

ANNUAL MEETING OF THE COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE FULL COUNCIL ON WEDNESDAY 11th May 2016 AT 7.30 AT GROSVENOR HOUSE, GROSVENOR ROAD, WHITTLESEY.

Present: Cllr Miscandlon, Butcher, Boden, Mason, Mrs Laws, Whitwell, Wicks, Dorling Mrs Jolley, Mrs Mayor, Garratt, Bristow

Officer in Attendance: Mrs Sue Evans – Town Clerk.

Recording: DS2500.64.DS2

F80/16. To Elect the Mayor to the Council for the year until May 2017

The Clerk asked for any proposals for the Mayor's position for the year 2016 / 17. Cllr Mason proposed that Cllr Miscandlon serve as the Town Mayor for a second year, this was seconded by Cllr Butcher. This was agreed with a majority vote in favour. Cllrs Garratt, Bristow and Mrs Mayor abstained.

F81/16. To sign the Declaration of Acceptance of Office.

The Mayor signed the Declaration of Acceptance of Office.

F82/16. To Elect the Deputy Mayor to the Council for the year until May 2017.

Cllr Miscandlon proposed that Cllr Butcher continue as the Deputy Mayor for another year, this was seconded by Cllr Mrs Laws, with a unanimous vote in favour

F83/16. To receive apologies from absent members and the reason for the apology.

Cllr Mrs Windle (Personal), Cllr Curtis (work, but will endeavour to attend).

F84/16. Declaration of Members Pecuniary Interests, on items to be discussed later in the agenda and the Council to decide which items are to be discussed as confidential under agenda item number F16

- Grosvenor House EPC
- Property working group update

Councillors Mrs Laws and Miscandlon as members of FDC Planning Committee advised that should any planning applications be discussed they may comment, but reserve the right to change their minds should more information become available at a later date.

F85/16 – Suspension of Standing Orders for presentation of the Mayors Charity Cheques

The Mayor Suspended Standing Orders for the cheque presentation only.

- East Anglian Air Ambulance – £900.00 cheque was received by Mrs Mary Dunn
- Whittlesey Emergency Food Aid £900.00 cheque was received by Mr Brian Smithyman, Mrs Sue Jennings and Cllr David Mason.

F86/16 Police matters including CCTV Report

Cllr Butcher reported damage to the bus shelter in Eastrea, apparently a nearby residential property picked up the incident happening on their CCTV, this was reported to the Police, but they did not want to know about it. Cllr Mrs Mayor and Boden have a meeting with some senior police officers at the station over another incident that had private CCTV which the police are investigating, Cllr Mrs Mayor has offered to bring up the issue about Eastrea.

Members discussed the policing issues and address a letter should be sent to Jason Ablewhite the new Police and Crime Commissioner regarding these issues.

Cllr Curtis joined the meeting at 7.50

F87/16 Street Scene Officer Report

Cllr Mrs Mayor advised she had received an email from Dawn Sadler Senior EHO with a quotation which identifies a treatment that can be put on pigeon roosting places, it causes aggravation to the feet of the pigeons but will prevent them nesting. The quote is for £200.00, Cllr Mrs Mayor to ascertain how long the treatment lasts and to also contact the Clerk of the Whittlesey Charity to see if they would agree to fund this work to the town hall.

F88/16. To appoint members to Committees and Outside Bodies

Neighbourhood Plan – Cllr Mrs Dee Laws and Bristow are running the NP but would welcome some additional assistance, Cllrs Curtis, Whitwell, Wicks, Dorling and Cllrs Mrs Jolley have all agreed to be part of the working group.

Planning Committee

Cllrs Mrs Jolley, Mrs Mayor, Mrs Windle, Mrs Laws, Butcher, and Bristow

Finance & Policy Committee

Cllrs Dorling, Mason, Butcher, Wicks, Mrs Jolley & Bristow. The first meeting will decide if the day of future meetings be changed. The current Chairman will discuss the date of this first meeting with the Clerk. Cllr Boden advised he does not wish to be on F & P this year.

Community Projects Committee

Cllr Garratt, Mrs Mayor, Wicks, Whitwell and Mason

HR Group

Cllr Mason, Cllr Mrs Windle and Boden will stay as the HR Group members.

The Chairman of Planning, F & P and projects will be agreed at the first meeting of the committee.

Outside Bodies

CCTV	Cllr Garratt
Christmas Lights	Cllr Whitwell and where possible Cllr Miscandlon
Whittlesey Festival	Cllr Mrs Windle
Glassmore Bank	Cllr Butcher, Bristow and Wicks
Burnthouse Farm	Cllr Butcher, Bristow and Wicks
Whittlesey Emergency Food Aid	Cllr Mason
Business Forum	Cllr Mason, Dorling and Cllr Mrs Mayor
Hanson Brick	Cllr Wicks
Community Car Scheme	Cllr Miscandlon
Rural CAB	Cllr Miscandlon
Community Rail Partnership	Cllr Mrs Mayor
New Road Children's Centre	Cllr Mrs Jolley
Tour of Cambridgeshire	Cllr Whitwell and Dorling
Whittlesey in Bloom	Cllr Mrs Mayor and Garratt
Conservation Area	Cllr Whitwell
Green Wheel / Route 63	Cllr Whitwell, Dorling and Butcher

Members agreed that at the annual meeting in 2017 they will approve all committees on block.

F89/16 To confirm and sign the Minutes from the meeting of the Council held on the Wednesday 13th April 2016

Ratiofied: Cllr Boden advised that the amendments to the financial statements should have been included not only in the F & P minutes, but also in the Full Council. It was agreed that the Clerk insert them into this section.

SMALL SUBSTANTIVE AMENDMENTS



- i. In Regulation 2.3 (date for approval of the budget by Full Council and the fixing of the precept) delete "end of December" and insert "The January meeting of Full Council".
- ii. In Regulation 3.4 (authority to order small pieces of equipment under £100) add, at the end, "The Clerk shall report the action to the Council as soon as practicable".
- iii. In Regulation 9.1 (official orders or letters) add ", where the value is over £100," after "services".
- iv. In Regulation 11.1 (delivery notes) delete "obtained" and insert "retained".
- v. In Regulation 14.1 (revision of financial regulations) delete "on a six monthly basis" and insert "annually".
- vi. In Regulation 9.2 (quotations) insert "(especially for transactions over £500)" after "transaction".
- vii. Delete Regulation 6.1 and insert "All Council payments shall be made from an authorised Council bank account, whether effected by cheque, standing order, direct debit, internet banking transfer or other written instruction."

DRAFTING AMENDMENTS

- viii. Replace "RFO" with "Clerk" in the third sentence of Regulation 1.2
- ix. Replace "RFO" with "Clerk" in Regulations 1.3, 2.1, 2.2 (twice), 2.3, 3.2, 4.1, 4.2, 4.3, 4.4 (five times), 4.5, 4.6, 4.7, 6.3, 6.5, 8.1, 8.2, 8.5, 8.6, 9.1, 9.3 (twice), 10.1, 11.3, 12.1, 12.3 and 12.4.
- x. Delete "The Clerk and RFO certify" in Regulation 6.4 and insert "The Clerk certifies".
- xi. Delete "or RFO" in Regulation 10.5.
- xii. Delete "Clerk/RFO" and insert "Clerk" in Regulation 13.2.
- xiii. In Regulation 2.3 delete "review and approve the draft budget" and insert "review the draft budget and approve the budget".
- xiv. In Regulation 12.3 delete "insurances and" and insert "insurances. The Clerk shall".

REVISION OF REGULATION 5

Delete the whole of the existing Regulation 5 and replace with:

5.1 The Council's banking and investment arrangements (including the arrangement of authorised bank accounts) shall be approved by the Finance & Policy Committee, ratified by the Council and effected by the Clerk. They shall be reviewed regularly for efficiency.

5.2 Payments under £2,500 shall be made where reasonably possible by internet banking transfer provided that the instructions to the Clerk for each payment are signed (or otherwise evidenced) in advance in accordance with Regulation 5.9. The approval of the use of internet banking transfers shall be renewed by resolution of the Council at least every two years.

5.3 Payments for utility supplies (energy, communications and water), payments for the lease of office equipment and payment of National Non-Domestic Rates shall where reasonably possible be made by variable Direct Debit provided that the instructions to the Clerk for each direct debit are signed (or otherwise evidenced) in advance in accordance with Regulation 5.9. The approval of the use of direct debits shall be renewed by resolution of the Council at least every two years.

- 5.4 Payments for other items (principally rent) shall where deemed appropriate by the Council be made by standing order provided that the instructions to the Clerk for each standing order are signed (or otherwise evidenced) in advance in accordance with Regulation 5.9. The approval of the use of standing orders shall be renewed by resolution of the Council at least every two years.
- 5.5 Transfers of funds between the Council's principal bank account and the Council's bank deposit account (both held at Barclays Bank) shall be effected by the Clerk after consultation with the Chair of the Finance & Policy Committee (or, in the case of urgency, with the Vice-Chair of the Finance & Policy Committee).
- 5.6 No payment or other transfer of funds shall be made from the Council's bank deposit account held at Barclays Bank other than to the Council's principal bank account.
- 5.7 Subject to Regulations 5.1 to 5.4 above, payments from the Council's principal bank account may be made by cheque provided that the instructions to the Clerk for each cheque are signed (or otherwise evidenced) in advance in accordance with Regulation 5.9.
- 5.8 At least annually the Finance & Policy Committee shall review, and the Council shall ratify, the authorised bank signatories for the Council's banking arrangements. Appropriate authorisation procedures, independent of the Clerk, shall be established by the Finance and Policy Committee for internet banking transfers. There shall be no fewer than four authorised bank signatories, and all written instructions to effect payment (including cheques) shall require the signature of two authorised signatories.
- 5.9 Written authorisation for all internet banking transfers, direct debits, standing orders, cheques and transfers between the Council's principal bank account and any authorised higher interest investment account (other than the Council's deposit account at Barclays Bank) shall be given in advance of any payment by two authorised banking signatories. The Chair of the Finance & Policy Committee shall determine the content of a form for all such written authorisations. All such written authorisations shall be retained by the Clerk and submitted to the internal and external auditors as required.
- 5.10 At each meeting of the Finance & Policy Committee, the Clerk shall submit a full list of all payments made since the previous meeting of the Finance & Policy Committee. The list shall form part of the minutes of that meeting.
- 5.11 The Clerk shall create a bank reconciliation for the Council's principal bank account as at the end of each month. At each meeting of the Finance & Policy Committee, the Clerk shall submit all such bank reconciliations which have not previously been submitted to the Finance & Policy Committee. Any such bank reconciliation shall form part of the minutes of that meeting.

F90/16 Public Forum

To allow any member of the public to address the council. Time allowed 15 minutes in total.

6 members of the public present.

Mr Bernard Esson Gray – Eastrea

Commented that yet again there was no police or Street Scene Officer at the meeting. He advised members of the quantity of vehicles that had been broken into in Eastrea and they he understood the perpetrator had been caught. The E-cops system had requested any information regarding the flower barrel at the junction of Wype Road and the A605 which had been smashed by a vehicle was sent to them. This was duly completed, but the local police were not interested. There has been further damage to the glass panel at the bus shelter. The owner of the commercial property who has the CCTV tried to call 101, but after a period of time it cut off, so he left a msg. No response was received, he contacted Whittlesey Police who advised he needed to contact 101. He has subsequently sent the information to Whittlesey Police Station. As of today the owner has not received any communication from the local policing team.

The Street Scene officer has been advised that at Kings Delph there is evidence of human excrement, FDC have put notices up and there are regular patrols by FDC and the Police. Steve Barclay has been

contacted but no response has been received. The situation is particularly bad here, it may be suggested to the relevant authorities that the layby be closed.

Street Furniture – There is far too much street signage that is put up by all sorts of organisations, without any permission, however when the Street Pride group wanted to erect signage for Clean for the Queen they had to jump through hoops, he feels any unauthorised signage should be removed immediately.

Mr Esson Gray advised that as they had not been asked to launch the ducks for the Duck Race, would there be one?

Mr Roy Gerstner - Whittlesey

In total agreement with all Mr Esson Grey has said, WTC needs to put pressure on someone to either close the layby down or put more patrols. There is pollution in the river at this point, Street Pride have collect over 10 tonnes of rubbish from this

Mr Gerstner advised that the Crime Vehicle would be on the market place on Friday 27th May 10am – 1 pm, to raise awareness of internet scamming, he noted to members that there had been a spike in internet scamming.

F91/16 Information Only.

- Confirmation from Vivacity that they will be in attendance at the June Full Council Meeting.
- Cllr Curtis advised members that the Must Farm team are holding a presentation at SHS in October which will be open to the public. Further information will be available nearer the time.
- Cllr Curtis advised members of 'Road Watch' this differs from 'Speed Watch' it monitors the speed of lorry traffic then issues a police letter to the hauliers who are responsible. Members agreed to invite this organisation to a future WTC meeting. Cllr Curtis to furnish the Clerk with the details

F92/16 Invitations.

Cllr Wicks advised members that the visit for Cllrs on the 10th June at 1.00pm had been confirmed. Cllr Garratt thanked Cllr Wicks on behalf of the council for his efforts in obtaining another visit

F93/16 To receive the minutes from the Planning Meeting on Tuesday 8th March and Wednesday 23rd March 2016.

The Minutes were received.

F94/16 To receive the minutes from the Community Projects Meeting on Wednesday 23rd March 2016.

The Minutes were received.

F95/16 To receive the minutes from the Finance & Policy Committee Meeting Monday 21st March 2016.

The Minutes were received.

1. To approve the Annual Return for year ended 31st March 2016. (the order items below are approved, is the new legal requirement).

Item 1 – Annual Governance Statement.

Cllr Dorling proposed the approval of the Annual Governance statement, this was seconded by Cllr Curtis with a unanimous vote in favour.

Item 2 – Accounting Statements approved by the Internal Auditor.

Cllr Dorling proposed the approval of the Accounting Statements, this was seconded by Cllr Miscandlon with a unanimous vote in favour Unanimous vote in favour.

Members commented that the new system didn't provide as in depth information as when the council used to use Abblitts to produce this, members were aware that Abblitts did not need to be used now due to the current system being bespoke for council accounts, however would prefer more in depth information be available. The Clerk agreed to work with the Chairman of F & P to produce more information in the paper form for the next year, however members were advised if they wished to drill down into any of the cost centres, if they contacted the Clerk she could provide the information from the system.

2. To appoint the Internal Auditor for 2016/17 – The current Internal Auditor is Mr Russell Wright. Cllr Dorling proposed that Mr Wright is appointed for the year 2016/17, this was seconded by Cllr Mrs Mayor with a unanimous vote in favour.
3. To report on the proposed amendment to how the minutes are issued – This item was agreed at Finance & Policy, Cllr Dorling proposed the amendments are accepted, this was seconded by Cllr Boden with a unanimous vote in favour. The details of the amendments are listed below.

F95/16 – Item 3 from F & P Minutes 25th April 2016

PROPOSAL 1

(a) Draft minutes of Council shall be ratified at the next Meeting of Council, and draft minutes of any Committee shall be ratified at the next Meeting of that Committee, subject to any corrections which are agreed. Any corrections shall be amended in the draft minutes before they are published as final minutes, and such corrections shall be recorded in the minutes of the Meeting where the correction is agreed. The approved minutes shall be posted on the Council's website.

(b) Minutes of all Committees shall be reported to the next available Meeting of Full Council after the draft minutes have been produced. Where the Committee has not yet approved the minutes, the draft minutes shall be reported to Full Council. Only if the Committee has approved the minutes of its Meeting before the next available Meeting of Full Council shall the approved minutes of the Committee Meeting be reported to Full Council rather than the draft minutes.

(c) The necessary transitional arrangements will need to be put in place when implementing this proposal to ensure that a set of minutes (whether draft or approved) is reported to Full Council for every Committee Meeting.

PROPOSAL 2

Minutes shall be a brief summary of decisions made and (where no resolution is to be voted upon) of reports given by a guest speaker or named Councillor, except where required otherwise by Standing Orders or specifically by that Meeting. Comments from members of the public in that part of the Meeting reserved for public comment shall be reported briefly, giving the name of the member of the public making the comment. Where a specific complaint or request is made by a member of the public in that part of the Meeting reserved for public comment, the minutes shall record the specific details of all relevant points within the complaint or request. Councillors' speeches shall not usually be reported in the minutes. Where a Councillor makes a specific request that a comment be included in the minutes. Councillors shall have the right, on specific request, to have their personal abstention on or vote in favour of or against any motion noted in the minutes.

PROPOSAL 3

In producing the draft minutes of Meetings of the Council or of its Committees, the Clerk shall only use the tape recordings of the Meetings as a point of reference if necessary.

F96/16 To receive verbal reports from members who have attended meetings with outside bodies.

Cllr Mason advised members that Whittlesey Cricket Club did have some financial difficulties, they are receiving support from Sir Harry Smith and other organisations and hope to work through and resolve all the issues.

Cllr Dorling explained to members that Whittlesey Business Forum had a vibrant membership and was steadily moving forward. He wished to record his thanks to Stephen Hodson who attended and spoke at the planning meeting with Cllr Mason regarding the development of site of the Bricklayers Arms.

Cllr Whitwell – Route 63 Green Wheel, members were advised that the Environment Agency are looking at ways of improving Funthams Lane to enable this to be the main access for any land or boat owners., the EA are in communication with CCC, once this roadway has been established as a suitable alternative, the access from Stonald Road can be gated and lock. Cllr Whitwell advised members that the new signage that had been erected by Sustrans had been removed, someone had to take a ladder to get to the signs to remove them, these will have to be replaced at some time in the future. Cllr Curtis advised that the road surface between Stonald Road and the Millennium bridge is deteriorating due to the quantity of traffic using this road which has not been finished to cater for this amount

Cllr Mrs Mayor had attended a Hereward Community Rail Partnership meeting and met with representatives discuss potential franchise opportunities. On 16th July the partnership is organising a Mad Hatters tea party at the Manor Leisure Centre. In conjunction with the Model Railway Society show which is held at the Scout Hut on Inhams Road. The event will be advertised near the time.

F97/16. To discuss any planning applications received from Fenland District Council for comment including: -

A copy of the planning decisions taken by Fenland District Council is attached – White Sheet

All planning applications will be moved to the 25th May 2016.

F98/16. Agenda items for Discussion.

- Neighbourhood Plan – Cllr Mrs Laws advised members that they have fully investigated the delivery of the Neighbourhood Plan. Government funding is available but once you apply you have to commence the work within 30 days. Mr David Rudlin of Urbed (Urbanised Environment Design) has been employed by Cllr Mrs Laws and Bristow with the approval of the council. Mr Rudlin and two of his consultants will be working closely with the council. They will offer a supporting role and drawing on experience from others and will be guiding the council through the plan until it is approved by Government.

F99/16. Ward Matters

Cllr Curtis – Kings Delph Issues – Members agreed to write to both the CEO's of FDC and CCC and the Police asking how they are going to deal with this problem, Cllr Bristow suggested that as Cllr Garratt was now on the CCTV outside body, could one of the mobile units be positioned there on a temporary basis. Cllr Garratt suggested Middle Level also be contacted as well as the EA due to the pollution of the river. Members did discuss the closure of the layby however, Cllr Boden suggested that this could push vehicles further afield.

Cllr Garratt left the meeting at 9.30

Cllr Boden advised that the LGBCE has released another draft of the boundary changes. The consultation closes on the 20th June 2016. Cllr Boden will bring a motion to the next meeting of the full council tailored as necessary. WTC may wish to discuss a corporate governance review at the Full Council meeting in September.

Cllr Mrs Jolley advised members that there are parking issues on Crescent Road with people parking right up to the entry of Crescent Close.

Cllr Mrs Mayor explained to members that FDC were spraying the weeds in and around the town on the 18th May and they would take 3 or 4 days to die, this would then leave brown weeds everywhere. Whittlesey in Bloom are going out next Tuesday to clear near the Funeral Directors, the zebra crossing and in general this area, they are also going to finish High Causeway, Market Street.

Cllr Mayor asked the two County Councillors if they could ask someone to maintain the outside of Scaldgate.

F100/16. Date of next full Council meeting – Wednesday 8th June at 7.30 at Grosvenor House.

The following apologies were given Cllr Mrs Mayor (external Meeting), Cllr Bristow (holiday).

F101/16. Exclusion of the Public, including the Press.

Resolved that in respect of the following item of business, the public, including the press, will be excluded from the meeting, because of the confidential nature of the business to be discussed, publication of which would be prejudicial to the public interest.

F102/16. To discuss those items previously agreed at agenda item F60/16

- Property Working Group –
- Grosvenor House – EPC – AM

- Cllr Mayor asked the two CC if they could ask someone to maintain the outside of Scaldgate.

Meeting Closed: 9.48.

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Cllr Alex Miscandlon
Mayor of Whittlesey

