

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 17 AUGUST 2017**

PRESENT: Mrs S CONBOY: Town Mayor;
Councillors: R TAPLIN (Deputy Mayor) G CAMPBELL; A HOOKER; D KING; Ms J MACLEOD; P MALLEY; A
McINNES; P MORGAN; Mrs M RADFORD; Ms K SPOWART; D UNDERWOOD; C VANE
PERCY; G WILSON; Mrs S WILSON; Mrs S WORTHINGTON; J YOUNG

Town Clerk: Mrs M CRAMPTON
Mace Bearer: Mr M WILLIAMS

3 members of the public were in attendance

ACTION

17/123 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

All present.

17/124 DECLARATIONS OF INTEREST

CLLR CAMPBELL: re approval of designs for Judith's Field as has worked with Architect;
CLLRS G WILSON, Mrs S WILSON and Mrs S CONBOY: draft response on future of Children's
Services; CLLR VANE PERCY: any discussion relating to Mill Steps as he owns adjoining
property.

17/125 MINUTES OF PREVIOUS MEETING

The Minutes of the Town Council meeting held on 20 July 2017 were duly APPROVED and
signed as a complete and accurate record.

17/126 PUBLIC PARTICIPATION SESSION

Ms Sadler addressed the Town Council in respect of the planning application for land north
of 13 Anderson Crescent. Ms Sadler expressed her concern about several issues including
lack of proper provision for street lighting, the condition of the un-adopted road, drainage
and surface water flooding in the area, the lack of proper pavement, concerns that the
original sewers would not be able to cope and the speed and safety issues relating to the
access road to the garage area which could be used by up to 50 residents. A further point
was made that the proposed development included provision of assisted living
accommodation, but there was no guarantee it would remain in use for this purpose.

Ms Sadler was thanked for her attendance and comments.

17/127 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR advised that the Town Office would be open from 9am-12 noon on 6
September as the Clerk and Deputy would be attending the SLCC Regional Training
Conference.

THE MAYOR was extremely pleased to announce that the Deputy Clerk had successfully
passed her CiLCA (Certificate in Local Council Administration). Cllrs gave her a round of
applause and THE MAYOR would send congratulations from the Town Council to Vicky.

THE MAYOR reported that the Deputy Clerk would be on holiday the following week.

THE MAYOR asked all portfolio groups to ensure agendas and dates for meetings were
circulated to all Cllrs and asked Cllrs to offer contributions on items to the Chair of the

portfolio if they were not able to attend.

All Cllrs

THE MAYOR reminded all present that the Charity Car Boot Sale would take place on 19 August and thanked those Cllrs who had offered to help.

All Cllrs

THE MAYOR asked all Cllrs to ensure they had sent an RSVP to the office in respect of invitations to the Civic Service on 8 October and the Civic Supper on 14 October.

All Cllrs

17/128 OUTSTANDING ACTIONS

CLLR G WILSON advised that a report from the Planning Inspector on the draft Neighbourhood Plan had been received. It asked HDC and the Town Council to check the facts such as street names were correct, but did not permit comment on the report. Once the Town Council and HDC had agreed the facts, the report would be returned to the Planning Inspector. It was hoped to go out to referendum in November/December.

The Town Clerk would write again to the Head of Resources to ask for a response on the ongoing issue of land ownership and responsibility for trees on The Avenue. It was noted that this matter had been outstanding for 10 months and the Town Council were increasingly frustrated at the lack of progress.

Town Clerk

17/128.1 Draft responses on the following were discussed and approved:

- HDC Parking Survey: The survey concentrates on car parks rather than car parking. Town Clerk would respond with the Town Councils views on the wider issues.
- Consultation on Children's Services: The Town Council is keen to retain the services provided in Godmanchester
- Consultation on the future of Fire & Rescue Services: The Town Council supports the views of the Fire & Rescue Services
- Consultation on Draft Local Plan: The draft response was approved and would be submitted by the deadline of 25 August 2017. Cllrs were reminded that it was important that they were all familiar with the content of the Draft Local Plan to 2036.

Town Clerk

Town Clerk

Town Clerk

Town Clerk

All Cllrs

17/129 CORRESPONDENCE

The list of correspondence received was noted.

The Town Clerk confirmed Savills had confirmed the increase in rent for the Allotment Land which had increased by £25 per annum.

THE MAYOR confirmed that the problem with pigeons and pigeon mess in the underpass in Cambridge Road would be resolved through HDC. It had previously been agreed to install netting to prevent the birds from roosting, but now it had been agreed that anti-bird spikes would be installed and the birds removed. It was hoped work would be carried out by the end of the year and HDC would be asked to ensure regular cleaning was carried out in this area until a permanent solution had been provided.

Town Clerk

THE MAYOR confirmed she would be travelling to Szentendre as part of the Civic group attending the Youth Festival. It was not yet known if any Godmanchester residents would be taking part in the festival.

17/130 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 17/130 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

For the benefit of members of the public present CLLR S WILSON explained the process followed by the Town Council in responding to planning consultations and the requirement

to make recommendations based on material planning reasons.

A request had been made for provision of a disabled parking bay in West Street opposite the entrance to Oak Tree Court. Following discussion, it was AGREED the Town Clerk would respond to the consultation to advise the Town Council did not support this application.

Town Clerk

17/131 PROPERTY REPORT

CLLR CAMPBELL presented a report which was noted. CLLR CAMPBELL was delighted to note that the new Mayoral Board had been installed and all names were now legible. CLLR CAMPBELL reported that the floor in the large hall in the QES would have to be replaced. Options were being considered. As part of the conditions attached to the grant from WREN the Town Council was required to ensure regular publicity of the project progress and WREN required details of the official opening ceremony. CLLR CAMPBELL asked Cllrs to think about an appropriate person to be asked to officiate at the opening ceremony.

All Cllrs

CLLR CAMPBELL confirmed he and the Town Clerk would be meeting a solicitor to discuss the Town Council's position with regards responsibility for the sluice at Mill Yard and the terms of a 1951 agreement. A further report would be made to the September meeting.

CLLR CAMPBELL proposed that the design for the Judith's Field Building improvements be approved and Campbell McCrae be appointed for the next phase of work, which would take the project up to competitive tender. It was noted that a public toilet, accessible from outside the building was not included in the design. The fee proposal from Campbell McCrae, and all drawings were AGREED.

17/132 FINANCIAL AND ACCOUNTS

17/132.1 The list of payments to be made in Appendix 17/132.1 was APPROVED.

Town Clerk

17/132.2 Councillors received a copy of the salary payments, Petty Cash Reconciliation for the period to 17 August, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation approved by the DEPUTY MAYOR.

17/132.3 The Town Clerk confirmed the old cooker from the QES had been sold for £80.

The Town Council AGREED this sum could be donated to the Mayor's Charities

Town Clerk

17/132.4 The Town Clerk confirmed that the Cambs & County bank account required a 95 day notice period to close the account and recommended this was done now to ensure cash flow during the QES refurbishment project. This was AGREED and CLLR G WILSON and CLLR VANE PERCY were asked to sign the request to close the account.

Town Clerk

17/133 OFFICE EQUIPMENT

CLLR SPOWART presented a report which was noted. It was AGREED to provide a wireless printer, CCTV monitor and CO detector for the upstairs room at a cost of up to £650 + VAT.

Town Clerk

17/134 HONORARY FREEMEN BADGES

CLLR HOOKER presented a report which was noted. It was AGREED to provide a lapel badge for members of the public awarded the title of Honorary Freeman. The cost of £182.50 was AGREED and the Town Clerk would place an order, with the badges to be presented to Honorary Freeman of the Town at the Civic Service on 8 October.

Town Clerk

17/135 CIL EXPENDITURE

CLLR G WILSON presented figures showing projects the Town Council might wish to consider progressing using CIL income, together with an estimate of CIL income. He advised Cllrs that we were required to report back to HDC on an annual basis on how CIL money had been used and if not used for improvements to the infrastructure within a set timescale, it was possible that HDC could claim the money back. It was therefore important that a

formal programme of projects be drawn up, agreed and prioritised. Cllrs were invited to discuss possible additional projects within their Portfolio Groups and send details to CLLR G WILSON so this draft schedule could be updated and put to the Town Council for approval at the October Town Council meeting.

All Cllrs

CLLR VANE PERCY left the meeting at 21.19

17/136 EQUALITY POLICY

CLLR SPOWART presented a report, the contents of which were noted. Subject to minor amendments, it was AGREED that the Equality Policy would be adopted with immediate effect.

17/137 PERSONNEL

CLLR SPOWART presented a report, the contents of which were noted. It was AGREED that the Town Clerk would recruit 3 Facilities Assistants to cover 90 working hours per month.

Town Clerk

17/138 BUSINESS PLAN

CLLR SPOWART presented a report together with additional spreadsheets, the contents of which were noted. CLLR SPOWART explained that the re-drafted Business Plan was linked to the budget and could be used by each portfolio group to review activities in the current financial year, and plan/budget for activities and projects in future years. CLLR SPOWART confirmed it would be a rolling plan and adjusted as progress was made or activities arranged during the year. It would be subject to revision and amendment by each Portfolio Group, but any amendments would be carried out in the Town Office to avoid duplication or confusion. This document would ensure Cllrs and staff achieved agreed objectives during the year. The format of the Business Plan was APPROVED and it was AGREED the Town Clerk or Deputy Town Clerk would attend working party meetings to support the Portfolio Groups in their budget planning and forward planning to ensure the Business Plan reflected the current aims and future aspirations of the Town Council. Once drawn up and agreed, future CIL expenditure could be linked to this document.

17/139 TREE POLICY

CLLR TAPLIN presented a report, the contents of which were noted. Clarification was required on what was meant by "seasonal phenomena" but it was AGREED to adopt the draft Tree Policy subject to this phrase being explained in more detail.

17/140 FLAG POLICY

CLLR TAPLIN presented a report, the contents of which were noted. It was AGREED to adopt the draft Flag Policy and CLLR TAPLIN would investigate costs of provision of various flags and begin work to commission design of a Godmanchester Town Flag. It was AGREED to purchase a replacement Union Flag. A budget of up to £300 was APPROVED for progressing these matters. CLLR KING would look into a way forward for sharing flags with our Twinned Towns.

Cllr Taplin

Cllr King

17/141 ENVIRONMENT REPORT

CLLR HOOKER presented a report, the contents of which were noted. It was AGREED to place an order with FLP for repairs to play equipment totalling £1854.83.

Town Clerk

It was AGREED in principle that the Town Council should start to set aside funds over the next 4 years for the future replacement (and removal) of Logworld. This would be discussed when preparing the budget.

It was AGREED the Town Clerk would write to residents with access to Buttermel to request that they provide evidence of their continued access directly onto the field for 20 years or

Town Clerk

more. If residents were able to prove this we would confirm their permission for direct access onto Buttermel. If not, the Town Clerk would confirm in writing they did not have the right to access Buttermel from their property.

It was AGREED to erect double sided no mooring/details of the recently planted willow trees signs on the Recreation Ground at a cost of £320.

The decision on frequency of bin emptying from the end of September would be discussed at the next Environment Portfolio meeting.

**Environment
Portfolio**

The Town Clerk would obtain a cost for clearing the epicormics growth from the base of Lime Tree on the War Memorial Green.

Town Clerk

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 21 SEPTEMBER 2017 IN THE TOWN HALL STARTING AT 7.30pm

The meeting ended at 22.15pm

Mayor