

CHATTERIS TOWN COUNCIL

Minutes 4th November 2025

2741

1 of 10

Minutes of a meeting of Chatteris Town Council held on Tuesday 4th November 2025 at The Council Chambers, 14 Church Lane, Chatteris.

Present: Cllrs L Ashley (Mayor), S Selman (Deputy Mayor), J Fuller-Gray, A Hay, V Joyce, P Murphy, M Siggee and S Unwin.

130) Apologies for Absence

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

131) Declarations of Interest & Dispensations to Speak and Vote on Declarable Pecuniary Interest Items

The Mayor declared an interest in the Festival, Museum and KEC; Cllr Unwin declared an interest in In Bloom and Festival; Cllr Selman in Festival, the WI and the Community Car Scheme; Cllrs Joyce and Siggee in the KEC; Cllr Hay in the Museum, the KEC and the Combined Authority; Cllr Murphy in the museum, KEC and planning and Cllr Fuller-Gray in Festival.

132) Open Forum

Two members of the public were present and indicated a wish to speak. One was a resident of West Street regarding the Gibside Avenue development and the other was the architect of the development.

The resident said the plans for the site had now gone in and she was in favour of the plans as they gave everyone what they wanted. (Members had a copy of the plans for reference). Her concerns had been about the interim period before the development was completed as residents were currently unable to use the site for parking. The residents were still looking into their rights with land registry but the resident acknowledged that the plans would improve the site.

The architect said he had followed the outline plans, which had been agreed, and had been very careful about window positions to ensure there was no overlooking of current properties. A pathway, a metre away from back fences, was shown around the site along with a number of parking spaces not allocated to the four homes to be built on the site.

The planning application was considered later in the meeting (see minute 143).

133) Minutes of the Previous Meeting

The minutes of the meeting held on Tuesday 7th October 2025 were agreed and signed by the Mayor as a correct record.

134) Matters Arising from the Minutes

Min 123) Bus Stops & Lights: The Clerk confirmed she had officially requested the installation of new bus stops in New Road and at Manea Railway Station. Cllr Carney had contacted FDC about the installation of a light in Wenny Recreation Ground near the Hazel Close and The Elms entrances. He was awaiting a reply. In the meantime, Cllr Selman had received a request for a light near the skatepark. The Financial Officer said the Town Council held a small sum of money which could help with the cost of a light.

Min 124) Local Government Reorganisation: Confirmation had been received that Cambridgeshire County Council had formally agreed that Option A would best meet the Government's criteria for Local Government Reorganisation. A survey of responses to the Phase 2 engagement on reorganisation showed support for Option A with East Cambridgeshire recording the strongest support (67%), followed by Cambridge City (62%), South Cambs (61%) and Peterborough (55%). The lowest support was from Fenland (26%) and Huntingdonshire (20%).

135) Police Matters

Members had a report of information received from the police in the past month which included the following:

Local Police

No information has been received.

Neighbourhood Alert

14/10/25: Appeal for witnesses to a collision on the A141 at Warboys which left a 10-year-old boy with serious injuries.

16/10/25: Request for the public to report any concerns about anti-social behaviour.

30/10/25: Request for volunteers to join the Police and Crime Commissioner's Community Scrutiny Panel.

31/10/25: Information about community meetings with local neighbourhood officers in November including a meeting at Chatteris Library on the 28th November from 12pm to 1pm.

It was agreed to invite the new police sergeant to a Council meeting in the New Year so he could introduce himself.

136) FDC & Street Scene Updates

Members had received a copy of the latest FDC and Street Scene reports (**copy attached**).

Rubbish Bin: The Clerk said she had agreed a site for the new rubbish bin on the green in Queensway with the Street Scene officer and this was supported by the green's owners Clarion. She had also put out a letter to local residents asking if they had any objections to the proposal and no objections had been received. Members agreed to fund a dual bin for the site.

Public Toilets: The Clerk said she had been contacted by a member of the public who had been unable to use the public toilets as they were locked. After contacting the Street Scene officer it had been established that the toilets had been out of action for years as there was not

enough money to repair them. The Street Scene officer had enquired if there were any plans in the budget to get them repaired. Members agreed the situation was not acceptable and to complain strongly to FDC and ask for the toilets to be repaired. Cllr Unwin said it explained why human faeces had been found behind bushes.

Bins: There had been complaints that a bin at Blackmill Drove (near the Pocket Park) was overflowing. This had been reported to FDC who had promised to collect the rubbish.

137) Financial Officer's Report

Members had before them a budgetary control statement for the Revenue (Precept) Account as at 28/10/25 showing expenditure of £153,242.38 and income of £244,586.18 (included a full 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 reminded Members that she had previously received a rate bill equating to £18,000 for backdated rates on the Park Street and Church Lane Council properties.

The Valuation Office Agency came out to the premises and re-valued the properties as they stood and the new, correct, figures confirmed that with the small business rates relief applied. The rates bill for Chatteris Town Council was the same as it had been previously, which was nil.

The Financial Officer advised Members that she had received an email that day from Anglia Revenues stating that the amount due for 25/26 was nil.

It had also been confirmed that the Museum would be getting rate relief on 2 Park Street, so their bill was also nil.

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

138) Payment of Accounts

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

Payroll	Payroll November 25	6,765.81
T Payne	14b 14795 Sept error listed twice; Sept incorrect invoice is 15040	- 72.00
Rose Fire	Call out to intruder alarms (disputed and credit note received) was listed on Aug payments	- 291.79
Bgas	Error listed twice on schedules	- 82.72
Go Cardless	May day printing re photocopier	74.76
RFO	Petty Cash Reim Sept	97.62

		2744
Bgas	Elec bill 2 Park Street	4 of 10 174.58
Bgas	Gas bill 14 Church Lane	127.17
Barclays	Debit charges	10.60
Mayday	Printing costs re: photocopier	45.53
Onecom	Phone bill invoice no. 7693490	134.51
Tina Prior	RBL Lunch for Mayor & Consort	50.00
Youths of Fenland	Well Being Café	1,014.60
J Mason	Reim. Glue for Bill's Hill plaque, Pocket Park	7.49
The Empress Swimming Pool Trust	Grant towards remedial works of refurb	5,000.00
Wave	Church Lane Offices Water bill	65.68
Zen Internet	Oct-Nov website	13.79
Wave	RHS Allotments Water bill	174.89
Wave	LHS Allotments Water bill	212.74
FDC	Trade waste	86.00
FDC	Non-Domestic Rates re: ground floor meeting room Park Street 24/25	339.90
JS Electrical	Electrical Installation certificate re: Xmas lights	1,056.00
Hedley & Ellis	Xmas Lights Blade set and other equipment	581.40
Festive Lights	Replacement lights re: Xmas lights	1,001.88
M Turner Cain	Reim. Padlock for Allotments gate	49.00
R J Warren	Invoice 14739 Open Spaces gardening services	772.03

		2745
		5 of 10
R J Warren	Invoice 14740 Little Acre Gardening services	137.52
Rose Fire & Security	Fire Alarm Monitoring	606.00
UK Tool Hire	Cherry Picker platform hire Xmas lights 18&19 Oct	456.00
S Gibb	Council Offices cleaning	28.00
UK Tool Hire	Cherry Picker platform hire Xmas lights, 11&12 Oct	456.00
Lamps & Tubes Illuminations	Upgraded lights for Xmas Lights	847.20
Cromwell Fire	Fire equipment service	121.50
Rural Cambs CAB	Face to Face service Q2	1,650.00
Clerk	Reim. Mulled wine stall licence, postage agenda documents & mileage	47.10
IFO	Renewal licence	47.00
S Gibb	Council offices cleaning	28.00
Cllr Selman	Reim. civic duties mileage	108.00
RFO	Reim. electrical LILP Book re: installations	88.00
Allotment Association	Association subs paid into CTC via Bacs from allotment holder by mistake	6.00
CTS Security	Call Out intruder alarm	258.00
UK Tool Hire	Cherry Picker platform hire, Xmas lights 25&26 Oct	456.00
R J Warren	Invoice 14758 Little Acre gardening Services	137.52
R J Warren	Invoice 14759 Open Spaces gardening services	772.03
T Payne	Management Fee Flat 14B Nov 25	72.00
Kes Power & Lighting	Contractor works re: Xmas Lights upgrade	698.88

T Payne	Management Fee Flat 14A Nov 25	2746 6 of 10 72.00
Total		24,502.22

139) To Put Forward Ideas for Capital Schemes for 2026/27 Budget

The Financial Officer asked Members if they had any ideas for new Capital Schemes for the 26/27 budget. Cllr Unwin advised that there might be a need to consider increasing the grant to In Bloom as they were taking on additional works.

She said In Bloom had been forced to consider looking after the Market Hill and Jubilee gardens as the District Council's contractors were not doing their jobs. The Clerk said to keep a record of problems and dates as FDC needed proof that the contractors were not working properly or being supervised. Cllr Unwin said In Bloom had exciting plans to link in with the Festival theme in 2026 and it might be prudent to take over certain FDC-maintained areas if In Bloom had sufficient funds. She requested a list of FDC portfolio holders responsible for overseeing the grounds and open spaces contracts and Cllr Murphy agreed to supply the list. Cllr Unwin thanked him for his support when he was the portfolio holder.

No other ideas were put forward for discussion.

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

140) To Consider Funding FACT Free Friday Bus Service

The future of the bus services run by FACT and funded by the pot of money set up by Tesco's, had been discussed at the Leisure Working Group meeting with a recommendation that a budget to continue the Friday service should be included in the precept calculation and the bus to Cambridge should be discontinued after Christmas.

The Clerk explained that the pot of money originally stood at £49,993.00 but had reduced to £10,77.32 at the end of September. With each bus run costing £200 it had been estimated that the money would run out in July 2026 and services would have to cease then unless the Council agreed to cover the costs. Whilst the service to Cambridge on alternate Saturdays was popular the numbers using it were far fewer than those using the free Friday bus around Chatteris, which regularly attracted 22 to 25 passengers. It was pointed out there were buses to Ely and Cambridge and a train from Ely to Cambridge so it would be better to concentrate on the Friday bus service which currently cost £10,000 a year to operate.

Cllr Unwin pointed out most of the new developments were on the outskirts of the town so a bus into town was helpful. She suggested asking the developers if they would help towards the cost of the bus. The Financial Officer said this source of funding was not guaranteed so she suggested putting £10,000 into the budget for 2026/27.

Cllr Hay proposed that a contingency of £10,000 was put into the budget for 2026/27 to cover the cost of the FACT Friday bus service and the Cambridge bus service cease to run after Christmas.

The proposal was **unanimously agreed**.

141) Grants to Voluntary Organisations

Members were advised that no grant applications had been received for consideration at the meeting.

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

142) To Agree Revised Standing Orders

The Clerk had sent out copies of new Standing Orders for the Council. She advised the revisions to the existing Standing Orders had been minimal and mainly referred to Financial matters. The revisions were necessary to bring the Standing Orders in line with the new Financial Regulations.

It was **agreed** to adopt the new Standing Orders.

143) Planning

Cllr Joyce (Chairman) presented the minutes of the Planning Working Group meeting held on Tuesday 28th October 2025 (**copy attached**).

Members ratified the group's recommendations on applications a) to h) (as shown on the **appended list**) and considered one further application.

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

- a) Support
- b) Support
- c) Support (Cllr Ashley declared an interest)
- d) Support
- e) After reading the tree officer's report it was agreed to Note the application
- f) No objections to the land being used as a chicken farm but the welfare caravan should not be used for residential purposes and should not be used as overnight accommodation.
- g) Support
- h) Support. Councillors are satisfied that enough has been done to alleviate the concerns of neighbouring residents. The application provides additional parking spaces which can be used by neighbouring residents and there will be a pathway to the rear of existing properties.
- i) Support

Street Naming: The Clerk said all the street names suggested by the working group for the Tithe Barn development were acceptable. It might be necessary to change one or two of the second names, such as avenue to place, so the names were a better fit for the layout of the houses. It was agreed this was acceptable.

Disabled Parking Bay: The highways officer dealing with the request for a disabled parking bay in Newlands Road had responded to the council's comments by stating that the applicant did not have access to any off-street parking and their neighbours had multiple cars which caused restricted parking close to their property. The applicant struggled to walk. It was agreed to raise no objections to the proposed bay.

Planning Committee: The Clerk reported that the application to change the use of paddocks to dog exercise areas at land south of Wenny House, Iretons Way, would be considered by FDC's planning committee on the 12th November with a recommendation to approve.

144) Leisure & General Purposes Working Group Meeting Report and Recommendations

Cllr Fuller-Gray (Vice Chairman) presented the minutes of the Leisure and General Purposes Working Group meeting held on Tuesday 14th October 2025 (**copy attached**).

L23) Nature Recovery: The Clerk said she had registered the Council's interest in the Ground Up Project (she had also registered FLAPP and the Allotments Association). An invitation had been received to the first Fenland Working Group meeting to be held at FDC's depot in Melbourne Avenue on the 22nd January.

L26) Licensing & Schemes: The Ask for Angela posters had gone up and the Clerk had looked into Martyn's Law and found it did not apply to the KEC or the Town Council. She had also reported the white lines in West Street and the Highways officer had assured her they would quickly fade.

145) Arrangements for Remembrance Sunday

Members had received the following report from the Clerk:

'Chatteris Town Council is responsible for organising the road closures for Remembrance Sunday.

Timings

The parade will muster at Furrowfields car park at 2pm (ready to set off at 2.30pm) on **Sunday 9th November 2025** and will the parade along the High Street to the war memorial in Market Hill where a wreath laying ceremony will take place followed by a service in the Parish Church at 3pm.

Arrangements

The Clerk has successfully applied for a temporary road closure order from Cambridgeshire County Council and has put up all the necessary notices. She has also arranged for Ringways to carry out the road closures and the Clerk will supervise on the day.

A risk assessment/method statement has been drawn up and the Council's insurance company has been informed. However, the Safety Advisory Group continue to make life difficult with many, many questions and a demand for an Event Management Plan, with no suitable guidance offered on how to draw up such a plan. On-line searches have helped with answers to some questions but sample Event Management Plans on-line don't fit the requirements of Chatteris.

The Royal British Legion will be responsible for organising the parade on the day and the wreath laying ceremony.

All Councillors are encouraged to take part in the parade and observe the wreath laying ceremony.'

146) To Elect a Trustee for the Empress Swimming Pool

Cllr Fuller-Gray offered to represent the Council on the board of Trustees of the Empress Swimming Pool. This was **agreed** by all.

147) Citizens Advice Update

Members had received a copy of the latest update from Citizens Advice Rural Cambs. During the second quarter of the 2025/26 year the Chatteris outreach drop-in service held at 14 Church Lane had helped 47 clients and the list of issues covered was included – the most frequent enquiries dealt with benefits and universal credit. The Clerk said the drop-in clinic was always busy and the advisor was very good and only dealt with residents of Chatteris. The service now ran smoothly thanks to a volunteer receptionist, who also dealt with those turning up for the NHS vaccination clinics! CARC had been asked by the Financial Officer to submit their request for funding in 2026/27 ahead of the Council's budget meeting.

148) New Reservoir Proposals

Members had received some information on the next consultation round for the proposed new reservoir. Updates to the reservoir design included a proposed new visitor hub and connection to Chatteris. A consultation event was to be held in the Bricstan Hall in Chatteris on the 15th November and Manea Parish Council had called a meeting for representatives of the towns and villages which would be affected by the reservoir to be held at the King Edward Centre on the 18th November. The Clerk said she would collate any comments members wished to make in order to put forward a suggested response to the consultation from the Council, to be approved at the December council meeting.

149) Town Guide

Cllr Selman reported that the town guide had now been distributed to nearly every household in the town. If anyone knew of an area which had not been covered, Cllr Selman asked to be

informed. Town guides were still being collected from the KEC and the Salvation Army shop and it was agreed they should also go into the estate agents.

150) Traffic Issues

LHI: The Clerk reported the good news that the Town Council's proposed scheme for more warning signs and road markings at the dangerous junction of New Road and the A142 had been ranked at number 1 in the list of schemes for Fenland. A meeting was being arranged with the project manager to discuss the application in more details and the designs would then be drawn up with delivery of the scheme sometime between May 2026 and March 2027. Cllr Unwin said she was concerned about the Wenny roundabout junction with Wenny Road as there was no signage and it was on a blind bend. She did, however, acknowledge that the footpath along London Road was more important and should be the next LHI application.

Updates: County Councillor Daniel Divine had passed on updates on two Transport Strategy schemes. The first was the proposed improved footway along Dock Road to the bridlepath. The final plans were being drawn up with anticipated delivery in the New Year. The bad news was that they did not include any plans for streetlights, despite numerous requests. The second project was a cycle lane or shared use path in Bridge Street to the roundabout and re-alignment of the roundabout to provide a safe crossing. Original estimates were too high but a petition had been raised concerning the southerly A141 crossing at the roundabout and this would be the primary focus of the scheme when it was moved forward. The project was anticipated for delivery in 2027-28.

Leaflets: Promotional leaflets for the County Council's Capital Maintenance Programme for the highways network had been received.

Roadworks: The latest lists of planned road works in Fenland had been received (members had a copy of the list for Chatteris as it was particularly long), along with the Highways events diary for November.

151) Correspondence

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

152) Reports

The Mayor reported she and the Deputy Mayor had attended the Judicial Service and the Chairman of FDC's charity coffee morning. In addition, Cllr Selman had attended a Hallowe'en event in Huntingdon.

153) Items for the Next Agenda

No items were put forward for the next agenda.

