog Walkers: As requested the Clerk had been in contact with the Clerk at Whittlesey about the Green Dog Walkers' campaign. The Whittlesey Clerk had explained that Whittlesey Council spent just under £700 on 300 engraved dog tags and a supply of dog poo bags. The scheme was going really well. Those who signed up filled in a pledge form and received a dog tag, poo bags, a welcome letter and the pledge. A volunteer who had redesigned the posters and leaflets in Whittlesey was also willing to help in Chatteris. The posters were displayed around the town and the scheme would be launched in primary schools after Christmas.

Members agreed it was a good idea and were keen to press ahead, based on the Whittlesey scheme. They agreed that it would show the Council was keen to do something to tackle the problem of dogs mess.

182) Family Planting Day at Little Acre Fen Pocket Park

Members had received a copy of a press release about the family tree planting day at Little Acre Fen Pocket Park.

Over 50 people, including families and those representing a number of organisations in the town including Chatteris In Bloom, Little Bloomers, Chatteris Street Pride, Chatteris Past, Present and Future, the cubs and the brownies, joined Councillors J Smith, W Haggata, A and J Carney and K Patterson to plant saplings generously donated by local people. Cllr Smith, the principal organiser of the event, was delighted by the turnout and said it had been a very successful day.

The Mayor planted a tree as part of the Queen's Commonwealth Canopy, assisted by the many children who were present. The children also took part in a treasure hunt for nature clues around the park organised by Cllr Smith.

Several people expressed an interest in helping to set up a 'Friends of' group for the park to help with the development and maintenance of the area and pond.

Cllr Smith said there was a need for weeds to be scraped away from the footpath so the edge could be re-defined. The Clerk said she would contact R J Warren about the issue.

183) Updates from Jacks

A representative of Jacks had confirmed that, following the Council's request, bicycle racks and litter bins would be installed at the supermarket and this had happened.

The Clerk had also written about the Ely shuttle bus and another Tesco's representative had pointed out that Tesco's was not a signatory to the original S106 agreement which led to over £50,000 being paid over to FACT to run a bus to Tesco's. However they were glad to hear that the money was being spent to support local transportation services in the area.

It was agreed to discuss the Ely shuttle bus service in the New Year and re-appraise it.

184) New Road & Wenny Road Safety Measures

Plans for the new All Through School at Cromwell Community College were displayed in the Council Chambers. A number of councillors had attended a briefing session with the Project Managers to discuss the plans for an enlarged school consisting of facilities for primary to sixth form pupils. The consultation was ahead of a planning submission.

Councillors were concerned that the plans did not include road safety measures and a crossing in Wenny Road. Cllr Patterson suggested there should be two crossings one near the entrance to the primary school and another leading from the Recreation Ground to the senior school. The Clerk pointed out an LHI application for road safety measures had failed because it was assumed the crossing would be part of the new scheme. It was agreed the Council should insist that a crossing and road safety measures in Wenny Road should be part of the scheme.

185) Parking in Huntingdon Road

Cllrs Ashley, Benney, Hay and Murphy, along with the Clerk, had met Highways Officer Mr Andi Caddy to discuss parking for the entire length of Huntingdon Road taking into account requests for additional parking and requests for double yellow lines. Mr Caddy explained that many of the existing yellow lines and areas where parking was permitted had evolved over the years and were not covered by Traffic Regulation Orders.

Members agreed where parking should be permitted, where lines should be removed and where lines should be installed. Mr Caddy said he would draw up TRO plans for the Council to consider but said he had no budget to implement the scheme, likely to cost in the region of

£2,000. There would, however, be no charge for the work in drawing up the plans. The Financial Officer confirmed there was money in the LHI budget to pay for the plans.

Members **agreed** it was essential to sort out the question of on-street parking in Huntingdon Road once and for all and therefore agreed in principle to pay for the TRO and the implementation of the scheme.

186) Market Towns Transport Strategy

The Mayor and the Clerk had attended a meeting with officers from County Highways on the 29th November to discuss the Fenland Transport Strategy. The Chairman and Clerk of Manea Parish Council were also present.

The Highways officer had explained the Local Transport Plan had been transferred to the Mayor of Cambs and Peterborough. The Market Towns Transport Strategies were now out of date so they were looking at a different approach and would be speaking to each market town about their transport needs.

The following topics were discussed:

The need for links to Manea Rail Station for cars and buses because rail services at the station were set to improve.

The need for better roads to the south of the County (particularly the A142) but roads to the north on the whole were ok. Better bus links to everywhere were needed.

The southern bypass for Chatteris – the Tithe development would deliver half of it but the other half would still be needed. This would help solve the problem of lorries going through the town.

The vital need for a new crossing and speed reducing measures in Wenny Road as there were no plans to include them with the new school and an LHI bid last year failed.

Moving the bus terminal to Furrowfields car park to stop buses using narrow residential roads and to solve the problem of cars parking up for the day in East Park Street and streets nearby.

Cycling opportunities, there were no safe cycling routes to encourage cycling.

Quick win opportunities such as the creation of a short stretch of cycleway/footpath to continue the link from Jacks to Doddington Road (which would make it safer for children accessing Kingsfield School via the underpass to Larham Way).

The officer said Mrs Wendy Otter, at FDC, was the link between the transport strategy and the Growing Fenland Masterplan.

Those present were informed the findings of the meeting would be reported to a steering group in January and it was hoped to have a draft consultation document by late spring.

187) Traffic Issues

Disabled parking: The Council was asked for its comments on an application to install a disabled persons parking bay in Station Street opposite the Fire Station. Councillors queried why such a bay was needed when all those living in the area appeared to have off-street parking.

Bulletins: The latest bulletins listing road works & events affecting the highway had been received as had the IHMC Incident Report for October 2018. There was also an update on the work being carried out on the B1050 Chatteris to Somersham Road.

Pathway: Cllr Murphy requested an update on the overdue repairs to the footpath between Wenny Road and the Leek Factory.

Lorries: Councillors were concerned that more and more lorries appeared to be going through the High Street and other residential areas of the town despite the weight limit. Many did not even stop in the town. It was agreed to ask the police to take action. It was also agreed to ask the police to take action against motorists parking on the build out near Rumbles as this made it dangerous for vehicles leaving Victoria Street.

188) Correspondence

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

Quad Bikes: The Clerk said she had passed the complaint about quad bikes using an entrances from The Elms to access a field to Fenland District Council as she was unsure who owned the land. It was agreed the complaint should also be passed to the police.

189) Reports

Conservation: There had been a request from the Civic Society that Chatteris be considered for the next Conservation Area appraisal. It was agreed the request should be passed to the Conservation team at FDC.

Lights: Members agreed with Cllr Newell that a letter should be sent to the Chairman of the Christmas Lights committee praising them committee for the display and thanking them for all their hard work. Cllr Newell described the lights as “absolutely marvellous”.

190) Items for the Next Agenda

No items were put forward for the next agenda.

