

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 18th AUGUST 2011

PRESENT: A WELTON: Town Mayor
Councillors: Mrs S WORTHINGTON: Deputy Mayor; D BROWN; R BUTCHER; R COXHEAD; P GODLEY; Ms J MacLEOD; A MARTIN; Ms D MIDDLETON; N PAULEY; C RICHARDSON; D TAYLOR; D UNDERWOOD; C VANE PERCY; N WELLS; G WILSON; Mrs S WILSON

Town Clerk: Mrs M LIDDIARD
Mace Bearer: Mr F CARTER

3 members of the public were in attendance

ACTION

11/121 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR TAYLOR: holiday; CLLR WILSON and CLLR Mrs WILSON: prior engagement.

11/122 DECLARATIONS OF INTEREST

CLLR Ms MIDDLETON: any item relating to Wood Green as friends work there; CLLR RICHARDSON: any item relating to Roman Way as he lives there.

11/123 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 21ST July 2011 were duly APPROVED and signed as a complete and accurate record.

11/124 PUBLIC PARTICIPATION SESSION

Mr Thackray addressed the Town Council of behalf of GMCiB and asked the Town Council to consider placing up to 9 hanging baskets on lamp-posts in Cambridge Street/Cambridge Road. He also reported that the Anglia in Bloom judges had been delighted with their visit to Godmanchester and confirmed the town has been put forward in two special categories. Results would be known on 13th September. THE MAYOR thanked Mr Thackray and his team for their continued enthusiasm and hard work.

The monthly draw of the 800 club took place.

11/125 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR thanked those who had been able to join him for the social occasion on the previous Sunday.

THE MAYOR thanked members of the Council for setting up and leading working parties on various issues.

THE MAYOR confirmed he had represented the Town on 6 occasions since the last meeting and the DEPUTY MAYOR had represented the Town on 1 occasion.

THE MAYOR advised that Szentendre (one of our twin towns) had made a request for Godmanchester Town Council to provide furnishings for a room in a house in Szentendre which would be available for the Town Council to use when visiting for Twinning events. It was AGREED that even if suitable items were donated, the cost of transportation would be high and therefore the Town Council would not provide furnishings. Town Clerk would write to Chairman of Twinning Association seeking further information on how the grant made to the Twinning Association was spent. THE MAYOR confirmed several events would take place in September which would incur costs for the Town Council and he requested an adjustment to the Twinning Budget to cover these expenses. A sum of £500 was AGREED.

THE MAYOR confirmed that CLLR COXHEAD would be the Town Council's representative on the Huntingdon and Godmanchester Market Town Transport Strategy, assisted by CLLR MARTIN.

Town Clerk

11/126 TOWN CLERK'S REPORT ON MATTERS ARISING

A report was presented on outstanding matters.

CLLR BROWN confirmed two options for use of space in the Judith's Field building would be presented to the Town Council for consideration at the September meeting.

Clr Brown

CLLR BROWN confirmed that HDC had arranged for an independent assessment of the damp issues in the QES. A summary and breakdown of costs had been requested and would be forwarded to the Town Clerk.

Clr Brown

Information received earlier in the year regarding the Queen Elizabeth II Field Challenge would be forwarded to CLLR BROWN and CLLR COXHEAD.

Town Clerk

11/127 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 11/127 were considered. The Town Clerk would advise HDC of the Council's recommendations. The Town Clerk would respond to a letter from January's regarding future development of Bearscroft Farm, to confirm the Town Council's view that it did not wish any part of Judith's Field to be included in January's development plans, and the area would be retained for recreation purposes.

Town Clerk

CLLR Ms MIDDLETON would re-draft a letter to a resident in Roman Way regarding anti-social behaviour issues which was considered too long.

Town Clerk

Clr Middleton

11/128 CORRESPONDENCE

CLLR BROWN confirmed he had downloaded several free templates on a variety of topics from Cambridgeshire ACRE. He requested the Town Council purchase a copy of a booklet entitled 'Your Village Hall Management Committee' at a cost of £8.00 + p&p. This was AGREED.

Town Clerk

CLLR Mrs WORTHINGTON reported the Senior Citizens club had been advised by a gas engineer that the boiler in the Town Hall would need to be replaced and they asked for confirmation of the Town Council's responsibilities in this matter. CLLR Mrs WORTHINGTON would review the lease and respond.

Clr Worthington

11/129 TOWN COUNCIL NEWSLETTER

Items for inclusion in the next newsletter were discussed. It was AGREED all articles would be forwarded to the Town Office by Friday 2nd September. Colin Hyams had AGREED to design the layout once the articles had been produced and THE MAYOR expressed his gratitude for this service.

All Cllrs

11/130 FINANCIAL AND ACCOUNTS

11/130.1 The list of payments to be made in Appendix 11/130.1 was APPROVED.

Town Clerk

11/130.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 18TH August 2011, a copy of salary payments, a copy of the budget report on the year to date, and a copy of the monthly bank reconciliation as verified by THE MAYOR. Town Clerk confirmed that the budget report had been amended to show a better breakdown of Environment and Grounds Maintenance costs.

11/131 WORKING PARTY REPORTS

11/131.1 A report from the Judith's Field Play Facilities working party was received and noted. The Town Council AGREED up to £700 could be spent on the launch costs. The Town Council AGREED that conditions relating to the S106 agreements and time limits for spending funds would be met. The Town Council AGREED factors as stated in the working party report in order of importance to deliver the MUGA within the approved budget of £67k.

11/131.2 A report from the working party set up to look at speed limits in Godmanchester was received and noted.

MISCELLANEOUS

CLLR RICHARDSON advised an NHS survey was being undertaken about Local Care Services and suggestions for improvements. Anyone interested in completing a survey should contact him.

All Cllrs

CLLR Ms MIDDLETON suggested it would be useful and informative to receive brief reports from time to time from working party chairs about the on-going issues they were dealing with.

Chairs of WPs

CLLR PAULEY confirmed the 800 committee was making good progress and plans were underway for historical workshops, a literary competition and an application had been made for lottery funding.

CLLR VANE PERCY raised the issue of funding for Picnic in the Park and whether the Town Council were responsible for providing funding. THE MAYOR confirmed the Chairman of the Community Association would be attending the Town Council meeting next month to address the Town Council on this issue. CLLR UNDERWOOD declared an interest in this item as he is a committee member of GMCCA. Town Clerk would write to ask for a copy of Community Association accounts for the last financial year to circulate to all Town Council members.

Town Clerk

CLLR BUTCHER advised GMCiB had requested permission to add a further 10 trees to the town orchard in Devana Park. This was AGREED. GMCiB would also plant bluebells in areas in Devana Park and on the Recreation Ground.

CLLR BUTCHER advised he would obtain costs for engaging an arboricultural expert to survey all trees on Town Council land and produce a report to identify works required.

Cllr Butcher

CLLR BROWN asked that removal of graffiti be placed on the Agenda for September.

Town Clerk

CLLR UNDERWOOD and CLLR Mrs WORTHINGTON would set up a Personnel Working party to consider current personnel issues.

Cllr Underwood/
Cllr Worthington

CLLR UNDERWOOD would present details of a proposed circular walk around Godmanchester at the next Town Council meeting.

Cllr Underwood

CLLR GODLEY advised an initial meeting had taken place to discuss the Town Council website. A further meeting would take place next month. CLLR GODLEY confirmed the cost of a webhost would be approximately £150. This was noted.

CLLR COXHEAD reported he had established regular contact with the PCSOs and would continue to attend the Neighbourhood Forum meetings.

CLLR Mrs WORTHINGTON confirmed email correspondence had been discussed following the planning working party. Notes from the meeting would be circulated to those who had attended in the first instance.

Cllr Worthington

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 15th SEPTEMBER 2011 IN THE TOWN HALL

The meeting ended at 10.36pm

Mayor

Full copies of reports mentioned in the text above may be viewed in the Town Office.

GODMANCHESTER TOWN COUNCIL

OUTSTANDING ACTIONS LIST

AS AT 18 AUGUST 2011

MATTERS ARISING FROM MEETING HELD ON 21 JULY 2011

MATTER ARISING	CURRENT POSITION
Speed limits in Godmanchester	WP to be set up to discuss
Newsletter	Next edition to be prepared for September delivery
Management of email correspondence	To be discussed following next Planning WP
Repairs to play equipment	Order placed with Fenland Leisure

MATTERS ARISING FROM PREVIOUS MEETINGS

	MATTER ARISING	CURRENT POSITION
	Review of Asset Register	Cllr Martin to obtain current costs for assets held
	GMCCA - request for information boards	Agreed in principle: Meeting to discuss content to be arranged
UPDATED	Town Council buildings	Appt to have buildings revalued has taken place. Awaiting report.
	Replacement of swings at Queen's Walk	Quote from Fenland approved in sum of £1790. Delayed placing order pending insurance matter
	Jack & Jill Nursery: Rental Agreement	Draft agreement drawn up by Leeds Day has been received and forwarded to J&J. Awaiting their comments
	MUGA	Contract awarded. JFPF working party to provide report on progress
UPDATED	Banking arrangements	Cllr Wilson to investigate alternative accounts
UPDATED	Judith's Field building redevelopment/refurbishment	2 sets of drawings to be prepared for possible changes to building. Repairs to roof to be carried out.
UPDATED	QES Chimney	Surveyor to undertake survey and present a detailed specification for required repair work
UPDATED	QES water ingress	Central heating to be pressure tested and internal rainwater pipe tested. Dal Rod to carry out camera work to check for blockages. Plaster in small hall to be removed to height of 1m above floor level.
	Ownership and Maintenance of Non Conformist Burial Ground	Leeds Day drawing up papers to transfer ownership of NCBG to GMCTC
	Ownership of Town Council land	SW to progress with assistance from Leeds Day as necessary.
	London Road Cemetery	Work underway to check all graves and ensure markers in place in due course. New plan to be drawn up once all details cross checked. Additional information being obtained from those who tend graves.

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 18th AUGUST 2011****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1101168FUL	Change of use of building to form new dwelling and conversion of garage to living accommodation: 5 London Road: RECOMMEND
1101209TELEDET	Installation of DSLAM telecommunications cabinet: Land south of 5 Post Street: RECOMMEND APPROVAL

CORRESPONDENCE

CCC/P'boro City Council	Cambs & P'boro Minerals and Waste Plan - suggested changes to the site specific proposals plan
Environment Agency	Consultation on amendments to Statutory Main River Map: Godmanchester
HDC	DMP: 15 August ref application 1100934FUL and 1100946S73:
Januarys	Redevelopment of Bearscroft Farm: Land South-East of

**GODMANCHESTER TOWN COUNCIL MEETING:
THURSDAY 18th AUGUST 2011**

CORRESPONDENCE

Mayor

Ramsey Town Council	Civic Service
Huntingdon Magistrates	Local Justice Event
High Sheriff	Justice Service
Mayor of Whittlesey	Civic Service
Oak Tree Court	Opening of Boules Piste
Chairman of HDC	Musical Extravaganza
RAF Commander	Annual Reception
Huntingdonshire Holidays	Thank you for grant
GMCiB	Thank you for grant
GMC Rovers	Thank you for grant
Mayor of Szentendre	Request for furnishings (copy Cllr Butcher)

Cllr Butcher

CCC	Electronic map of rights of way (copy Cllr Underwood) (E)
CCC	Preparation for Winter Season
P Morgan	Town Signage and broken seat

Cllr Coxhead

CCC	Market Town Transport Strategy (copy Cllr Martin)
ACRE	Community Buildings

Cllr McLeod

Smiths Gore	Survey at Allotment Gardens
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Cllr Worthington

GMC Senior Citizens	Replacing gas boiler
HGTA	Twinning Association Budget (copy Cllr Wilson)

APPENDIX B					
ACCOUNTS PAYABLE - 18TH AUGUST 2011					
PAYMENTS					
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.72	£ 7.54	£ 45.26
DD	UW	Gas/Electricity	£ 114.30	£ 6.69	£ 120.99
DD	UW	Gas/Electricity/phone line	£ 152.13	£ 13.50	£ 165.63
DD	HDC	Council Tax	£ 405.22	£ -	£ 405.22
DD	Anglian Water	Monthly charge	£ 41.00	£ -	£ 41.00
DD	Virgin Media	Town Office phone line	£ 26.25	£ 5.25	£ 31.50
DD	Barclays Bank	Monthly Bank Charges	£ 37.20	£ -	£ 37.20
4697	Liddiard M	August salary	£ -	£ -	£ -
4698	Roffe D	August salary	£ -	£ -	£ -
4699	Walters K	August salary	£ -	£ -	£ -
4700	Mahmood R	August salary	£ -	£ -	£ -
4701	Askew K	August salary	£ -	£ -	£ -
4702	Inland Revenue	Tax and NI	£ -	£ -	£ -
		TOTAL SALARIES, TAX & NI	£ 3,763.45		£ 3,763.45
4703	Concept Leisure Co	Marquee hire PinP	£ 1,240.00	£ 326.00	£ 1,566.00
4704	Latta Hire Ltd	Toilet hire PinP	£ 760.00	£ 200.00	£ 960.00
4705	Command Security Ltd	Security Services Pin P	£ 539.00	£ 107.80	£ 646.80
4706	CALC-CTP	Chairmanship training course	£ 70.00	£ -	£ 70.00
4707	Huntingdon Town Council	Transport re twinning trip	£ 43.33	£ -	£ 43.33
4708	HDC	Annual licence fee	£ 70.00	£ -	£ 70.00
4709	Ken Booth & Co Ltd	Cleaning materials	£ 33.60	£ 6.72	£ 40.32
4710	Viking Payments	Stationery	£ 67.96	£ 10.79	£ 78.75
4711	HDC	Treatment of wasps nest	£ 59.17	£ 11.83	£ 71.00
4712	Walters Ltd	Photocopier charges	£ 28.76	£ 5.75	£ 34.51
4713	Leeds Day	Legal Services	£ 500.00	£ 100.00	£ 600.00
4714	First Strokes Swimming Club	Grant	£ 250.00	£ -	£ 250.00
4715	Fergusons	Monthly contract charge	£ 1,469.55	£ 293.91	£ 1,763.46
4716	J Lanigan	Window cleaning	£ 145.00	£ -	£ 145.00
4717	Moore Electrical	Repairs: Judiths Field	£ 30.00	£ -	£ 30.00
		TOTAL PAYMENTS	£ 9,883.64	£ 1,095.78	£ 10,979.42
PAYMENTS RECEIVED SINCE 21ST JULY 2011					
	QES	Fees	£ 1,034.25		£ 1,034.25
	Judith's Field	Fees	£ 1,602.75		£ 1,602.75
	Cemetery	Fees	£ 130.00		£ 130.00
	VAT	Refund	£ 3,291.39		£ 3,291.39
	Sales		£ 1.50		£ 1.50
					£ -
					£ -
		TOTAL RECEIPTS	£ 6,059.89	£ -	£ 6,059.89

REPORT ON SPEED LIMIT WORKING PARTY

- Meeting to be held 25th August 7.30 - 9.30 QES (Small Hall)
- So far two councillor have sent their apologies and one has indicated they are attending
- Remit for Working Party -

To understand the benefits of Godmanchester having a blanket 20 mph on Residential Roads/Streets.

To understand the criteria required which has been set out by Cambridgeshire County Council(CCC).

To recommend to the Town Council whether to proceed with the process of possible implementation

If the view is to progress with the initiative ensure a robust timeline is in place for completion with (1) talks/collection of data with CCC and (2) for final implementation dependent on the criteria is met

I would appreciate if any Councillors have any information they feel would be useful to email me in advance of the meeting. Also by the 21st August whether they are attending the WP meeting on the 25th August

Roger Coxhead