

WHITTLESEY TOWN COUNCIL

FULL COUNCIL

Minutes of the meeting of the Full Council held on Wednesday 13th February 2019 at 7.30 pm at Grosvenor House, Grosvenor Road, Whittlesey.

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

Officer in Attendance: Mrs Sue Piergianni – Town Clerk & RFO

Recording: DS250223.DS2

F21/19. To receive apologies from absent members and the reason for the apology.

Cllr Garratt and Curtis were absent, but no apologies were received.

F22/19 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 F40/19.

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

F23/19 Presentation from Joe Moore- Papworth – Whittlesey Youth Group.

Mr Moore-Papworth was unable to attend.

F24/19 Police matters including CCTV Report

Members received the police report but asked the Clerk to query with Sgt Lugg the attendance at the Library Wednesday 6th February 2019 in the afternoon as the library is closed from midday on a Wednesday.

F25/19 Street Scene Officer Report

Members received the report.

Cllr Miscandlon expressed concern about the lack of arrests / fixed penalty notices, they are a zero for October through to December, members also commented that there were no enforcement figures for Whittlesey. The Clerk to ask for comments from CCTV team and Street Scene.

S106 report – Cllrs noted that - F/YR14/0365/O was listed as Lattersey when it is Stonald Ward. Members were concerned that the 104K stated it was to be used as FDC rail contribution for the provision of 2 shelters and 2 ticket machine this seems a last amount of money for these items, Cllr Butcher asked if this is what the funds are being spent on or is it the Railway improvements in general. The Clerk to contact Gareth Martin, and copy Mike Freeman and Wendy Otter

F26/19 To confirm and sign the Minutes from the Full Council Meeting held on Wednesday 9th January 2019 and the minutes of the Extra Ordinary meeting held on Tuesday 15th January 2019.

Ratified: The minutes of the Full Council held on Wednesday 9th January and the Extra Ordinary meeting held on Tuesday 15th January 2019 were approved and signed as a true record with one amendment Cllr Whitwell had given his apologies for the Extra Ordinary meeting as he was on holiday.



F27/19 Public Forum

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

Steve Robertson – Suggested that the running order of the meeting be changed, members of the public would like to hear the agenda items which do contain items about the town the villages, which are always at the end of the meeting, therefore they must sit through the whole meeting until the end.

Cllr Boden asked for standing orders to be suspended.

Cllr Boden commented that when there is new council after May the agenda could be changed. The Clerk advised that the statutory business must be at the start of the meeting.

Meeting recommenced.

F28/19 Information Only.

Citizen and young citizen deadline 28th February 2019

F29/19 Invitations.

Counter Terrorism conference – Cllr Whitwell recommended we don't need to send anyone to it.

F30/19 Consultations

- Peterborough Local Plan Examination – Proposed Main Modifications Consultation
All Councillors to look at information and send any responses to Cllr Mrs Laws to formulate a response.

F31/19 To report the minutes from the Finance & Policy Committee on Monday 21st January 2019.

Ratified: The minutes were approved and signed as a true record.

- To report the bank reconciliation – The reconciled bank reconciliation was received.
- To report the list of payments & list of uncashed payments – vouchers 252 to 288 totalling £6888.94
- To report the year to date figures (2018/2019) – we have a spend of 81% against 89% through the year. Cllr Bristow asked what the overspend on codes 18 and 19, The Clerk will investigate and send the information to Cllr Bristow.
- To review the amended budget 2019/2020. Cllr Dorling proposed the budget V10, seconded Cllr Miscandlon, members could not agree on this and requested that the Chairman revise the budget and resubmit at the March meeting.
- **PWLB Loan & Property Working Group Report – presented by Cllr Mason**

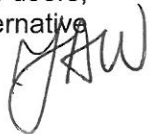
On 17 December 2018 Cllrs Mason and Miscandlon together with our Town Clerk and RFO, Mrs Sue Piergianni attended the offices of Swann Edwards, Chartered Architects to receive three tenders for the appointment of main contractor to carry out extension building works and refurbishments on the new Whittlesey Town Council Offices and accommodation in Queen Street.

The original bids received amounted to £450,000, £411,681 and £339,513 respectively.

After consultation with our agents the Property Working Group requested that an approach be made to the lowest bidder, NB Construction to negotiate a lower price for the project without detriment to the original specification to conform with a budget of £250,000

This consultation resulted a lower bid of £255,000 being submitted by NB Construction and at a private meeting of Whittlesey Town Council on 15 January 2019 and having informed the Town Council of all the circumstances agreement was reached to award the contract to NB Construction

At a subsequent meeting of the Property Working Group, Swann Edwards and NB Construction on 28 January 2019 detailed discussions involving reductions in costs facilitated by not replacing certain doors, removal of proposed skylights to the council chamber, reduction of LED lighting, savings on alternative



flooring, not removing the existing reception counter to the clerk's office, omission of tumble driers and washing machines now provided by others and the omission of electrical charging points which can be accessed separately through grants provided a final figure from NB Construction of £260,066.35. This included retention of contingency sums of £29,000, all of which are not likely to be used.

On this basis NB Construction have been given instructions to proceed and are currently aiming to commence in March 2019 on a twelve-week programme of works anticipating handover of the premises in June 2019.

Request is therefore made that these arrangements be formally adopted and financed by an extension to our Public Works Loan application in accordance with the costs provided by the Finance & Policy Committee and in accordance with the provisions laid down by the Local Government Finance Department of the Ministry of Housing, Communities and Local Government.

Description	WTC				WTC Funds	Reserve	Comment
	Project	PWL	Contribution	Equity*			
Original Project	£ 440,000	£240,000	£ 200,000	45%	£270,000	£ 70,000	We maintain approx 50% of annual precept ringfenced as a reserve
Purchase Premises	£ 300,000	£240,000	£ 60,000		£210,000	£ 70,000	Premises were purchased from PWL + £60k from WTC reserves
Project amendment	£ 110,000	£ 85,000	£ 25,000		£250,000	£ 85,000	Refurb increase from £140k to £250k (funds increased since 1st application)
Revised Project	£ 550,000	£325,000	£ 225,000	41%	£ 85,000	£ 85,000	PWL essential to avoid zero balance & maintain reserve

PWL = Public Works Loan

* Equity based on contribution compared with project cost - project value may be greater or less than cost

Cllr Bristow abstained from any discussions and vote on this item.

It was resolved to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB load of £85,000 up to 20 years to increase the footprint of the building and make a purpose-built council chamber that will have toilets, kitchen facilities etc and can be used standalone by members of the community. Planning permission was applied for and has been granted by Fenland District council. The property comes with 2 x 3-bedroom flats, we have been approached by central government and asked to house two families of Syrian Refugees under the government scheme with a guaranteed rental for five years, totalling 75K. The Annual Loan repayments will be approximately £8,000 based on 3% interest, however we are confident that a lower rate of interest will be achieved. This is based on obtaining a loan of 85k. It is not intended to increase the council tax precept for the purpose of the loan repayments.

This was proposed by Cllr Dorling, seconded by Cllr Miscandlon, with 11 in favour and 1 abstention.

F32/19 To report the planning minutes from Wednesday 6th February 2019 and receive the minutes from Monday 21st January 2019

Ratified: The minutes from the 6th February 2019 were reported and the minutes from the 21st January 2019 were approved and signed.



F33/19 – To report the minutes from Wednesday 6th February 2019 and receive the minutes from Community Projects Wednesday 5th December 2018

Cllr Whitwell reported that the lock on the allotment gate is beyond repair and needs a replacement, the total cost for a new lock, 120 keys and welding plate is £1053.50 plus, members confirmed this was essential for the security at the allotments. This purchase was proposed by Cllr Whitwell, seconded Cllr Mrs Jolley with a unanimous vote in favour.

Cllr Whitwell advised the Tommy for Whittlesey needs listed building consent. The one at Coates was placed outside the fence. Cllr Whitwell to arrange a meeting with the Ward Cllrs and local resident. Cllr Mrs Mayor has offered to work on the listed building consent for the Whittlesey Tommy.

Ratified: The minutes from the 6th February 2019 were reported and the minutes from the 21st January 2019 were approved and signed.

F34/19 To receive verbal reports from members who have attended meetings with outside bodies.

Dave Mason - Annual General Meeting of Whittlesey Emergency Food Aid

Cllr Mason recently attended the Annual General Meeting of Whittlesey Emergency Food Aid where he was re-elected as Chairman with Brian Smithyman re-elected as Secretary and Sue Jennings as Treasurer.

The meeting reflected on a very successful year and recorded thanks to the community of Whittlesey for their support throughout the year and to Mrs Jenny Whiteman for taking over the responsibility of the Food Aid allotment.

In Christmas week WEFA were privileged to be able to assist in the compilation of Christmas hampers for 40 families in the Whittlesey area and villages. Grateful thanks were extended to Morrisons who supplied the Christmas Turkeys, Aldi for fresh vegetables, Deborah Slator and the Whittlesey Ladies Tangent Group who provided a toy for each child according to age and gender, to Whittlesey Christian Church who throughout the year have allowed their premises to be used as a regular Foodbank and to the many individuals and organisations locally who donated goods and money to enable so many families to experience a Christmas that they may not otherwise have enjoyed.

WEFA have again been nominated for an award at the forthcoming Pride in Fenland Awards to be held in Wisbech St Mary Community Centre on 6 March 2019 where two years ago they were successful in receiving the Judges Outstanding Achievement Award. Win or lose this year the continued publicity is of great value to the future development of WEFA

Cllr Boden – Children and Youngs person facility at Scaldgate, the new facility is very impressive and will be used long term for many different functions.

Cllr Wicks – Fletton Liaison Meeting, No 2 kiln has been refurbished and put in to partial production, but due to inefficiencies made in the process elsewhere it is not being fully used.

Cllr Miscandlon, Dorling and Mason – Must Farm, project A for Peterborough museum who had applied for grant but failed, they are going to reapply again this year. Project B Kings Dyke, the claim for funding is 500,000 and is far more modest. The project is liked by Cambridgeshire Archaeological team, CCC and PCC. Cllr Miscandlon suggested the need to get Whittlesey museum, and the local schools on board as well as engagement with the public. Cllr Boden suggested an approach with the combined authority (Economic Development team). Cllr Mason stated we do need to quantify where funding may be available, we can utilise match funding and other local bodies. The ongoing maintenance costs of this project are relatively low.

Cllr Dorling – Whittlesey Business forum 24th January, car parking was discussed, could car park charging be introduced along with enforcement for irresponsible parking. The business forum agreed not to pursue this at the present time.



F35/19. To discuss any planning applications received from Fenland District Council for comment including: -

To receive the list of planning application decisions.

Members agreed that delegated decisions be sent on email with no need to put them in the packs

F36/19 Ward Matters

The Bower Whittlesey – Cllr Mason

The Town Clerk and Cllr Mason this week attended a site meeting at The Bower to assess along with representatives of Middle Level Commissioners and Cambridgeshire County Council damage to the footpath and river bank in various places along the western stretch between Briggate West and Ashline Lock.

The Middle Level Commissioners have agreed a plan of work to shore up certain vulnerable parts of the bank as soon as possible. In the meantime, Cambridgeshire County Council will make recommendations to the Community Payback Team that labour be made available to extend the width of the footpath in places where soil has eroded part of the footpath thus encouraging the public to walk further away from the river bank than at present.

Fenland District Council have been contacted by the Middle Level Commissioners offering to trim back thorn bushes on FDC land at the expense of Middle Level Commissioners in certain areas adjoining the footpath to afford further unhindered access.

It is anticipated that all works can be carried out in the immediate future.

Love Lane and Boyce Close – Cllr Mason

Following on the concerns expressed by Mrs Lynda Day in the Public Forum of December's council meeting about the safety of pedestrians and children in the vicinity of Park Lane Primary School I have held site meetings with both Mrs Day and Les Middleton, Highways Engineer of Cambridgeshire County Council to experience the problems first hand when children and parents leave the school in the afternoon and access their family vehicles in the area of Boyce Close and Love Lane.

Cllr Mason is currently liaising with Les Middleton of Cambridgeshire County Council Highways to discuss what can be done having previously informed the local police of the potential problems.

The provision of a footpath between Boyce Close and the entrance to Love Lane is not only feasible but a necessity and will be put forward for the next round of local Highway improvement bids later in the year.

Sweetpea Nursery – Cllr Mason

Members were advised that FDC have still not received an update from the Nursery.

Saxon Pit – Cllr Boden

Application was made by site operators to appeal against the enforcement notice, they have asked for appeal to be put back to 28th August 2019. The EA had been given and additional four weeks to send in their comments. The location of the appeal will be revealed on the 14th August 2019 and will a public meeting.

Local Highway Improvement approvals – Cllr Boden

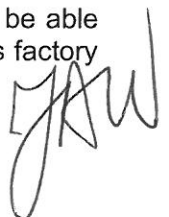
The results will be announced on the 14th March 2019

Lamp post on East Delph - Cllr Boden

This was knocked down several weeks ago, Cllr Boden will chase as this is on a pedestrian footpath, the hazard tape that had been put round the bottom of the post is now covered in dirt and cannot be seen, making this dangerous

Fly Tipping - Cllr Mrs Laws

Additional fly tipping at Mortons Leam, there are some identification information so FDC should be able to proceed with prosecution. The second set of fly tipping seems to be the remain of a cannabis factory and will be removed.



Cllr Wicks – Dog Fouling

Extraordinarily amount of dog fouling in Eastrea, he has requested more posters and monitoring from the Street Scene team. He is also investigating additional bins.

Walkers Crisps Recycling Scheme – Cllr Wicks

There is nothing in this area yet and there is no cost, one of the benefits being you gain points for community funds. Could it be discussed at the business forum, and with the schools

Clarion Housing - Cllr Wicks

He in contact with Clarion to discuss the areas they are responsible for at North Green, the contractors have been on site and have tidied the area. Cllr Mrs Laws advised that as she is the Portfolio holder for planning, she could be approached and may be able to assist with these issues.

Memorial Bench - Cllr Wicks

Circulated a picture of a memorial bench, he has submitted a grant to the Tesco plastic bag fund. Can we spread the word that any one shopping in Tesco March, to put their blue token in the box for this? The Clerk asked for posters to be put up and possibly put it on Facebook. (the proposed sites are the Memorial Garden Whittlesey, by the war memorial in Eastrea to replace the wooden bench and by the war memorial in Coates).

Cllr Dorling – Vacant properties.

There are many vacant commercial properties around the town with flats above them. Cllr Bristow suggested this item be discuss this in planning.

Cllr Mrs Jolley – Parking Issues

She has received reports regarding bad parking on the bird's estate.

Town Walk – Cllr Mrs Mayor

This is a public Right of way between Bassenhally and East Delph, there is a fence blown over onto Town Walk, she has been working on this for over a month and will asked the Community Payback team to assist with the repair. The person who owns the fence has been contacted by letter but has not responded to Cllr Mrs Mayor.

Cllr Bristow – Railway

Tenants rubbish has partially been removed from the station. The Warehouse at the East of the station is potentially changing hands, they are moving in from out side the area and may employ 30 to 50 people.

Cllr Bristow – Whittlesea Railway crossing

He has received a request from the area crossing manager have the speed limit reduced from 40mph to 30mph, this has been discussed with Cllr Connor and continues to be discussed.

F37/19. Agenda items for Discussion.

Annual Meeting (May) – The Clerk

This will remain as the 8th May the Clerk will contact all potential candidates and advise them of this meeting, once all new councillors are appointed, they will be sent the relevant paperwork for the meeting.

Neighbourhood Plan – Cllr Mrs Laws

Meeting with Edward Dade on Friday 22nd February 2019 who is an NHP specialist he is part of the Fenland and Peterborough shared services.

Property Working Group update – Cllr Mason

This was discussed under the Finance and Policy Section.

Syrian Refugees – Cllr Mason

The Whittlesey Town Council Property Working Group have met with Louise Gooch, Policy Officer for Resettlement of Refugees in the East of England, Louise Williamson, Community Cohesion Officer of Peterborough City Council and Dan Horn, Community Officer, Fenland District Council to discuss a timetable for the occupation of the two flats above the new council offices in Queen Street for two Syrian refugee families.



Due to the request of our main contractors that they be allowed free access on site to carry out necessary building works and refurbishment commencing in March over a planned twelve-week period a date for resettlement of the families was agreed for July 2019.

This would allow a period of acclimatisation for the children before they start schooling at the start of the new academic year in September. Arrangements are in hand for additional ESOL training through Whittlesey Christian Church and offers of employment have been made by a Whittlesey Event Management company.

Donations of furniture and household equipment from the local community have been overwhelming. As a result, Cllr Miscandlon and I will shortly be undertaking a full inventory of items already donated to match up with pledges of further donations from various sources.

Pondersbridge Bus Shelter – Cllr Wicks / Butcher

This item has been raised at FDC who were going to investigate who set the policy regarding bus shelters in general, one of the portfolio holders at FDC is looking in to it and has replied as follows: We are working on it and will get back to you shortly, Cllr Butchers suggestion is that WTC would and try to retain the bus shelter at Pondersbridge and that we leave it open at the present to see if FDC confirm they will take it over.

LHI Pondersbridge – Cllr Wicks

Members were advised that CCC have yet to produce the designs for this proposal, members were concerned as there must be costings and plans prior to submission. Cllr Wicks was asked to chase Cllr Connor as he is leading on this. Specifically asking the question how this can go forward without all the details. The Clerk to ascertain if Ramsey would offer a contribution.

Tommy's Whittlesey & Coates – Cllr Whitwell

This was dealt with under the Community Projects minutes.

Barclays Bank Whittlesey – Cllr Mrs Windle

Members agreed that a letter be sent to Barclays expressing the town councils concerns about the closure of the only bank and suggest perhaps all the banks could have one building and all have a counter, or if this is not possible a mobile bank be in town on a Friday when the Market is here.

Friendship Club – Cllr Mason

St Andrews Church launched the Thursday Friendship club and once a month they go for a meal at Not Just Café. Cllr Mason can organise a poster that can be put on the Town Council website.

Windmill Street Parking – Cllr Boden

Parking still an issue, but no appetite for any further restrictions, he wondered if anyone has any experience as to whether the fire service / ambulance be advised of the best method of access to Windmill Street. Cllr Boden will make enquiries with the regional ambulance service.

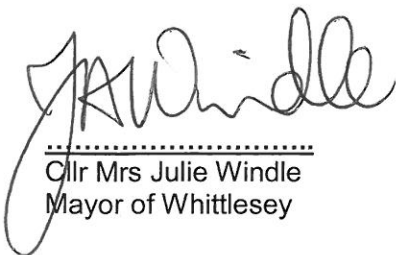
F38/19 Date of next meeting – Wednesday 13th March 2019

F39/19. Exclusion of the Public, including the Press.

F40/19. To discuss those items previously agreed at agenda item F22/19.

There were no items for discussion

Meeting Closed: 21:45



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Cllr Mrs Julie Windle
Mayor of Whittlesey