

CHATTERIS TOWN COUNCIL

Minutes Dated 8th January 2019

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Minutes of the meeting of Chatteris Town Council held on Tuesday 8th January 2019 at the Council Chambers, 14 Church Lane, Chatteris.

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

191) To Accept Apologies for Absence

An apology for absence had been received from Cllr A Carney.

192) 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.

193) Open Forum

Two members of the public were welcomed to the meeting.

A resident of Wenny Estate spoke about the ongoing problems with motorbikes and quad bikes illegally accessing land and riding in a dangerous manner through the town. The resident said at one point the police were chasing them but did not stand a chance of catching them. The riders had smashed their way through fencing to access one field and were also using the footpath around the Wenny Recreation Ground as a means of access. The resident said many of the motorbikes did not have registration plates and were not taxed; their riders wore backpacks which contained cans of petrol. They were even encouraging other riders to come to Chatteris on Facebook.

Cllr Hay said one of the access points to the field at the rear of the Elms belonged to FDC and they were looking at putting in bollards to block the access. The Mayor said the problems were mainly at the weekends.

The resident also complained about the speed of motor vehicles along Wenny Road and called for a 20mph speed limit with average speed cameras. The Clerk read out a letter she had written to the developers of the new school at Cromwell pointing out the Council's disappointment that the plans did not make provision for a crossing and speed reduction measures in Wenny Road and calling for such measures to be included. She also outlined the unsuccessful attempts the Council had made to get speed reduction measures and a 20mph zone.

The Mayor acknowledged it was a very serious problem, particularly as pupils often did not look as they crossed the road. He confirmed the Council had been attempting to get a crossing and speed reduction measures and said an interactive speed sign would shortly be going in.

A discussion took place on the dangerous way many of the bikes were being ridden and it was agreed to write again to the police asking them to take action.

The other resident, a former trader in the High Street, said he had now vacated his shop which had been re-let and had applied to FDC to attend markets. He offered his help at future community events.

194) Minutes of the Previous Meeting

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

195) Matters Arising from the Minutes

Min 187) Disabled Parking Bay: Following receipt of more information about the application for a disabled persons parking bay in Station Street, namely that the applicant lived in Railway Lane and had double yellow lines outside his house, the Clerk had once again asked Councillors, via email, if they wished to oppose or agree to the application. Although she had a few replies she did not have enough to forward a decision. The Mayor pointed out it was a matter of courtesy to respond to requests for a decision.

The Clerk asked again if members wished to support the application. Cllr Benney suggested the blue badge scheme and disabled parking was to allow people to access services not to provide private residents parking. However, the application was agreed on the Chairman's casting vote.

Min 189) Christmas Lights: Chairman of the Christmas Lights Committee Mr Chris Savill had responded to the Council's letter of praise for the lights by thanking councillors for allowing the lights to become the "best in Cambridgeshire". He had also confirmed switch on night in 2019 would be on Saturday 30th November. The Clerk had passed on a letter from an Oakington couple giving thanks for the decorations and stating "Chatteris – Christmas Decorations Capital of the Fens"

196) Police Matters

Members had received the following report and copies of correspondence:

"The following information has been received from the police in the past month:

Local Police

13/12/18: Reply from Sgt Lugg to questions set by the Council regarding quad bikes on the field near The Elms, parking near Rumbles chip shop, lorries going through the town and

lack of attendance at the Christmas Lights event. Councillors have received a copy of Sgt Lugg's response. Since that date further correspondence has been undertaken between the Clerk and Sgt Lugg regarding escalating problems due to quad bikes and motorbikes on the field and Sgt Lugg has passed the call for a police presence at events (in particular the Midsummer Festival) to Sgt Leadbetter, who is responsible for event planning.

24/12/18: Reply on behalf of the Police and Crime Commissioner to complaints about the 101 service. Councillors have received a copy of the reply from Catherine Kimberley. Ms Kimberley has asked for more information about the incidents reported but did state that the performance of the 101 service was high on the Commissioner's list of things to improve.

Neighbourhood Alerts

13/12/18: Call for information about a burglary in the vicinity of East Park Street, on the 12th December, when numerous items were stolen.

14/12/18: Notification that round-ups of convictions would be posted in future in response to feedback from an eCops user survey. Three round-ups then followed.

19/12/18: Latest edition of the National Neighbourhood Watch E-Newsletter.

20/12/18: Christmas message from the Police and Crime Commissioner.

24/12/18: Commissioner's winter newsletter including how organisations are joining forces across Cambridgeshire to tackle scamming and how people can volunteer to help victims of crime recover from their ordeal.

31/12/18: Warning about a small number of burglaries across Chatteris during the previous week. The offender entered premises through an open window or door. Householders were advised to ensure all windows and doors were shut and locked.

31/12/18: Round-ups of convictions.

2/1/18: Photographs of thousands of items of property, recovered as part of an investigation into a prolific crime gang, which the police are hoping to reunite with their owners.

7/1/19: Warning from Action Fraud about an increase in the reporting of malicious calls, voicemails, text messages or emails to members of the public from fraudsters purporting to be from HMRC.

8/1/19: Warning from Action Fraud following the receipt of more than 5,000 reports about fake emails and texts purporting to be from TV Licensing.

8/1/19: Request from the Crime Commissioner to complete a survey into how much people are willing to pay as part of their council tax to support policing."

Further discussion took place on Sgt Lugg's response and the problems with motorbikes and quad bikes. The Mayor said there were particular problems on Sundays and other members said the Old Railway Line footpath and Dean Drove has also been accessed in addition to the footpath around Wenny Recreation Ground. Cllr Hay said FDC hoped to have the access from The Elms sorted by the end of the month. She also reported a break in at the shed at the Bowls Club.

Cllr Taylor complained that it was necessary to go to March to make a statement about shoplifters and promised to pass on more details about the 101 problems. Cllr Patterson said a barrel of oil had been dumped in a drainage pipe. The matter had been reported to FDC.

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

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

198) Financial Officer's Report(1) Financial Statement

Members had before them a budgetary control statement for the Revenue (Precept) Account as at 2nd January 2019 showing expenditure of £155,279.60 and income of £188,057.62 (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.

199) Payment of Accounts

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

Financial Officer	Payroll January 2019	1,028.60	
Town Clerk	Payroll January 2019	1,497.57	
HMRC	Payroll January 2019	628.71	
Cambs Pension	Payroll January 2019	1,281.95	
Zen Internet	Monthly Website fee	10.79	
Barclays	Bank Charges	21.48	
One Com	Monthly Phone Bill November	75.80	
DMY Imagery	Overhead imagery for planting trees Little Acre Fen	75.00	
Financial Officer	Reim re DBS Check	56.00	
PC OK	New PC with dual monitors software etc for FO	1065.00	
PC OK	New wireless Mouse and keyboard desk locks & onsite setting up labour for FO	100.00	
J P Sports & Fitness	Youth Club provision 3 rd and final term fee	1071.68	
Wave	LHS Honeysome Rd Allotments Q Water bill	304.52	
British Gas	Q Gas Bill	333.26	
British Gas	Q Elec Bill	235.91	
Total		7,786.27	

200) 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. The approved budget for grants in **2018/19** was **£3,250**

There was one application for consideration by Members at the meeting.

Applicant	Amount Requested	Amount Granted	Spending Power
Cambs Police Shrievally Trust		£350	S137

The Financial Officer advised Members that the Cambridgeshire Police Shrievally Trust (The Bobby Scheme) had supported 13 elderly victims of crime and 2 victims of domestic abuse in Chatteris from 1st November 2017 to 31st October 2018. It cost the charity on average £150 to work at each home and in the case of domestic abuse victims the cost was £200.

Cllr Paterson proposed a grant of £350 which would help to support an elderly crime victim and a domestic abuse victim. The Financial Officer advised Members that there would be £350 underspent on the grants budget if this grant was approved. She proposed that this underspent budget could go into a holding account to be used for other grant applications that may come in.

It was **RESOLVED** that the report be noted and a £350 grant was approved to The Cambridgeshire Police Shrievally Trust and the remaining £350 underspent budget would be transferred into a grants holding account.

2) The Council had also received requests for financial help from two individuals. The first was a young footballer who was looking for sponsorship to enable him to compete in the amputee football European U23 tournament in 2019 and the EAFF Championships in 2020. The second was a student seeking sponsorship so he could undertake a postgraduate study course.

The Clerk checked with SLCC that her understanding, that Council's could not give out grants to individuals, was correct and SLCC agreed that was the case. Section 137 funding was only available for organisations, not individuals, therefore no grant could be awarded. Members were also concerned that giving a grant would set a precedent.

3) The Clerk reminded members that at the previous meeting (Min 177) Chatteris in Business had requested financial support from the Town Council to promote the group and the Council had requested more information about the group and how the money would be spent. That additional information had been received. One of the members had confirmed the group had not established a formal identity and did not, therefore, have a bank account and asked if the money could be paid to an individual business in the group. Any level of support

would be appreciated (he pointed out money had been spent on Christmas cards which could be reimbursed) and funding would be used to help publicise the group and encourage more small businesses to join.

Members agreed the group should be properly constituted and open a bank account if they wished to receive a grant. They pointed out articles in local newspapers could help to advertise the group and help could be sought from the Chamber of Commerce who had a number of free sessions planned in the town throughout the year. Member businesses could be asked to pay a small sum to the group. Once the group was properly established they could apply again for a grant.

201) 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 security system.

Members were reminded that at the November 2018 Council meeting the Financial Officer advised them that she had received three quotes for the upgrade of the Council Offices/Museum Security System and she had recommended Company A to be approved to carry out the upgrade works, as they had been responsible for the maintenance of the Security System for many years and had delivered the Town Council an excellent customer service.

Cllr Hay proposed that Company C should not be dismissed as they had been recommended by the Cambridgeshire University Museums Security expert. Cllr Hay asked the Financial Officer to seek further information and obtain a complete breakdown of their quotation to see why they were so much cheaper than Companies A & B.

The Financial Officer advised Members that she arranged a further meeting with Company C's representative at the Council Offices to discuss their quotation and to confirm that the quote they had given was a like for like price without any hidden extras.

Company C's representative was very helpful and informative, answered all queries and explained all the works they would be doing to upgrade the system. The Financial Officer and Clerk also asked the representative if the glass cabinet in the museum could have some additional security protection. He proposed a wireless expander on the main panel and a wireless glass detector in the museum area where the glass cabinet stands. He advised that any glass breakage in that area would set the alarm off whether the building was occupied or not.

The Financial Officer advised Members that she and the Clerk felt more confident in Company C's quotation after their second visit.

The amended costs are shown below:-

**Upgrade works
System this year**

Servicing & Monitoring of the Security

Company A £1,607.00+ vat	£480.00
Company B £2,447.00+vat	£ 190.00 Intruder alarm service only no monitoring cost supplied.
Company C £1,270.00+vat	£ 288.00

On this basis the Financial Officer recommended that Company C should be approved to carry out the upgrade works, making a saving of £337.00 from the second lowest quotation.

With regards to the Fire, Security & Fire Extinguishers maintenance, monitoring and servicing contracts, Members were advised that the Town Council was unable to amalgamate all three of these service agreements under one contract at present because the Fire alarm system contract was not due to expire until March 2020.

The Financial Officer proposed that if Company C was approved to carry out the upgrade works then they should carry out the monitoring & servicing of the Security alarm system until March 2020. The ongoing costs were competitive and with the savings of the upgrade works Company C represented best value to carry out the upgrade works & the servicing & monitoring works for the next year.

The Financial Officer proposed that Tenders should be sent out in early 2020 for the servicing and monitoring of all three systems to be amalgamated under one contractor.

It was **RESOLVED** that the report be noted and Company C were approved to carry out the security system upgrade works at a price of £1,270.00 + vat and to carry out the monitoring and servicing of the security system in 2019.

It was also **RESOLVED** that tenders should be sent out to amalgamate the servicing and monitoring of the Fire alarm & Emergency Lighting system, Fire Extinguishers & the Security alarm system to commence 1st April 2020.

202) CCTV Service Proposals

The Financial Officer advised Members that she and Cllr Smith attended the CCTV Shared Service Proposal meeting on the 12th December at FDC. Delegates were advised that FDC & Peterborough City Council (PCC) were proposing to merge their CCTV Services on a shared 50/50 basis. The Financial Officer said the meeting agenda covered all aspects of the proposal with a question and answer session at the end of the presentation.

The CCTV Manager had explained that if the shared service proposal was to go ahead it would mean that the control room would be moved from Wisbech to Peterborough. He said that it made sense to move the control room to Peterborough as it would be much cheaper to relocate FDC control room to PCC as they had already paid to upgrade their facilities and FDC needed to spend £110,000 to upgrade theirs.

The proposal stated that there would be 24/7/365 service delivery with operators present and double operator cover at peak times. Significant management and staff savings could be achieved through sharing management and staff in one control room.

The CCTV Manager said that although there would be competition for the post of Manager, and he would not be guaranteed to get the job, he still felt it was the best system for Fenland to adopt.

The proposed structure would allow more capacity to find new commercial opportunities and increase business by selling the service to outside bodies. Another plus to moving the control room to Peterborough was that they already had a full-time paid member of the police force in their control room where FDC only had a part time volunteer.

The CCTV Manager advised that FDC were looking at the way the police asked for evidence, they wanted the police to work in a different way by making requests in advance and not just turning up at the monitoring station.

In summary The Financial Officer said that the shared service proposal would be a 50/50 partnership with equal decision making and she was satisfied by the CCTV Manager's claims that it would improve the service, make realistic and achievable savings, increase business to outside bodies, improve staff wellbeing by doubling up at peak times and having cover for sickness and holidays, and honour the contractual arrangements with the funding partners, i.e. Town Councils.

The Financial Officer advised Members that from a financial point of view the decision to approve the shared service proposal was a no brainer and recommended Members approve the proposal. Cllr Smith agreed with the comments and said she appreciated that the Town Councils were given the opportunity to have their say.

Members **unanimously agreed** to support the CCTV merger between FDC and Peterborough City Council.

203) Planning

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

- a) Support
- b) Support
- c) Support
- d) Support
- e) Support
- f) Support (Cllr Ashley declared an interest and did not vote)

It was agreed the Clerk should enquire why the Town Council was not among the list of consultees for an application to convert an agricultural building to a dwelling.

The Clerk said the application for illuminated signs at Poundstretcher would be considered at the Fenland District Council's planning meeting the following day. Following representations from the Town Council, local residents and FDC's environmental protection team the proposed illuminated sign on the side would now be non-illuminated and only the front sign would be illuminated. The recommendation was, therefore, to approve the application.

Following a recommendation that a request for an appraisal of the Conservation Area in Chatteris should be made, the Clerk had contacted the Conservation Officer at FDC, Ms Katie McAndrew, who had advised writing to the head of planning Mr Nick Harding and the portfolio holder for planning Cllr Dee Laws. The Clerk had duly written pointing out that Ms McAndrew had advised that the 2008 Chatteris Conservation Area Appraisal and Management Strategy was out of date and contained errors which required addressing. These included failing to identify some buildings which were listed and identifying others as listed when they were not. Ms McAndrew also pointed out updating the management strategy might result in the Chatteris Conservation Area being removed from Historic England's risk register.

204) Growing Fenland Chatteris – Masterplan

Following a request from the Clerk, the Growing Fenland consultants had agreed to hold a public exhibition at the Council Chambers on the 22nd January from 4pm to 6pm to explain the Masterplan process and how it would examine the needs of the town.

205) Heating in Sheltered Housing Complexes

Cllr Smith had requested the item be added to the agenda, following an approach by a member of the public whose mother, a resident of Lyons Court, was without heating as the boiler had broken down. Fortunately thanks to Cllr Smith passing the complaint to Clarion and ensuring it was followed up, the heating was restored.

However Cllr Smith was concerned that there appeared to be no back up if the boiler had been beyond repair or required a part which had to be ordered. She suggested the Council should ask Clarion about their procedures if heating systems broken down and should enquire if Clarion's engineers had access to temporary heaters. Cllr Newell also suggested writing to Mr Dan Horn at FDC and asking if he had a contact number if there was a problem with a Clarion property.

Cllr Newell said she had been approached by someone who had been without heating and hot water for over a week and she advised them to find a local engineer and send the bill to the Housing Association, which they did.

Cllr Smith said there was an emergency number for Clarion, which was manned 24/7, but it still took many hours to solve the problem.

206) Dangers of Wenny Road/A142 Junction

Cllr Carney had requested the item be added to the agenda. He said he had been approached by a resident who had been injured when he was trying to turn right out of the Wenny Road/A142 junction and was hit by a car allegedly travelling at 70 to 80mph from the Ely direction.

He asked if any warnings of a dangerous junction could be erected along the A142. Cllr Carney had suggested when the Wenny Road housing development went ahead a roundabout would be included (members pointed out this had not been confirmed).

Cllr Hay said she had made enquiries about the junction with County Highways who had informed her there had been 99 collisions along the A142 from 2011 to 2016 but there had only been 2 collisions at that junction and both were caused by vehicles turning right at the junction into the path of oncoming vehicles. The criteria that defined an area as a cluster site in need of action was 6 damage accidents or 3 fatalities. The junction at Mepal had been a cluster site and had resulted in improvement works. Cllr Hay said if any money was forthcoming it would be used at the New Road junction where visibility was worse. She said at the Wenny Road junction the main problem was people misjudging the speed of vehicles approaching the junction.

Cllr Smith asked if any external funding for improvements was being sought and was advised the County Council had been given extra funding by the government for potholes but not for road safety measures.

207) Huntingdon Road TRO Proposals

County Highways Officer Mr Andi Caddy had forwarded drawings showing the discussed changes to the double yellow lines in Huntingdon Road (from numbers 47 to 55) and the introduction of an H-bar marking the access adjacent number 77. Members approved the proposals and gave Mr Caddy the go ahead to rewrite the Traffic Regulation Orders for the whole of Huntingdon Road.

208) Traffic Issues

Road Closure: Notification had been received that part of the A14 Huntingdon Road, Chatteris, (near Bartlett's) would be closed from 8pm to 6am from the 1st February to allow for carriageway works, At other times the speed on the road would be restricted to 40mph. A long diversion route was outlined.

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

209) Correspondence

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

Golden Age: Cllr Murphy said a Golden Age Fair would be held at the Sportsman on the 12th February.

MP's Newsletter: Cllr Smith was disappointed that the MP's newsletter article about the Summer Reading Challenge did not make mention of the library service and library staff who put so much work into organising and running the challenge.

County Council Survey: It was agreed the Leisure group should respond to the County Council's online survey on the Council's business plan.

210) Reports

HBV Villages: The Mayor reported he, Cllr Smith and the Clerk had attended a ceremony to mark the start of a new £4m specialist supported living scheme in the town. HBV villages had invited all councillors to watch the Mayor cut the first sod of earth at the development for vulnerable disabled adults in Huntingdon Road. Representatives of the Combined Authority and the County Council were also present and HBV had praised the support they had received from the Town Council and other authorities. Cllr Haggata said he had been presented with the spade as a memento of the day.

Min 180) Naming of the development. A representative of HBV had explained that they proposed the name Barber Gardens for the development after researching the town's war memorial and discovering that two brothers named Barber had died in the First World War, one was the youngest person from Chatteris to die in the war. On the 100th anniversary of the end of the war they thought it was appropriate to commemorate the brothers. When this had been explained to Town Councillors all agreed that the name Barber Gardens was appropriate and withdrew their objections to the name.

Town Guide: Cllr Patterson had a draft version of the new Town Guide and explained the layout to members. She promised to get a completed draft version to Cllr Smith in time for the Leisure meeting the following week. She was thanked for her work by the Mayor.

211) Items for the Next Agenda

No items were put forward for the next agenda.

