

# LITTLEPORT TOWN COUNCIL

## Minutes of the meeting held on 19<sup>th</sup> December 2022



Meeting started at 7.05pm

**In attendance:** Councillors Clive Webber (Chairman); Debra Jordan, Paul Cox, Eluned Dos Santos, Susan Green, Jo Webber; Rachel Gasgarth; Clive Allen; Julie Weaver.

There were no members of the public present.

**Town Clerk:** Diane Bayliss

**Members: 15 Quorum: 5 Vacancies: 0**

### **22/23.120 Apologies and Reasons for Absence**

It was proposed by Councillor J Webber, seconded by Councillor Allen, and resolved that apologies with acceptable reasons are approved from Councillor's Baptiste Guittet-Carriere, David Ambrose Smith, Christine Ambrose Smith, Geoff Norman and Lisa Malkin.

**Absent:** Councillor Sue Kerridge.

### **22/23.121 To receive any Declarations of Interest from Councillors**

*(Relating to items to be considered at the meeting in accordance with the provisions of the Council's Code of Conduct and related to the Localism Act 2011 s.31, s.33)*

None.

### **22/23.122 Chairman's Update**

Councillor Webber had no matters to report other than items already included on the agenda.

### **22/23.123 Open Forum for Public Participation (15 Minutes)**

*(At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman)*

No requests to speak had been received.

### **22/23.124 Minutes of Previous Meeting**

It was proposed by Councillor J Webber, seconded by Councillor Weaver and resolved that Littleport Town Council agree the minutes of the Parish Council meeting held on 21<sup>st</sup> November 2022

### **22/23.125 To Receive Committee Meeting Minutes**

**125.1** It was proposed by Councillor Jordan, seconded by Councillor Allen, and resolved that the Town Council receive the minutes of Planning Committee meetings held 31<sup>st</sup> October and 7<sup>th</sup> November 2022.

### **22/23.126 Matters Arising/Clerk's Report**

**126.1** There were no matters arising.

**126.2** The clerk's report was noted and will be uploaded to the councillor portal for information.

**22/23.127 Community Worker Reports**

- 127.1** Councillor J Webber gave a brief verbal report on behalf of the community Youth Worker.
- 127.2** The Community Link Worker Report was circulated at the meeting and highlights from it were drawn out by Councillor J Webber.

**22/23.128 Community Link Worker Contracts**

Councillor C Webber asked Councillors to consider extending the existing contracts for both the Community Link Worker, and the Community Youth Worker to make them permanent employees of the Town Council. The precept had been set to reflect this.

**It was proposed by Councillor C Webber, seconded by Councillor Dos Santos, and resolved that the council extend the contracts to make them permanent employees of the Town Council.**

**22/23.129 Financial Matters**

- 129.1** The Council were informed and noted that the National Joint Council had awarded a pay rise of £1 per hour for all council staff.
- 129.2** **It was proposed by Councillor C Webber, seconded by Councillor Jordan, and resolved that the bank reconciliations for November 2022 are approved.**
- 129.3** **It was proposed by Councillor C Webber, seconded by Councillor Jordan, and resolved that the account payments made on 5<sup>th</sup> December are noted.**
- 129.4** **It was proposed by Councillor C Webber, seconded by Councillor Jordan, and resolved that the account payments for 19<sup>th</sup> December are approved and paid.**

**22/23.130 Policy Updates**

- 130.1** **It was proposed by Councillor Jordan, seconded by Councillor J Webber, and resolved that the Council approve the updated Publication Scheme as presented by the Clerk.**
- 130.2** **It was proposed by Councillor J Webber, seconded by Councillor Green, and resolved that the Council approve the publication on the website of the Code of Conduct 2012 version.**

**22/23.131 Youth Building**

- 131.1** Councillor C Webber, reported that fit out of the youth building was almost complete.
- Pinboards/whiteboards and shelving had been fitted
  - The chairs had been repainted
  - Sanitary provision is in place
  - The cleaning contract has been awarded to Dane Havis who currently cleans the barn
  - Outside the Bike stands and the tarmac are still awaiting completion, these may be done by Friday 23<sup>rd</sup> but are more likely to move to the new year.
  - Councillor C Webber confirmed that the Town Clerk will manage the building, whilst the events held there will primarily be managed by the Community Youth, and Community Link workers.

**22/23.132 Highways Matters**

A request for a new bus shelter had been forwarded to the Council from the Combined Authority. The clerk will make further enquiries and bring the matter back to the next meeting for further consideration.

**22/23.133 County and District Councillor Reports**

**133.1** There was no report from the County Councillor.

**133.2** The District Councillor reported that the main topic of discussion currently are the Greater Cambridge Partnership proposals for a congestion charge in Cambridge. A consultation is due to be carried out and it is important that everyone responds as there are a number of concerns about the proposals.

**22/23.134 Community Feedback**

**134.1** A letter had been received from resident re Barley Way Park. The Clerk and Councillor J Webber will liaise and formulate a response stating that the mounds had been removed as part of an agreement with East Cambridgeshire District Council due to safety concerns.

**134.2** Further to the consultation responses, it was agreed that the council would not install a dog waste bin at New Road/Mow Fen Road.

**134.3** A request for additional street lighting at the path connecting Parsons Lane and Cornfield Road had been received. The Clerk will refer the parishioner to Cambridgeshire County Council who are responsible for Street Lighting.

**134.4** A complaint had been received about the encampment on the village green. A number of agencies including ECDC are involved in trying to address this situation. The gentleman will be advised that the situation is being addressed.

**22/23.135 Motion to Exclude the Public and Press**

**It was proposed by Councillor Jordan, seconded by Councillor Dos Santos, and resolved that the meeting should be closed to the public and press at 20.03pm.**

**22/23.136 HR Matters**

The Town Clerk had passed the probation period satisfactorily. It had been agreed that from January 1<sup>st</sup> 2023 the clerk's hours will be increased from 25 hours per week to 30 hours per week.

General staffing matters were discussed, and **it was proposed by Councillor Green, seconded by Councillor Dos Santos, and resolved that Councillor Weaver and the Clerk will liaise to review the payroll.**

**22/23.137 Motion to Reopen the Meeting to the Public and Press**

**It was proposed by Councillor Gasgarth, seconded by Councillor J Webber, and resolved that the meeting be reopened to the public and press at 8.25pm**

**22/23.138 Date of Next Meeting (The Barn)**

Full Council: 16<sup>th</sup> January 2023

Planning Committee: 9<sup>th</sup> January 2023

Meeting closed at 8.25pm

Signed:

Date: