

# WHITTLESEY TOWN COUNCIL

## ANNUAL MEETING OF THE COUNCIL

For the health, safety, and well-being of our community as a result of Covid-19 and following the instruction of the Prime Minister's address on 23rd March 2020 all Parish Council meetings will be held remotely until further notice. Whittlesey Town Council have resolved to use Zoom to facilitate the holding of meetings.

### **Minutes of the Annual Council meeting held on Wednesday 10<sup>th</sup> June 2020 at 7.30 via Zoom.**

**Present:** Mrs Boden, Dorling, Gerstner, Mrs Lang-Whiston, Mrs Laws, Mason, Miscandlon, Munns, Whitwell, Wicks Mrs Windle

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

**Recording:** Zoom as an aide memoir for the Clerk.

**F93/20. To Elect the Mayor & Leader to the Council for the year until May 2021**  
**Cllr Mrs Windle proposed Cllr Mason, seconded Cllr Miscandlon taken as unanimous vote.**

#### **Cllr Mason's statement as Mayor**

Firstly, I wish to pay tribute to Cllr Julie Windle for two excellent years as Mayor of Whittlesey.

Most of you will recall that Julie was thrust into the role a year earlier than expected due to the ill health of the then Mayor, Cllr Ralph Butcher at a time when she was President of her local Women's Institute, Chairman of the Whittlesey branch of NECCA and in addition to running a business with her husband Robert faced increasing family pressures.

Despite all these distractions, Julie has made a great success of her term for which she should be proud. Her presence in and around Whittlesey and the villages has been impressive and she has represented Whittlesey throughout Cambridgeshire and the adjoining counties at numerous civic functions.

Throughout the two years Julie has also continued to give me 100% support as a Ward Councillor in the Whittlesey St Andrew District for which I am personally very grateful and has supported the Bristow family in playing her part in Paul's election as Member of Parliament for Peterborough and in being on hand during the sad passing of fellow Councillor Alan.

Whilst congratulating Julie it is also acknowledged with sincere thanks by Whittlesey Town Council of the tremendous assistance she has received from her husband and consort, Robert who has proved to be a superb Public Relations Officer.

Thank you for putting your faith in me in electing me as your Mayor for a second term of office which I believe is unprecedented in modern times although I am aware that Cllr Mrs Kay Mayor and former Cllr Ralph Butcher have both served as Chairman and subsequently Mayor of respective Whittlesey Councils.

I thoroughly enjoyed my previous term as Mayor in 2013/2014 during which time the buses were relocated to Grosvenor Road allowing for greater use of the Buttercross for community events, the Business Forum was revived, and Whittlesey Food Aid came into being.

I trust that my new term of office will see other advancements in the life of Whittlesey and the villages and I thank you all once more for granting me the privilege of being at the forefront as your Mayor which I indeed regard as a great honour and will do my utmost in serving the local communities.

During the present troubled times I make no apologies for concentrating my Mayors Charities this year on medical organisations, namely East Anglian Childrens' Hospice, East Anglian Air Ambulance and the Stroke Association.

My thanks again to you all for your confidence.

**F94/20. To sign the Declaration of Acceptance of Office.**

Due to COVID19, The Declaration physically signed by both the Clerk and newly elected Mayor on Thursday 11<sup>th</sup> June 2020

**F95/20. To Elect the Deputy Mayor & Deputy Leader to the Council for the year until May 2021.**

Cllr Mrs Laws thanked Cllr Mason for proposing her as the deputy Mayor and will be accompanied by Cllr Mrs Kay Mayor Thank you for nominating her and will offer her full support to Cllr David Mason

**F96/20. To sign the Declaration of Acceptance of Office.**

Due to COVID19, The Declaration of Acceptance of Office will be physically signed by both the Clerk and newly elected Mayor on Thursday 11<sup>th</sup> June 2020

**F97/20. To receive apologies from absent members and the reason for the apology.**

**Cllr Mrs Mayor and Davies**

**F98/20 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 F117/20**

To approve the confidential minutes from 28<sup>th</sup> April 2020 and 21<sup>st</sup> May 2020.

Items 105/20 – Peel House & Grosvenor House

Cllr Mrs Laws as the Portfolio Holder for Planning at FDC. Cllr Mrs Mayor as a member of Fenland District Council Planning Committee, she may make comment but reserve the right to change her mind should further information become available later.

**F99/20 Street Scene Officer Report**

**Dog Waste Bins.**

Cllr Whitwell advised that at the last projects meeting the purchase of two dog bins had been approved at a cost of £160.00 per bin which will be paid by WTC, FDC have confirmed they will empty these. The locations will be Drybread Road in Whittlesey and one in Coates, Cllrs Dorling and Whitwell respectively will discuss with Ged Wilde – FDC the exact locations.

Cllr Gerstner had been asked by two residents the issues of businesses trading illegally. FDC enforcement were advised and letters were sent to the business owners, both have operated throughout the period, there seems to be no clear rule where FDC powers stop and the police start. Cllr Boden asked if Cllr Gerstner contact the Environmental Health and advise the two businesses are continuing to trade.

**F100/20 Police matters including CCTV Report**

Members received the police report.

**F101/20. To appoint members to Committees, working parties and outside bodies (The Chairman and Vice Chairman of the committees will be appointed at the first meeting of the committee).**

**WHITTLESEY TOWN COUNCIL COMMITTEES**

<b><u>FINANCE &amp; POLICY</u></b>	Cllr Boden Cllr Davies Cllr Dorling Cllr Mason Cllr Mrs Mayor Cllr Miscandlon
<b><u>PLANNING</u></b>	Cllr Miscandlon Cllr Davies Cllr Gerstner Cllr Mrs Laws Cllr Mrs Mayor Cllr Munns Cllr Mrs Windle Cllr Whitwell Cllr Mason – Ex Officio
<b><u>COMMUNITY PROJECTS</u></b>	Cllr Mrs Mayor Cllr Whitwell Cllr Davies Cllr Munns Cllr Mrs Windle Cllr Gerstner Cllr Mason – Ex Officio

**WHITTLESEY TOWN COUNCIL WORKING PARTY**

<b><u>NEIGHBOURHOOD PLAN</u></b>	Cllr Dorling Cllr Mrs Laws Cllr Whitwell Cllr Munns
<b><u>PROPERTY WORKING GROUP</u></b>	Cllr Mason Cllr Miscandlon Cllr Dorling Cllr Mrs Julie Windle The Clerk
<b><u>HR COMMITTEE</u></b>	Cllr Gerstner Cllr Mrs Windle Cllr Mason
<b><u>WEBSITE</u></b>	Cllr Mrs Laws Cllr Mrs Mayor

## OUTSIDE BODIES

<u>CCTV</u>	Cllr Whitwell, Cllr Mrs Mayor will act as substitute.
<u>GLASSMORE BANK WIND FARM</u>	Cllr Wicks, Dorling, Miscandlon, Munns and Cllr Mrs Windle
<u>BURNTHOUSE FARM</u>	Cllr Wicks, Dorling, Miscandlon, Munns and Cllr Mrs Windle
<u>WHITTLESEY EMERGENCY FOOD AID</u>	Cllr Mason
<u>FLETON LIAISON GROUP</u>	Cllr Miscandlon, Whitwell & Wicks
<u>COMMUNITY CAR SCHEME</u>	Cllr Mrs Windle
<u>RURAL CAB</u>	Cllr Miscandlon
<u>COMMUNITY RAIL PARTNERSHIP</u>	Cllr Mrs Mayor & Whitwell
<u>WHITTLESEY STATION PROJECT BOARD</u>	Cllr Munns
<u>FAMILY &amp; CHILDRENS CENTRE SCALDGATE</u>	Cllr Mrs Windle
<u>WHITTLESEY IN BLOOM</u>	Cllr Mrs Kay Mayor
<u>MUD WALLS</u>	Cllr Whitwell & Gerstner
<u>CHRISTMAS EXTRAVAGANZA</u>	Cllr Mason & Mrs Windle
<u>CHRISTMAS LIGHTS</u>	Cllr Mrs Mayor, Cllr Whitwell will act as substitute.
<u>WHITTLESEY FESTIVAL</u>	Cllr Mrs Windle
<u>ALLOTMENT SOCIETY</u>	Cllr Davies & Cllr Munns
<u>GROWING FENLAND</u>	Cllr Mrs Laws
<u>MUST FARM</u>	Cllr Mason, Miscandlon & Dorling

**F102/20. To confirm and sign the Minutes from the Full Council Meeting of the Council held on the 28<sup>th</sup> April 30<sup>th</sup> April and 21<sup>st</sup> May 2020.**

Ratified: The Minutes from the above meetings were approved and signed as a true record.

**F103/20. Public Forum**

To allow any member of the public to address the council. Time allowed 15 minutes in total to be split equally between the total amount wishing to speak.

There were two members of the public present.

**F104/20. County Councillor reports**

Cllr Boden updated members on the following:

## **Kings Dyke Bridge**

At last meeting CCC were just out of standstill period and were in the position of entering the final details into the contract. Jones Brothers Civil Engineering UK were announced as the contractor with the contract being signed by both sides, the Kings Dyke site is now in the hands of Jones Brothers who have been on site to undertake some sampling. Jones Brothers are checking how they have been impacted by COVID19, Jones Brothers will be awarding contracts to their sub-contractors as the scheme moves forward. Updates will be posted on the message boards on the A605 and social media sites.

Cllr Dorling asked if there are any further details on the design and specification as they are being asked by members of the public. Would there be an increase of the cycle path from 2m to 3m, with the current crisis as social distancing is paramount and would CCC be responsible if any obscure ground works were needed, is there an insurance in place to mitigate against this.. Cllr Boden advised the 2-metre width is appropriate and in line with stand width. If ground works are costly their will be a limit on the liability to the contractor, it is virtually impossible to insure against this issue and specialist insurers would not be cost effective. With regards to the specification, the pages total 1200, previously there was details released to the public showing the specification.

Cllr Wicks advised the Kings Dyke Facebook page is not up today, Cllr Boden will speak to officers to ensure it is up to date.

## **Applications for funding for the first tranche of the government funding schemes is available.**

Cllr Boden spoke to the Mayor and Deputy Mayor and they agreed to push forward the suggestion of an additional 30 cycle stands in Whittlesey, the locations to be agreed in conjunction with the town council, additionally a speculative bid of 40k to improve the signage and condition of the cycle way between New Road and Coates. There will be a second tranche of funding within the next 2/3 months, any requests that are not successful at the first-round will can be resubmitted.

Cllr Whitwell suggested Wype Road to Cross Drove in Coates as this is in a terrible state.

Cllr Boden - should we look for funds for the full route from March through to Whittlesey, asked members to think about this and give him their comments.

## **F105/20. Agenda items for Discussion.**

**Fly Tipping – Cllr Mrs Dee Laws** – resident raised point of increased fly tipping in the parish, how could we stop this and improve the situation, FDC have been doing a sterling job collecting any fly tipping. Cllr Mrs Laws advised that FDC have had to engage a separate company to collect the excess blue bin waste as since the tip has been closed, the amount of waste has doubled.

## **Past Mayor / Chairman's Medallion – Cllr David Mason**

Cllr Mason proposed that past Mayor / Chairman medallions be purchased as recognition for the services given to Whittlesey Town Council. The cost being approximately £50.00 each, there are seven past mayors and six Chairman, these would not be given out posthumously. The Medallion would have the Buttercross at its centre the same as the Deputy Mayors pendant, it would have a bar above saying either past Mayor or Chairman, and the rear would have the appropriate inscription. Cllr Mason has approached three different companies for their costings and advised the total would not go above £1000.00. Cllr Mrs Laws seconded the proposal, Cllr Boden also supported the purchase as a gesture to individuals who have given a great deal of time to the town, the proposal was carried by a majority vote with two members voting against it.

## **Must Farm Heritage Centre – Cllr Mason**

For the past three years Cllrs Miscandlon, Dorling and myself have been part of a Steering Committee chaired by Gillian Beasley, Chief Executive of Peterborough City Council and Cambridgeshire County Council involving representatives from British Museum, Cambridge

Archaeological Society, Historic England. Peterborough Vivacity, Forterra, Fenland District Council and Cambridgeshire County Council to discuss the future storage and display of Bronze Age artefacts found on the Must Farm site owned by Forterra Brick Company.

After a failed bid to the Heritage Lottery Fund initiated by Peterborough Vivacity based on a feasibility study carried out by Fourth Street Consultants at a cost of £40,000 funded by various bodies including Whittlesey Town Council Cllrs Miscandlon, Dorling and myself stepped in with an alternative proposal which would not only tell the story of the Must Farm finds but also a series of information relating to a much broader story of Whittlesey. It was also an opportunity of enhancing the attractions of the Kings Dyke Nature Reserve to the public at large and represents a considerable effort to boost the economy of the area.

The intention is to build a Heritage Centre on land already gifted by Forterra

For reasons of securing and preserving of Bronze Age artefacts the intention is to also involve Flag Fen Bronze Age Centre and the Peterborough Museum within the bid to enable the public to effectively purchase a day ticket to all sites and to provide the requisite transport between the sites.

With the assistance of our County Councillor, Chris Boden, application was made last month to the Cambridgeshire County Council Capital Communities Fund for the modest sum of £325,500 and I am delighted that we have passed the first stage expressing our interest. At the present time we are working on a more detailed Stage 2 application with the assistance of Fenland District Council in the form of the Portfolio Holder for Planning, Cllr Mrs Dee Laws to overcome potential planning issues.

Should our application for funding prove successful then professional services will be enlisted to produce designs and submissions for planning permission etc and it is our intention to keep Whittlesey Town Council informed of developments as they proceed.

Cllr Boden advised members that Cllr Mrs Laws has received a letter of comfort from FDC, second thing this is money from CCC capitals community fund, we have got through the first stage, the sooner the information can be given to Cllr Boden, the better as time is of the essence. The officers at CCC had complained that the requests so far had been too small and they welcome requests for larger amount of funding.

### **Market Town Fund – Growing Fenland – Cllr Mrs Dee Laws.**

#### **The Combined Authority gives green light for £13m market town giveaway.**

The Mayor of the Cambridgeshire & Peterborough Combined Authority, James Palmer, secured unanimous approval from his Board yesterday (June 3) for a £13.1m giveaway available to eleven market towns.

Applications for the multi-million-pound allocation will go to the Board for approval from July 2020 onwards, with a spending deadline of March 31, 2022.

The market towns included can bid for millions of pounds worth of support to build the future they want for their community, with deliverability considered as a key factor when approving proposals.

All pitches will be required to display how towns will support Covid-19 recovery, accounting for new patterns of homeworking, public transport, the workplace, community space and High Streets.

The region has targets to double its gross value added (GVA) over the next two decades, something that will be underpinned by the Market Towns Programme, with individual plans from each town detailing its own priorities.

The investment will target market towns to drive targeted growth and regeneration and attract more funding from Government and the private sector.

James Palmer, Mayor of Cambridgeshire & Peterborough said:

"It's absolutely the right time to put money into these unique market towns and I'm delighted today's decision means they can move forward to the bid stage. They are crucial to the whole region as social and economic hubs and the Combined Authority is committed to helping each prosper, taking their surrounding communities forward with them.

"The Market Towns are Cambridgeshire's backbone. They have already got a fantastic history and I want them to have a fantastic future. That means investment and that's exactly what the Combined Authority is putting in."

The Board also approved today (June 4) the acceleration of a Government retraining scheme to support employment following Covid-19.

The pilot National Retraining Scheme will include project management, leading change, team leadership, operational leadership, digital skills and health and social care.

Cllr Boden advised previously arrangement 5 million between 10 market towns, and each market town would be required to bid for their project with no guarantees as to how much any individual town would receive, an additional 5 million was found, therefore 1 million each for the 10 market towns, we still have to put in bids that are appropriate and these must be capital schemes, the initiative lies with WTC Growing Fenland Group need to move forward with this.

#### **Local Highway Improvements** – Cllr Boden.

The deadline will be announced soon, Whittlesey could put two applications in, one should be for double yellow lines at junctions that failed last time. If we put a joint scheme in it does not have to be reduced to one electoral ward. The more we put in within the scheme the more cost effective it will be.

#### **F106/20 To receive Councillor & Outside Body reports.**

There were not Councillor or outside body reports.

#### **F107/20 To report the draft minutes from Finance & Policy on Monday 18<sup>th</sup> May 2020**

**Ratified:** The Minutes were approved signed as true record.

Cllr Boden advised that we will be flexing the budget for this year to all the changes with COVID19. There will be a search for funds to produce a report on the Southern bypass where the Whittlesey Town Council may be asked to put in a large amount of funding for the relief road report.

- To consider the change of meeting dates – This will be discussed further at the next F & P meeting prior to final approval at Full Council, Cllr Boden proposed FP & Planning 2<sup>nd</sup> Monday, Full Council 3<sup>rd</sup> Wednesday and Planning and Projects 4<sup>th</sup> Monday. If they were all agreed, the changes would come into place the month following the council approved these changes.

21.09 Cllr Lang- Whiston left the meeting.

#### **F108/20 To report the financial documents**

- To report the bank reconciliation – The bank reconciliation to 31<sup>st</sup> May 2020 was received.
- To report the list of payments & To report the list of uncashed payments for vouchers 1 – 24 totalling £20,361.39. the list is attached.
- To report the year to date figures (2020/2021) – the year to day figures were received.

#### **F109/20. AGAR**

The RFO must sign and date 'Section 2 – Accounting statements 2019/20 before it is presented to the authority. The Clerk confirmed she had signed and dated section 2 prior to the commencement of the meeting. At the meeting, the documents must be approved in the following order:

- a. Consider and approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return 2019/20 Part 3') – Section 1 was approved unanimously
- b. Consider and approve the Accounting Statements (Section 2 of the Annual Governance and Accountability Return 2019/20 Part 3') Section 2 was approved unanimously
- c. Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which the approval is given. The accounting statements were approved and would be signed by the Mayor as soon as practically possible prior to sending to PKL.

**F110/20 To report the draft minutes from the Planning Meeting on Wednesday 3<sup>rd</sup> June 2020 and receive the minutes from Monday 18<sup>th</sup> May 2020.**

**Ratified:** The Minutes from the planning meeting on Wednesday 3<sup>rd</sup> June were reported and the minutes from 18<sup>th</sup> May were approved and signed as a true record.

**F111/20 To report the draft minutes from Community Projects Committee on Wednesday 3<sup>rd</sup> June 2020.**

**Ratified:** The draft minutes were reported.

**F112/20 Information Only.**

War Memorials Trust bulletin – Available in the Town Clerks Office.  
Councillor Surgery – Cllr Mason suggested the Councillor surgeries commence by September with social distancing in place, Cllr Whitwell will recirculate the proposed dates.

**F113/20 Invitations**

There were no invitations.

**F114/20 Consultations**

There were no consultations.

**F115/20. Date of next meeting – Wednesday 8<sup>th</sup> July 2020**

**F116/20. Exclusion of the Public, including the Press.**

**F117/20. To discuss those items previously agreed at agenda item F98/20.**

Meeting closed 21.47.

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Cllr David Mason  
Mayor of Whittlesey.