

WHITTLESEY TOWN COUNCIL

Minutes of the Meeting held on Thursday 17th July 2025 at 6.30pm at Peel House, 8 Queen Street. Whittlesey. PE7 1AY.

Present: Cllrs. Miscandlon, Bibb, Boden, Dorling, Laws, Singh-Gill, Wainwright, Wicks

Officer in Attendance: Sue Piergianni — Town Clerk & RFO

Recording: A recording was made as an aide memoir for the Clerk.

F111/2025. To receive apologies from absent members and the reason for the apology.

Cllrs. Arman, Dickinson, Sennitt-Clough, Gerstner, Mockett (personal)

No apologies were recorded from Councillor Nawaz, but it was discovered after the meeting that he had emailed the clerk with apologies at 18:26.

F112/2025. To receive members' declarations of disclosable pecuniary, non-disclosable pecuniary or non-pecuniary interests in relation to any agenda items discussed later in the agenda and the Council to decide which items are to be discussed as confidential under agenda item number F128/2025.

Cllr Laws as portfolio holder for planning at FDC.

There were no confidential items.

F113/2025. Street Scene Officer Report & CCTV update

The report was in the pack of documents circulated prior to the meeting.

There were no comments.

F114/2025 — Police Report and figures

Cllr Miscandlon advised that there was no police report, because the sergeant has moved to a new position. He has been replaced with a new sergeant and Cllr. Miscandlon is to have a meeting with him by Teams on Saturday afternoon. He will appraise him of the situation that we at the council require a monthly report from them, going forward.

Cllr. Laws asked that he also be reminded that Police Sergeant Arnold had tasked his PCSOs to look at the parking issues. She had just gone St. Mary's Street tonight, and I've just counted six vehicles illegally parked.

Cllr. Miscandlon confirmed this had already been highlighted.

Cllr. Boden commented that Cllr. French at March Town Council had just held a similar meeting with the new Sergeant and she reports that the police are to give a far higher priority to parking issues.

F115/2025. To confirm and sign the Minutes from the Annual Meeting of the Council on Thursday 15th May 2025

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

F116/2025 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.

16 Members of the public were present.

Julie Windle: Mrs. Windle paid tribute to Sue Piergianni who had been clerk during her time at the council and as Mayor, and noted that they had shared many extra-ordinary times, both good and bad. She thanked Sue for all she had contributed to the town over seventeen years.

Matt Page: Mr. Page wished to thank the council for their support of the Bus Show, and for the grant which helped to enable it. It had been agreed that the small profit from the production and sale of the brochures would be shared amongst those operators present who did not wish their share to go to a charitable cause. He will shortly be attending a meeting with the former organisers of BusFest, which his show had replaced, as they had indicated a desire to host an event next year. They will discuss ways to work together.

Mr. Page added his thanks to the clerk for all the assistance she had provided with the events he had organised.

Stephen Hodson: Mr. Hodson stated that he had brought up, on a number of occasions, ways to try to finance the further report for the Southern Relief Road through the National Wealth Fund. He asked if one of the Councillors would speak to him afterwards and let him know if that's been investigated.

Robert Windle: Reported back from the Big Bash – it was a great success. Whittlesey has had many very good events over the last few months. Thank you for the award for Citizen of the Year and congratulations to all the other nominees. The new Community Directory booklet is now out – it has grown to 52 pages this year, with 2,500 copies printed. Also, on Monday there was a 'soft launch' of Fenland Community Radio.

Gurninder Singh-Gill: (speaking as a member of the public) Wishes to draw councillor's attention to the news that the School Bus serving Turves, Coates and Eastrea is due to be terminated. Suggests the County Council for explanation and alternative service.

Standing Orders Suspended

The Mayor suspended Standing Orders in order to permit Cllr. Boden to respond.

Cllr. Boden: The bus service is not in the remit of CCC, but with the Combined Authority. The best person to contact would be the Chair of the CPCA Transport Committee, who is myself.

Standing Orders Resumed

F117/2025 Agenda items for Discussion.

Proposal: To discuss and agree the replacement for the Clerk & RFO – Cllr Boden

Cllr Boden laid out a summary of the discussions held at the meeting of the Finance and Policy Committee on Monday 14th July:

DRAFT ONLY

PERSON SPECIFICATION:

ESSENTIAL: Knowledge of accounting procedures; Available for Council and Committee meetings approximately two Monday evenings and one Thursday evening a month [subject to change depending on Projects Committee?]; Civic Functions and engagements require organisation and attendance by the clerk, often at weekends or evenings [civic events: Civic Service; Remembrance Sunday; Mayor's Ball; Duck Race]; Ability to take accurate and concise minutes; basic grounding in IT skills; communication skills; good command of English language; work on own initiative; meeting deadlines.

DESIRABLE: Knowledge of the legal requirements of a Town Council; Knowledge of legal requirement for wages and pensions; conversant with allotments; able to use microsoft office; experienced in managing people; experience managing budgets.

PLUS: Certificate in Local Council Administration is desirable, otherwise a willingness to study for this qualification.

TERMS & CONDITIONS:

5 days a week OR 4 days a week?

Office not open to the public on a couple of days a week? [must be open on Fridays].

Work either at home or in the office on days when the office is not open to the public? Salary (according to experience and qualification): 29,630pa — 34,260pa plus 8% employer pension contribution = E32,000 - E37,000 pa [pro-rata if necessary] Contract of employment to be written up in advance

ADVERTISING VACANCY:

SLCC local branch (via Sue)

FDC/CCC/PCC/HDC websites (including staff vacancy pages) if accepted. Job Centre

WTC website (primary advertising site)

Local social media (by councillors — posts should refer to WTC website for details) Deadline for applications: Noon, Friday 15th August?

JOB APPLICATION DETAILS:

Personal: Surname; other names; title; address; phone number(s); email address, NI number [proof of entitlement to work in the UK will be required if successful]

Present Employer: name of current employer; job title; date commenced; to whom do you report; what period of notice is required; open field to outline our main tasks, responsibilities and achievements.

Occupational History: list employers; dates of employment, job title and main tasks

Training: list any job related training undertaken, with dates.

Professional qualifications: list professional/assessing body; qualification and date awarded for each qualification

Hobbies and other interests (including positions of responsibility)

"Why are you applying for this post and what can you offer in terms of your personality, abilities, skills, aptitudes, experience and achievements"

Name & Addresses of 2 referees (including present employer) [not to be contacted before interview?]

INTERVIEW PANEL: Cllr Laws (chairman); Cllr Miscandlon; Cllr Sennitt Clough

First point, on qualifications, the committee felt that it was not necessary to insist that an applicant holds a CiLCA, but it is necessary that if they don't, that they are willing to study to gain one.

Cllr. Laws: Suggest that there should be a time limit on when this is undertaken.

Cllr. Boden: that appears to be prudent, but it is necessary to let the new clerk 'get there feet under the table' first, and successfully complete a probationary period else the expense of the training may be wasted.

Second issue is that of hours – whether the job should be a full week, or, for example, four-fifths of a week.

Much discussion ensued about the desirability for having the office open to the public for five days a week – undoubtedly a service to the public, but very detrimental to the ability of the clerk to stay focussed on administrative work.

Several councillors also spoke forcefully on the need of all councillors to undertake their own Ward Duties, and to not expect that the new clerk will do all that Sue has been doing

PROPOSAL: That the office open only on Mondays, Wednesdays and Fridays. On other days the clerk may work either in the office or from home. This to be on a trial basis initially.

Proposed: Cllr. Boden, Seconded: Cllr Laws – Carried unanimously.

Cllr. Boden: Moving on to the contracted hours – is it to be on the basis of a four day week, or a five day week?

Cllr. Wainwright: Having looked into this since Mondays meeting, has been unable to find any other Town Council in Cambridgeshire with a clerk's hours as low as ours, and certainly no other town council with less than a full time clerk.

Cllr. Boden: that may be true, but there is no other council with a precept as low as ours either.

Much discussion ensued about hours of working.

PROPOSAL: That the Clerk's position should be advertised on the basis of a five day week.

Proposed: Cllr. Wainwright, Seconded: Cllr. Dorling – Carried by Majority.

Cllr. Boden: On the matter of salary, It is suggested that an annual salary range of £29,630 to £34,260, plus pension contributions of 8% be offered.

The legal position is believed to be that a minimum of 3% contribution from the employer is required, and the total must be a minimum of 8%. Cllr. Boden suggested that the council fund the full 8% and the employee may, if they wish, make additional voluntary contributions.

Cllr. Dorling: The legal position is a little more complicated than that – an employee may not be entitled to a pension, if too young, or beyond State Retirement Age. If they are entitled to a pension, the minimum employers contribution is 3%, the employee must make that up to a minimum of 7%, then tax relief on the employee contribution makes the total 8%. . However, it is normal to advertise a role as the base salary, with pension benefits stated separately.

PROPOSAL: That the post be advertised with an annual salary range of £29,630 to £34,260, plus pension contributions of 8%.

Proposed: Cllr. Boden, Seconded: Cllr. Laws – Carried Unanimously

PROPOSAL: That the post be advertised with a holiday entitlement of 5 weeks plus all statutory days.

Proposed: Cllr. Boden, Seconded: Cllr. Laws – Carried Unanimously

Cllr. Boden suggested that the position be advertised via the SLCC, Local Authorities, Job Centre and that councillors be asked to advertise the vacancy through social media, with the Town Council Website being the primary route for application.

It was further suggested that Peterborough City Council and the CPCA should be approached to see if they would also advertise the vacancy.

PROPOSAL: That the post be advertised as described above.

Proposed: Cllr. Boden, Seconded: Cllr. Singh-Gill – Carried Unanimously

PROPOSAL: That the job application sheet ask the questions as detailed in Cllr. Boden's summary sheet.

Proposed: Cllr. Boden, Seconded: Cllr. Laws – Carried Unanimously

Cllr. Boden suggests that two referees be sought for each applicant, with one of them being the current employer, if applicable.

Cllr. Wicks suggests that the referees should have known the applicant for at least two years. This was agreed.

PROPOSAL: That two referees be sought for each applicant, with one of them being the current employer.

Proposed Cllr. Boden, Seconded Cllr. Wainwright – Carried Unanimously

The final suggestion was on the make-up of the interview panel.

PROPOSAL: That the interview panel consist of The Mayor, Cllr. Laws and Cllr. Sennit-Clough.

Proposed: Cllr. Boden, Seconded: Cllr. Wainwright – Carried Unanimously.

Interim Arrangements

Emails to the clerk will be forwarded to Cllr. Laws for redistribution.

The CAB representative is not permitted to work on their own on Friday, so a rota of councillors will be instituted to man the office during the times when the CAB are seeing members of the public. Cllrs Wainwright, Miscandlon, Sennit-Clough, Bibb and Wicks have volunteered. Cllr. Miscandlon to draw up the rota.

Cllr. Miscandlon is to coordinate Room Bookings.

Cllr. Wainwright to undertake oversight & management of the Allotments.

PROPOSAL: That Cllr. Boden take on management of Scribe

Proposed Cllr. Miscandlon, Seconded: Cllr. Laws – Carried Unanimously

PROPOSAL: That Cllr. Boden Act as Temporary Proper Officer and to issue agendas for meetings and undertake all activities requiring the proper Officer

Proposed Cllr. Miscandlon, Seconded: Cllr. Wainwright – Carried Unanimously

Minutes for each meeting are to be taken by a member the council/committee. The minute taker to appointed in the first agenda item of each meeting.

Cllr. Dorling pointed out that the General Power of Competence that Whittlesey Town Council currently holds may be lost, depending on the qualifications of the successful candidate. This is likely to have little immediate effect but is noted.

Proposal: To approve feedback to the PRow consultation for Coates & Eastrea (response document attached) – Cllr Wainwright

A working party was agreed at a previous meeting to agree a response to the PRow consultation from CCC, but has been unable to meet.

Cllr. Wainwright stated that he had completed a response on those Rights of Way in his ward that he was familiar with, This document was not attached to the circulated papers as it was in the form of a very wide spreadsheet that would have been illegible when printed. Cllr. Bibb stated that he has also provided feedback on PRowS in his ward.

As the response is required on behalf of WTC, Cllr Wainwright is seeking approval to send his response (and Cllr. Bibbs response) on behalf of WTC. Response needs to be submitted by end of July.

PROPOSAL: As above.

Proposed: Cllr. Wainwright, Seconded Cllr. Laws. Carried Unanimously.

Proposal: To agree attendees to virtual LHI Panel meeting on 25th July – Cllr. Wainwright

The CCC Highways LHI Panel is to meet to discuss the two WTC LHI applications. Two attendees from WTC are invited. These were to have been Cllr. Wainwright, as he made the initial applications and has managed the process so far, and the Town Clerk. As the Clerk is leaving post before the meeting convenes, a second attendee is required.

Cllr. Laws volunteered to attend.

PROPOSAL: That Cllr. Laws attend the virtual LHI Panel meeting on 25th July in place of the Town Clerk.

Proposed: Cllr. Wainwright, Seconded: Cllr. Laws. Carried Unanimously

Proposal: To agree the substitutes for F & P, Planning & Projects to ensure all meetings are quorate – Cllr Laws

Some discussion took place about the best way to appoint substitutes for committee members unable to attend committee meeting to ensure that meetings are always quorate.

The Mayor and Cllr. Laws stressed the importance of members sending their apologies, in writing, to the meeting chair and the clerk in good time before any meeting they are unable to attend.

It was agreed that, rather than having named deputies, the member who cannot attend a meeting should nominate a substitute at the time of send their apologies.

PROPOSAL: That members unable to attend a committee meeting should send their apologies in writing to the chair of the meeting and the Town Clerk, naming another councillor as a substitute (with their agreement) in good time before the meeting in order that all meetings will always be quorate.

Proposed: Cllr. Laws, Seconded: Cllr. Wainwright – Carried Unanimously.

Proposal To appoint a town council representative to the JARL liaison group and request all outstanding minutes from the group – Cllr Bibb/Boden.

Cllr. Boden: at last meeting, public asked for change to correct inaccuracies & asked for minutes to be made public – this was agreed, but minutes have not yet been distributed. Then can put on WTC website.

Cllr. Bibb: asked to put this on the agenda as it is the item he is most contacted about. At times there has been no council representative at JARL meetings. Cllr. Bibb is willing to stand.

Cllr. Boden: it had been “2 councillors” – type not specified? With the resignation from the group of Cllr. Mockett there was the need for a second person.

Cllr. Laws: It is not always our choice for outside bodies. We can request a third representative, but it may be refused.

PROPOSAL: That this council appoint Cllr. Laws as a replacement for Cllr. Mockett, and request a 3rd councillor representative. If this is accepted, then Cllr. Bib to be appointed.

Proposed Cllr. Boden, Seconded: Cllr. Laws – Carried unanimously

F118/2025. To receive Councillor & outside body reports.

Climate Leaders Report attached from Cllr. Dorling.

Helping Whittlesey report attached from Cllr. Dorling

HMRC report attached – Cllr. Dorling

F119/2025. To report the draft minutes from the Finance & Policy Meeting of Monday 14th July 2025

The draft minutes from Monday 14th July were reported.

F120/2025 To report the financial documents.

- To report the bank reconciliation to 30th June 2025
- To report the list of payments & uncashed payments.
- To report the year-to-date figures — Members received the year-to-date figures

Cllr. Boden: The settlement of the damaged Kings Dyke bus shelter is moving forward slowly. At least partial responsibility has been accepted by CCC. A newly damaged bus shelter at Aldi is much more straightforward and a claim is being prepared against the driver who caused the damage.

Cllr. Wainwright: Voucher 52 has an incorrect account name entered against it. The clerk to correct this on the system.

PROPOSAL: That the financial documents as presented, with the correction of voucher 52, be accepted.

Proposed: Cllr. Boden, Seconded: Cllr. Wicks – Carried Unanimously

F121/2025. To report the minutes from the Planning Meeting on Monday 30th June

The minutes were reported.

F122/2025. To report the minutes from Community Projects meeting on Monday 30th June 2025

This item was withdrawn as an incorrect draft of the minutes was circulated. The correct minutes to be presented at the next meeting.

F123/2025. Consultations

There were no consultations.

F124/2025 Information only.

The War Memorials bulletin is available. Cllr. Laws to collect from the office, then pass on to Cllr. Wainwright.

F125/2025 Invitations.

There were no invitations.

F126/2025. Date of next meeting

Thursday 25th September 2025 at 6:30pm

F127/2025 — Exclusion of the press & public

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act, it is resolved that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items to be discussed at F112/2025

F128/2025. To discuss those items previously agreed at agenda item F112/2025

There were no items for discussion.

Meeting closed at 20.25



Cllr. Alex Miscandlon

Mayor

Whittlesey Town Council
