

MARCH TOWN COUNCIL

Minutes of the **ANNUAL MEETING** of March Town Council held on 15 May 2023 in The Skoulding Suite at March Town Hall commencing at 7.15pm.

Present	Councillor	M Purser G Christy	Town Mayor Deputy Mayor
	Councillors	S Court J French S Harris H Orbell T Taylor	M Field K French J Lawler N Spencer A Woollard
	Town Clerk		S Lemmon
	Assistant Town Clerk		S Taylor
	Public		34

23 Apologies for Absence

Apologies were received from County Councillor J Gowing.

24 Welcome and Introduction

Following a Guard of Honour provided by the March Air Cadets for the outgoing Mayor, Cllr K French, Cllr French welcomed everyone to the meeting and congratulated everyone on becoming elected onto March Town Council. Prior to the meeting commencing, Cllr French made the following statement:

“During the forthcoming weeks, if any newly elected Councillors need any advice, please contact the Town Clerk or the Assistant Town Clerk, as necessary.

Normal office hours are as follows:

Mondays to Wednesdays 8.00am to 3:30pm.
Fridays 8.30am to Midday.

The March Town Council telephone number is 01354 653709.
The Clerk’s mobile number is available to Councillors, please ask.

During a normal week, the Town Clerk works on Mondays, Tuesdays and Wednesdays, and the Assistant Town Clerk, works on Mondays, Wednesdays and Friday mornings.

Councillor training dates and information will be circulated as and when such details become available. Please check your emails regularly and attend training sessions to enable you to understand and discharge your Councillor duties fully and effectively. I would strongly urge Councillors to use the resources available on the NALC (National Association of Local Councils) and CAPALC (Cambridgeshire and Peterborough Association of Local Councils - a membership organisation affiliated to NALC) websites, who also offer training sessions.

This evening's meeting will not include a great amount of general business but, in the main, will clear all the formalities for your four-year term of office. You will be provided with a selection of documents this evening. Please study them carefully.

25 Nomination and Declaration of Town Mayor

The retiring Mayor, Councillor K French, made her outgoing remarks and thanked Councillors and the Mayor's Cadet for their assistance during her term of office.

Councillor K French then nominated Councillor M Purser as Mayor of March for the forthcoming year. This was seconded by Councillor by Cllr J French, with all in favour. Councillor K French then officially handed over the robes and chain of office to Councillor Purser.

Councillor Purser accepted the post, delivered a speech of his aspirations and gratitude and signed his "Declaration of Office". He thanked the outgoing Mayor for all her efforts and stated that he would do everything in his power to carry out his duties for the benefit of the people of March.

26 Nomination and Declaration of Deputy Town Mayor

Councillor Purser then nominated Councillor Christy as Deputy Mayor of March. This was seconded by Councillor J French, with all in favour.

Councillor Purser then officially handed over the appropriate robes and chain.

Councillor Christy accepted the post, stated he would do all he could to assist the Mayor and the town of March and signed his "Declaration of Office".

27 Agreement of Mayor's Allowance

Councillor Purser declared a prejudicial interest and left the room whilst the Mayor's allowances were being discussed.

Councillor Christy took the Chair for this agenda item only.

It was unanimously agreed that the following allowance would apply for 2023 / 2024:

£3,450.00p.

This amount coincides with that provided within this year's budget.

28 Declarations of Office

Following items 25 and 26, all Councillors present signed their Declarations of Office and completed their office information sheets and returned both to the Assistant Town Clerk.

29 Register of Members Interests

All Councillors present were requested to complete their "Register of Members Interests" form within the following fourteen (14) days and return it to the office as soon as possible. This is a legal requirement.

Councillors were given the latest copies of the following documents:

- a) Standing Orders
- b) March Town Council Financial Regulations
- c) Model Code of Conduct
- d) Model Councillor-Officer Protocol
- e) "Helpful Information" sheet

The Clerk stressed the importance of Councillors familiarising themselves with these documents thoroughly at their earliest possible opportunity.

In addition, the Ceremonial Robes were distributed to each Councillor who signed acknowledgement forms indicating possession thereof.

30 Dates of Council Meetings for 2023 / 2024

The dates for the 2013 / 2024 meetings were agreed as presented (See Appendix 1).

31 Appointment of Committee Members & Council Representatives

It was agreed to appoint Committee Members and Council Representatives in accordance with Appendix 2 (2 pages).

32 Public Participation

Since nobody had given the requisite notice to the Clerk to enable them to address the meeting, no public participation took place.

33 Minutes of Meetings

The minutes of the following meetings were agreed and signed by the Mayor:

Main Council Meeting of 3 April 2023.

Annual Assembly of 17 April 2023.

Planning Sub-Committee Meeting of 17 April 2023.

34 Matters Arising

Re Main Council Meeting 3 April 2023

- | | |
|----------|---|
| Minute 7 | Cllr J French updated Councillors on the progress of the drainage works. |
| Minute 8 | Cllr J French advised that the benches on the Market place would remain for the time being, although benches had been reconfigured due to misuse of the car park, with additional bollards being installed to prevent improper access/egress. |

35 Planning Applications

The Town Clerk advised new councillors that the Town Council is a planning *consultee*. The Town Council can make *recommendations* to the local planning authority – Fenland District Council, and she summarised the main planning reasons for any objections to an application.

Because of their positions on the Fenland District Council Planning and Development Committee and their commitment to Paragraph 28 of the Fenland District Council Code of Conduct, Councillors M Purser and J French declared a personal interest and took no part in the discussions relating to planning matters. Councillors Purser and J French left the debating table for the entirety of this agenda item.

*Application
Number*

*Name & Address of Applicant, Details of Application,
and Recommendation of March Town Council.*

F/YR23/0334/F

Mr J Bligh, 19 Queens Street.
Erect a single-storey rear extension to existing dwelling
involving the demolition of existing side/rear single-storey
element at Marboro, 19 Queens Street, March.
Received: 24 April 2023
Reply by: 15 May 2023
Recommendation: Approval

F/YR23/0339/F

Mr N Ayres, 10 Laburnam Grove, March.
Agent: L Bevens Associates Architects Ltd.
Erect a single-storey rear extension to existing dwelling
involving the demolition of conservatory at 10 Laburnam
Grove, March.
Received: 26 April 2023
Reply by: 17 May 2023
Recommendation: Approval

F/YR23/0340/F

Mr R Khan, 5 Wyken Close, Luton
Agent: Peter Humphrey Associates Ltd
Erect 1 x dwelling (2-storey 4-bed) with detached garage
involving demolition of function centre at Whitemoor Road
Function Centre, Whitemoor Road, March.
Received: 26 April 2023
Reply by: 17 May 2023
Recommendation: Approval

F/YR23/0343/F

Ms Rebecca Bush/Chris Lynn, 148 Norwood Road, March.
Agent: Donald Insall Associates, Ely.
Use of part of domestic garage for home office and the
installation of solar panels to garage roof, and erection of a
shed and greenhouse within the curtilage of existing
dwelling involving the removal of existing outbuildings at
148 Norwood Road, March.
Received: 27 April 2023
Reply by: 18 May 2023
Recommendation: Approval

F/YR23/0344/LB

Ms Rebecca Bush/Chris Lynn, 148 Norwood Road, March.
Agent: Donald Insall Associates, Ely.

Internal and external works to a listed building including external repairs, replacement windows, installation of bathroom fixtures involving removal of internal stud walls at 148 Norwood Road, March.

Received: 27 April 2023

Reply by: 18 May 2023

Recommendation: Approval

F/YR23/0357/F

Mr & Mrs Hill, 100 Nene Parade, March.

Agent: Morton & Hall Consulting Ltd

Erect a dwelling (2-storey 2-bed) at 100 Nene Parade, March.

Received: 3 May 2023

Reply by: 24 May 2023

Recommendation: Approval

F/YR23/0370/O

Mr Tony Byrne, March East Developments Ltd.

Agent: Artisan PPS Ltd, Ipswich.

Erect up to 130 dwellings (outline application with matters committed in respect of access at Land to South of Barkers Lane, March.

Received: 4 May 2023

Reply by: 25 May 2023

Cllr K French declared a personal interest in this matter and left the debating table.

Recommendation; Objection.

The Town Council is concerned about flooding issues at the location and continued complaints regarding sewerage from nearby residents. It recommends restrictions be imposed on home owners regarding surface materials in the event of future driveway replacement to minimise risks of flooding. The recommendations of the archaeology report must be observed and implemented. Concerns regarding increased traffic flow on Barkers Lane and the safety of pupils at the adjacent school. Crucially, the Report from Barratt & David Wilson Homes at 4.7 states that third party land would be required to deliver satisfactory access to the site from Barkers Lane. It states that “vehicular access from Barkers Lane has been ruled out”. This therefore conflicts with the proposals to deliver safe and satisfactory access from Barkers Lane.

F/YR23/0379/F

Miss Nicola McGing, 151 Norwood Road, March.
Agent: Morton & Hall Consulting Ltd
Erect a single-storey rear extension including demolition of existing single-storey element at 151 Norwood Road, March.
Received; 3 May 2023
Reply by: 24 May 2023
Recommendation: Approval

F/YR23/0378/F

Mr Paul Richardson, 130 Upwell Road, March.
Agent: Morton & Hall Consulting Ltd.
Erect a single-storey rear extension to existing dwelling at 130 Upwell Road, March.
Received: 4 May 2023
Reply by: 25 May 2023
Recommendation: Approval

36 Rural/Market Town Group Membership

The Town Council had enjoyed a free 6-month trial membership to the Rural/Market Town Group, an organisation which, along with the Rural Services Network, argues for fairer funding for public services in rural areas. Paying membership of £182.00 pa is now due. Councillors voted unanimously in favour of remaining in the Group and authorised payment of the subscription fee.

37 Upgrade to Scribe Accounting Package – Allotments

The Clerk advised that she was investigating the purchase of the Scribe Allotments Package and sought approval from Councillors to proceed with the upgrade if she and the Assistant Town Clerk felt that the package would be beneficial following a full demonstration later in the month. Councillors voted unanimously in favour of the purchase if the Clerk was duly satisfied.

38 Schedule of Accounts

The Schedule of Accounts, as circulated, was agreed.

There being no further business, the meeting closed at 9:00pm.

Councillor Mark Purser 5 June 2023
Mayor of March.

Appendix 1

Dates of March Town Council Meetings for 2023 / 2024
to be held in The Skoulding Suite at the Town Hall, March,
commencing at 7.15pm unless otherwise stated.

2023	5 & 19 June	
	3 & 17 July	
	7 & 21 August	
	4 & 18 September	
	2 & 16 October	
	6 & 20 November	
	4 & 18 December	
2024	8 & 22 January	
	5 & 19 February	
	4 & 18 March	
	8 April	
	22 April *	Main Meeting (formerly "Annual Assembly" (with Planning after)
13 May *	Annual Meeting (incl Planning)	

Please note that, in general, the first Monday of the month is a Main Council Meeting and the third Monday of the month is a **Planning Committee Meeting**.

As an advance notice, the Annual Museum Liaison Meeting will be held on Monday **27** November 2023 at 7.30pm at March Museum.

Town Council Representatives - 2023/2024

Museum Liaison Committee (3)	Councillors M Purser, J French, H Orbell, J Lawler
Christmas Lighting Committee (7)	Councillors M Purser, M Field, S Court, G Christy (plus non-Councillors)
Personnel & Admin Committee(3)	Councillors J French, K French + The Mayor, M Purser
Planning Committee (min 6)	Councillors M Purser (Chairman), S Harris, M Field, A Woollard, S Court, G Christy, J Lawler, H Orbell, N Spencer
Town Centre Management & Environmental Enhancement Working Party (3)	Councillors J French, A Woollard, J Lawler, M Field
Band Concert Supervisor	Done on weekly basis per draw held in June each year
Allotment Overseers:	
Peyton Avenue	Councillor K French
Wimblington Road	Councillor G Christy
West End / West End Yardy	Councillor A Woollard, T Taylor
Grandford	Councillor J French
Robingoodfellows Lane	Councillor J Lawler
Bank Account Signatories	Councillors Purser, J & K French, Court
Nat. Savings Signatories	Councillors J French, K French & S Lemmon
MVAS (mobile vehicle activated signs) (3)	Councillors M Field, H Orbell, S Harris
March Events (1)	Councillor J French

Council Representation to Outside Organisations.

March Almshouses & Pensions Charities (3 year term of office)	Mrs Linda Peckett & Mr John Orbell (Re-appointed May 2023)
Cambs & P'boro Association of Local Councils (CAPALC)	Councillor M Purser (although ALL Councillors are invited to attend meetings)
CAPALC Liaison Sub-Committee	Councillor M Purser
CAPALC Assembly Representative	Councillor M Purser
March Educational Foundation (4 year term of office) (3)	Councillor Field (May 2023) Councillor H Orbell (May 2023) Councillor M Purser (May 2023) Councillor C Elkin (May 2020)
Middle Level Commissioners (1)	Councillor J French
Fenland CCTV Liaison Group	Councillor K French (Reserve M Purser)
Young People March (2)	Councillors A Woollard, M Field
March Summer Festival Committee (9)	Councillors [] ** to be confirmed at a later date
Community Rail Partnership	Councillor G Christy
Police Liaison	Councillor K French