

# CHATTERIS TOWN COUNCIL

## Minutes Dated 1<sup>st</sup> October 2019

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Minutes of a meeting of Chatteris Town Council held on Tuesday 1<sup>st</sup> October 2019 at the Council Chambers, 14 Church Lane, Chatteris.

**Present:** Councillors L Ashley (Mayor), I Benney (Deputy Mayor), J Carney, A Charrier, A Gowler, W Haggata, P Murphy, F Newell M Petrou and J Smith.

### 110) Apologies for Absence

Apologies for absence had been received from Cllrs A Hay and I Taylor.

### 111) Declarations of Interest and Dispensations to Speak and Vote on Declarable Pecuniary Interest Items

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

### 112) Open Forum

There were no members of the public present and it was, therefore, agreed to go on to the next item on the agenda.

### 113) Minutes of the Previous Meeting

The minutes of the meeting held on 3<sup>rd</sup> September 2019 were agreed and signed as a correct record by the Mayor.

### 114) Matters Arising from the Minutes

Min 94) Wenny Road: Cllr Carney asked if it had been confirmed that the pedestrian crossing was to be provided as part of the planning conditions for the Cromwell Community College development. The Clerk said Cllr Hay had confirmed it was to be provided. Members asked if it was possible to change their LHI application in view of the fact the crossing was to be provided by another method. The Clerk promised to enquire.

Min 104) Drains: The Clerk reported Anglian Water had been out on three occasions to look at the drains in the High Street (the frequent visits were needed as there were so many cars parked in the area). An order had now been raised for works to a manhole. Highways had also agreed to clean the gullies along the road. It was reported the gullies near the kebab shop were blocked. There were also problems with the drains in Church Lane and St Martin's Road, which the Clerk would report.

Min 100) Dock Road Street Lights: The Clerk had sent an enquiry to Travis Perkins but had not received a reply. In the meantime she had received a phone call from County Officer Mr

Alan Hitch who had given information about the optimum distance between lights and had said it might be possible to fund them through an LHI application.

The Clerk had also been advised that solar lights might be an option for the street. The lights apparently cost about £1,000 each and were able to store power for dull days. The Clerk suggested it might also be possible to obtain funding towards the cost of the lights from Red Tile Wind Farm Trust as it would be a renewable energy project. Members agreed the Clerk should look further into the idea.

Min 106) Free Food: Aldi had already made contact with the food bank.

### **115) Police Matters**

Members had received the following report on information received from the police in the past month:

#### **Local Police**

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

#### **Neighbourhood Alerts**

4/9/19: Latest news and weekly roundup of convictions at court.

5/9/19: Notification that the Police and Crime Commissioner for Cambridgeshire and Peterborough, Jason Ablewhite, has a new way of keeping in touch with members of the public who can now sign up for a copy of the Commissioner's newsletter.

13/9/19: Notification that there was to be an amnesty to tackle knife crime. From 16<sup>th</sup> to 23<sup>rd</sup> September unwanted knives could be handed in to any police station or enquiry office.

17/9/19: Latest edition of Neighbourhood Watch's Our News.

26/9/19: Notification of the results of the knife amnesty week when more than 30 knives were handed in across Cambridgeshire.

The Mayor said she had contacted the police when travellers had set up camp in Furrowfields car park. Both Sgt Lugg and FDC's travellers' officer, Mr David Bailey, had been out to see the travellers and they had given assurances they would only stop over for 48 hours. That promise had been honoured.

### **116) FDC, Street Scene, Section 106 and CCTV Updates**

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

Dog Fouling: The Clerk had received an anonymous letter complaining about dog fouling at Blackmill, Fairway, Tithe Road and on the football field behind the Sportsman. Members agreed these concerns should be passed to Fenland District Council and London Road and Bridge Street should also be mentioned as problem areas. Cllr Smith said the cobbled area outside the Ship Public House in Bridge Street was in need of a good clean.

Fly Tipping: Cllr Benney reported that a new scheme had been introduced by the County Council which meant those with commercial vehicles had to apply for an e-permit to enter the recycling centre and the permit would only allow them to dump waste 12 times in a year. There was also a restriction on the size of van which would be allowed on to the site. Cllr Benney was very concerned this would result in more fly-tipping. Cllr Carney said this had apparently been brought in to stop people crossing county boundaries to dump waste. Cllr Murphy agreed that the new policy was likely to cost FDC a considerable amount of money as they would be clearing away more fly-tipped waste. Cllr Gowler pointed out it would also cost private landowners more to clear away rubbish dumped on their land. It was agreed to write to the County Council complaining about the new policy.

## 117) Financial Officer's Report

### (1) Financial Statement

Members had before them a budgetary control statement for the Revenue (Precept) Account as at 17<sup>th</sup> September 2019 showing expenditure of £181,054.16 and income of £173,636.08 (includes a half year's precept income) compared with budgets, along with a bank reconciliation statement and a summary statement of reserves and funds balances.

The Financial Officer also advised Members that the second half of the Precept (£75,500) had been received after the report had been completed.

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

## 118) 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 **2019/20** was **£3,250**.

3) It was **RESOLVED** that the report be noted and all applications were approved as listed below: -

<b>Applicant</b>	<b>Approved Grant</b>	<b>Spending Power</b>
<b>1. Chatteris Community Car Scheme</b>	<b>250</b>	<b>S137</b>
Grant towards admin costs, unpaid fares, & Stationary. £50 towards Christmas dinner thank you to volunteers		
<b>2. Chatteris Good Companions</b>	<b>250</b>	<b>S137</b>
Grant towards annual cost of speakers and entertainers.		

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<b>3. Magpas</b>	<b>250</b>	<b>S137</b>
Towards strong painkillers & lifesaving equipment.		
<b>4. RBL Remembrance Parade</b>	<b>200</b>	<b>S137</b>
Towards Refreshments		
<b>5. Chatteris Town Football Club</b>	<b>300</b>	<b>S137</b>
Grant towards grass cutting equipment.		

#### **6. Community Defibrillators for Chatteris**

The grant application was received after the grant report was completed therefore the application was tabled at the meeting.

The Financial Officer advised Members that the organisation was looking for a grant towards a new defibrillator and cabinet for the Town. The full cost of this equipment was approximately £1,800.

The Clerk advised that she had spoken to one of the fund raisers who had advised the Clerk that they needed to purchase a piece of equipment to be able to claim a grant of £250 that had been donated from Jacks to AED. They had thought about purchasing a training device at a cost of £395 and wondered if the Town Council could donate the difference of £145 so they could get AED to release the £250. The Financial Officer had recommended a grant of £250 based on the grant application request, however, Cllr Smith proposed that the Council should grant the £145 as originally requested as they had not been specific in their request.

Cllr Gowler suggested that the Council could purchase the defibrillator and the cabinet for the Town rather than just giving a grant towards one. The Financial Officer suggested that she should go back to the voluntary organisation to establish how much they needed to purchase this equipment. Members agreed and the Clerk advised she would add this to the agenda for the council meeting in November.

#### **118) External Auditors Report 2018/19**

[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 31<sup>st</sup> March 2019 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 detailed 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 2018/19 be noted and approved.

The Financial Officer was congratulated on a nil report

**119) Payment of Accounts**

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

Financial Officer	Payroll October	1,613.36
Clerk	Payroll October	1,538.01
Pension Fund	Payroll October	1,365.37
HMRC	Payroll October	1,003.50
Zen Internet	Website Oct-Nov	10.79
Onecom	Phone Bill September	77.38
Barclays Bank	Charges	8.00
Viking	Stationary order adjustment	0.45
S Payne	Grass cutting & Gardening Services and Rubbish away	1,030.00
PKF Littlejohn	External Auditors Fee	480.00
CF Corporate	Photocopier Q lease	212.36
British Gas	Q Gas Bill	38.59
British Gas	Elec Bill	204.16
Highways Group	Road Repair	5,280.00
ICO	GDPR annual fee	35.00
R J Warren	Pocket Park grass cutting spray & litter pick	129.60
Clerk	Reim. mileage & car parking re. meetings	44.50
Cash	Petty Cash	64.47

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R J Warren	Supply & Install two bins at Pocket Park	813.12
<b>Total</b>		<b>13,948.66</b>

### **119) To Agree Allotment Rents for 2020/21**

The Clerk reminded members that allotment rents for 2019/20 had increased by £2 to £30 for a full allotment. She recommended that rents should not be increased for 2020/21. The Financial Officer confirmed the allotments had been in profit in 2018/19 and whilst the profit would be less in the current year, because money had been spent in allotment roads, it was likely there would still be a respectable profit.

Members **resolved** that the allotment rents for £2020/21 should be £30 for a full size allotment.

### **120) Letter of Support for Metalcraft Bid**

Members had received a copy of a report on a visit by Councillors and the Clerk to Metalcraft's premises on the 16<sup>th</sup> September 2019 (**copy attached**).

Members had been very impressed by the company's current contracts and agreed with the recommendation that a letter of support for the company's plans for an enterprise zone - to include a manufacturing park and a vocational training school - should be sent to the Combined Authority.

Via email members had agreed the wording of the letter as follows:

#### Chatteris Advanced Manufacturing Park – Launchpad

Chatteris Town Councillors have viewed the exciting plans for a new enterprise zone in Chatteris and wish to fully support Stainless Metalcraft's bid for external funding to help make the proposals a reality.

The Town Council is in favour of growth in the town, realising that Chatteris needs to expand in order to increase services and facilities for residents. The prospect of additional job opportunities is particularly welcome.

Metalcraft is a fine example of a long-established, very successful local business. It manufactures components used world-wide in a variety of fields from the storage of nuclear waste to cutting edge medical machinery.

The Town Council is proud to have such a business in the town, especially as it provides employment and training for local people.

The proposed manufacturing park will not only help Metalcraft to expand and develop by providing space for supply chain businesses, it will also provide space for existing businesses to re-locate and for new businesses to develop.

The proposals include the provision of a vocational training school and the Town Council is very enthusiastic about this element. It will give young people the opportunity to gain the necessary skills and qualifications to work at Metalcraft and in other local businesses without the need to spend long hours travelling to colleges in other towns. It will build on Metalcraft's award-winning apprentice scheme.

The Chatteris Advanced Manufacturing Park is an innovative project which will bring much-needed job and training to Chatteris and the Town Council has no hesitation in supporting the bid for funding.

### **121) Planning**

Cllr Haggata presented the minutes of the planning working group meeting held on Tuesday 24<sup>th</sup> September 2019 (**copy attached**).

The group had made recommendations on planning applications a) to g) (as shown on the **appended list**). These were ratified by the full council who also considered two further applications.

It was agreed to return the applications to Fenland District Council marked as follows:

- a) Support but request that a footpath is installed and the 50mph speed limit is reduced to 40mph as housing development has taken place along the road.  
Councillors also raised concerns about the safety of the Stocking Drove junction.
- b) Support
- c) Noted
- d) Support
- e) Support
- f) Support
- g) Support
- h) Support
- i) Support (Cllr Smith objected to the plan due to the loss of an historic building and Cllr Carney abstained)

The Clerk informed members that the application for up to 50 dwellings on land south of 8-59 Fairbairn Way would be considered by Fenland District Council's Planning Committee on the 9<sup>th</sup> October. The recommendation was to approve with conditions.

### **122) Fenland Local Plan Consultation**

Several councillors had attended the FDC briefing on the timetable for the creation of a new Fenland Local Plan. The importance of the plan had been emphasised as had the need to fully engage in the consultation process.

The Clerk suggested the Council were likely to need a special meeting simply to complete the consultation questions.

Cllr Benney said it was important for the Town Council to do a good job and to get the timings right as this was the most important document currently going through Fenland District Council. The existing Local Plan was not delivering the housing required hence the need for a new plan which would shape the future of all the towns and villages in Fenland. There was a tight schedule to deliver the Local Plan and the Town Council must decide what was required for Chatteris and where development should take place.

### **123) Update on Growing Fenland – Chatteris Report**

The final Growing Fenland Chatteris report and the overarching Strategic report had been received the previous day and forwarded to members to read and give their comments.

Cllr Benney said the final meeting of the Growing Fenland – Chatteris planning team had been held at the South Fens Business Centre and the team had gone through the draft report and suggested a few amendments which were included in the final report. He admitted the project had not been as it had been sold to the towns but the result had been a document which could be presented to the Combined Authority giving proof of need when funding was sought.

Cllr Benney said he believed the best thing to come through was the Launchpad (Business Enterprise Zone and vocational training school) being proposed by Stainless Metalcraft and he was hopeful there would be money available for that project which would be a real plus for Chatteris.

Cllr Haggata said he believed the final document included some solid suggestions and foundations to work from and reflected issues raised in the Town/Community Plan. There were realistic ideas, such as better transport links, which could be delivered. Cllr Carney said he was not unhappy with the report.

Cllr Benney stressed the report was important evidence for the Combined Authority. He said FDC were already working on two of the points, including parking enforcement and decriminalising parking. The Local Transport review was looking at bus routes and the idea of later running buses.



The Clerk asked members if they required more time to go through the report and make recommendations but several members indicated they had read the report and it was agreed to **approve** the Growing Fenland – Chatteris: An Aspirational Community Final Report and the Growing Fenland Overarching Strategic Proposals Report.

The Clerk agreed to relay the Council's approval to FDC Officer Jo Blackmore who would then present it to FDC's Cabinet for approval, from there it would go to the County Council Communities and Partnership Committee before finally being presented to the Combined Authority.

#### **124) Leisure & General Purposes Working Group Report and Recommendations**

Cllr Smith (Chairman) presented the minutes of the leisure meeting held on 17<sup>th</sup> September 2019 (**copy attached**).

L21) FDC Update: It was agreed to ask Mr Hughes for a more detailed report in future. Members agreed to the recommendation that Section 106 funds should be spent on Larham Way, St Paul's Drive and Huntingdon Road play areas.

L23) Little Acre Fen Pocket Park: Cllr Smith reported the foundations were in for the bench and an additional cut had kept down the weeds. The date for the official opening now looked likely to be the 25<sup>th</sup> April 2020. Cllr Smith had also met with the new Rights of Way Officer, Mr Mark Peck, who had been very impressed with the park. He had agreed to look into the state of the drove/footpath leading to the park.

L24) Electric Charging Points: Cllr Carney said two such points had been installed in Cambridge and Cllr Murphy said FDC were looking in to the idea. The Clerk had researched funds available to provide such points but the funds were only available for areas where motorists could not park outside their homes.

L25) Good Neighbour: Ms Brine had confirmed she was able to attend the November Leisure meeting to talk about the Good Neighbour Scheme.

L26) Town Signs: Cllr Carney had been asked to take photographs of the type of signs he was proposing.

L27) Memorial: Cllr Smith said the memorial stone was being worked on.

#### **125) Request from Head of Adult Learning & Skills to Attend Meeting**

The Clerk had received a poster advertising free adult learning classes in every Fenland town except Chatteris and had queried why Chatteris had been ignored.

As a result the Head of Service for Learning and Skills for the County Council, Tanya Meadows, had asked to attend a Town Council meeting to "start a dialogue" to see how the Council's market intelligence could translate into adult learning that was fit for purpose for Chatteris and the wider community. The aim of Cambridgeshire Skills was to develop skills so residents were able to get a job, retrain or improve their skills at work.

It was agreed Ms Meadows should be invited to attend a meeting of the Council if she had every intention of setting up training courses in the town.

#### 126) Traffic Issues

Improvements: The Clerk had received notification that surface water drainage improvements were planned for Eden Crescent. The works had been due to start on the 16<sup>th</sup> September.

Xmas Lights: The Clerk had also received notification from the Christmas Lights Switch-On Manager that roads would be closed on the 30<sup>th</sup> November from 12 noon to 10pm (at the latest) for the lights switch on.

Road works: The latest bulletins listing road works & events affecting the highway had been received.

Sign: Cllr Murphy requested the Council write to the County Council asking them to repair the green directional sign at Jack's Roundabout. He explained the sign had fallen off the posts and was lying in pieces on the ground.

Hawthorns: Cllr Benney said he was trying to establish the ownership of a parcel of land at The Hawthorns where two untaxed vans were parked. The vans were turning green and one was used as a store for bird feed. Highways denied the land belonged to them and the police could not take action as they were not on the road. Local residents wished to see the vans removed. Cllr Murphy said he had also tried to establish ownership of the land but had been unable to do so.

#### 127) Correspondence

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

Cry for Peace: Members agreed to join the Cry for Peace Around the World on the 8<sup>th</sup> May 2020, as part of the VE Day 75 celebrations, after being told that the Town Crier was prepared to make the cry. Cllr Carney agreed, if it was appropriate, to light the beacon.

#### 128) Reports

Mayor: The Mayor reported that she had been very busy. She had attended coffee mornings in aid of MacMillan at Fenland Hall and Cromwell Community College and another in aid of FROLIC. She had also been to the opening of the new Whittlesey Town Council offices and the previous afternoon had made the presentations to the children at the conclusion of the Library Reading Challenge. On the 4<sup>th</sup> October she would be attending the business awards in March.

In Bloom: Cllr Murphy said the In Bloom and Street Pride awards would be held on the 3<sup>rd</sup> October.

#### 128) Items for the Next Agenda

The only item put forward for the next agenda was Community Defibrillators for Chatteris.

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The following items 129) Operation London Bridge and 130) Roadway Repairs and 131) Financial Officer's Additional Hours Payments were dealt with **In Committee** due to the confidential nature of the information.