

LITTLEPORT TOWN COUNCIL

Minutes of the meeting held on 16th January 2023



Meeting started at 7.00pm

In attendance: Councillors Clive Webber (Chairman); Julie Weaver; Geoff Norman; Sue Kerridge; Rachel Gasgarth; Jo Webber; Christine Ambrose Smith; Lisa Malkin; Debra Jordan (arrived at 7.16pm); Eluned Dos Santos (arrived at 7.28pm).

There were no members of the public present.

Town Clerk: Diane Lane

Members: 15 Quorum: 5 Vacancies: 0

22/23.138 Apologies and Reasons for Absence

It was proposed by Councillor Malkin, seconded by Councillor C Ambrose Smith, and resolved that apologies with acceptable reasons are approved for Councillor Allen, Councillor Green, and Councillor D Ambrose Smith.

Absent: Paul Cox, Baptiste Guittet-Carriere.

22/23.139 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)

No declarations of interest were declared.

22/23.140 Chairman's Update

- A letter had been received from the Active Learning Trust, advising the Council that Littleport and East Cambs Academy (LECA) will be transferred to a different academy trust which has been assessed as having the capacity to improve the academy. The decision regarding which academy trust this will be has yet to be made.
- A Thermal Imaging Camera Loan Scheme set up by East Cambs District Council (ECDC), encouraging Parish Councils and other Community Groups to borrow up to three cameras at a time in order to survey homes in their local area (where the home owner has asked for a survey), to see if their property is leaking heat.
Action: The clerk will obtain the criteria from ECDC.
- The Grange Lane S106 agreement needs to be reviewed by a solicitor, before it comes to Council for approval. Further information on the agreement is currently being sought from ECDC.
- The remainder of the S106 claim is to be made before the end of this financial year. Car park into the claim then use the precept to pay for the CCTV cameras

22/23.141 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 from members of the public.

22/23.142 Minutes of Previous Meeting

It was proposed by Councillor C Ambrose Smith, seconded by Councillor Gasgarth, and resolved that Littleport Town Council agree the minutes of the Parish Council meeting held on 19th December 2022

22/23.143 To Receive Committee Meeting Minutes

143.1 It was proposed by Councillor C Ambrose Smith, seconded by Councillor J Webber, and resolved that the council receive Minutes of Planning Committee meetings held 28th November, and 19th December 2022.

22/23.144 Matters Arising/Clerk's Report

144.1 There were no matters arising from the previous minutes.

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

22/23.145 Community Worker Reports

145.1 Councillor J Webber gave a brief overview of the Community Youth Workers report.

145.2 The Community Link Worker Report had been circulated prior to the meeting and highlights from it were drawn out by Councillor J Webber.

22/23.146 CAPALC SGM 25th January 2023

It was proposed by Councillor Norman, seconded by Councillor Kerridge, and resolved that Councillor C Webber will attend the CAPALC SGM on 25th January and will vote in favour of the amendments to the articles of association.

22/23.147 Financial Matters

147.1 It was proposed by Councillor Norman, seconded by Councillor Weaver and resolved that the bank reconciliations for December are approved.

147.2 The account payments for 9th January 2023 (Appendix 1) were noted by the Council.

147.3 It was proposed by Councillor Norman, seconded by Councillor Weaver and resolved that the account payments 16th January 2023 (Appendix 2) are approved and paid.

147.4 The budget reports had not been circulated before the meeting. They will be uploaded to the VSM share folder and be sent to Councillors before the next meeting.

147.5 It was proposed by Councillor J Webber, Seconded by Councillor Dos Santos, and resolved that the Town Clerk is added as the primary contact for the Barclays bank account.

22/23.148 Internal Auditor

The quotation from LGS for internal audit services had not been received, therefore this item was deferred until the next meeting.

22/23.149 Policy Updates

149.1 There were a number of queries related to the multi-pay card policy, therefore, this item was deferred for discussion at the next meeting.

149.2 This item was deferred for discussion at the next meeting as Councillors had not accessed the documents online before the meeting.

22/23.150 Youth Building

150.1 The chairman reported that the fit-out of the centre is almost complete.

150.2 The Clerk had recommended that a notice board should be erected outside the new community building in order to promote the work of the Town Council, and the various youth and older people's initiatives that are being carried out.

It was proposed by Councillor Kerridge, seconded by Councillor Malkin, and resolved that the council purchase an oak noticeboard to be erected outside the new community building.

Other locations throughout the Town for additional noticeboards will also be investigated.

Action: Clerk will check what type of glass is to be used before ordering the noticeboard.

22/23.151 Highways Matters

Further to a request for a bus shelter outside the Doctors surgery, Councillor Gasgarth will investigate the site, and bring a report back to a future meeting for consideration. It was also agreed that Councillor C Ambrose Smith would carry out an inventory of the bus shelter locations throughout the town.

It was suggested that the bus shelters may be suitable locations for noticeboards. The Clerk will investigate costings.

22/23.152 Cemetery Matters

Further to a request from the War Graves commission, the Council had been asked to consider waiving any charges related to the erection of headstones, or inscriptions in Littleport Cemetery.

It was proposed by Councillor Norman, seconded by Councillor Gasgarth, and resolved that the Town Council allow all works to War Graves to be carried out free of charge in perpetuity.

22/23.153 County and District Councillor Reports

153.1 District Councillors Report - no meetings since Christmas/opposing the congestion charge/encampment/grants from Sanctuary/interactive wall/

153.2 County Councillors Report

- The County Councillor was not present; however, he had asked for it to be noted that he had been contacted by a number of residents about the state of the roads in and around Littleport.

22/23.154 Motion to Exclude the Public and Press

That the public (including representatives of the press) be excluded during the consideration of the remaining item No 2022-23/155/156 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category 1 & 2 Part 1 Schedule 12A to the Local Government Act 1972 (as amended)

It was proposed by Councillor C Ambrose Smith, seconded by Councillor Norman, and resolved that the meeting is closed to the public and press at 8.31pm

22/23.155 HR Matters

The clerk reported that a meeting had been held with the head groundsman who had requested a reduction in hours from full time to 3 days per week from 1st April 2023. The days to be worked will be Monday to Wednesday, subject to change where required to cover burials during holiday, or sick leave.

It was proposed by Councillor Ambrose Smith, seconded by Councillor Norman, and resolved that the Council approve the reduction in hours for the head groundsman, from full time, to three days per week from April 1st 2023.

22/23.156 LECA

This information was in the public domain and had been noted earlier in the meeting under the Chairman's Update.

It was proposed by Councillor Jordan, seconded by Councillor Malkin, and resolved that the meeting should be reopened to the public and press at 8.42pm.

22/23.157 Date of Next Meeting (The Barn)

Full Council: 20th February 2023

Planning Committee: 30th January 2023

Meeting closed 8.43pm