

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 20th OCTOBER 2011

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

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

6 members of the public were in attendance

11/145 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

ACTION

CLLR BROWN: family illness; CLLR VANE PERCY: family illness.

11/146 DECLARATIONS OF INTEREST

CLLR WILSON: employee of Environment Agency; CLLR TAYLOR: member of Baptist Church; CLLR UNDERWOOD: Committee Member of GMC Community Association; CLLR Mrs WILSON: wife of employee of Environment Agency; CLLR Ms MIDDLETON: Friend of employee of Wood Green.

11/147 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 15th September 2011 were duly APPROVED and signed as a complete and accurate record.

11/148 PUBLIC PARTICIPATION SESSION

Dr Geoff Brighty of the Environment Agency addressed the meeting and confirmed that a meeting had taken place earlier that day of the FCC when the proposed Flood Alleviation Scheme for Godmanchester had been a significant topic. Dr Brighty explained that the scheme, which would cost £6.8m could be funded by contributions from the EA and money raised from the local levy but there was a shortfall of £500k. It was hoped that CCC, HDC and the Town Council could meet to discuss ways of raising this sum. If it proved impossible to meet the shortfall, the funds would be allocated to another scheme, but at this stage, the proposal for Godmanchester was the priority. Dr Brighty also confirmed that in respect of the planning application for the proposed scheme, all matters had been resolved to the satisfaction of HDC and Godmanchester Town Council was the last consultee to respond. CLLR Ms MIDDLETON; CLLR PAULEY; CLLR Ms MACLEOD, CLLR MARTIN all raised questions, which Dr Brighty answered.

The monthly draw of the 800 club took place.

11/149 PRESENTATION FROM GODMANCHESTER COMMUNITY ASSOCIATION

Mr Stephen Spencer, Chairman of Godmanchester Community Association (GMCCA) introduced Mr Alan Suter, Mrs Nina Collier and Mr Alan Hooker and explained the committee was grateful for the opportunity to address the Town Council to ask for continued financial support for Picnic in the Park.

Mr Suter gave some background to the formation of GMCCA and the first Picnic in the Park which was set up to celebrate the Millennium in 2000. He stated public support had grown over the years but the event could not have happened without funding from the Town Council. The GMCCA believe the majority of people who attended came from Godmanchester and everyone who attended enjoyed the day. Mr Suter confirmed there was no way of knowing how many people attend, or a breakdown of whether they were from Godmanchester or outside the town. In 2011 although there was a reduction in the amount received from the Town Council they felt it was the best ever programme, with music to suit everyone and with the amount collected from public donations, the GMCCA came in under budget.

Mr Suter said that 2012 was a special year and the GMCCA owed it to the residents to put on a

good show. GMCCA was proud of its achievements over the years and thanked the Town Council for supporting the event in the past and hoped they would support the event again in 2012.

Cllrs were given the opportunity to ask further questions and Mr Spencer and his colleagues were thanked for attending the meeting. The Mayor confirmed that the Town Council would consider the request for a grant at the forthcoming budget preparation meeting.

11/150 TOWN MAYOR'S ANNOUNCEMENTS

The MAYOR suggested all Cllrs who had not undertaken Cllr Professional Development Training should consider attending the forthcoming sessions arranged by CPALC.

All Cllrs

The MAYOR advised he had represented the town on 15 occasions since the last meeting. The DEPUTY MAYOR on 3 occasions, CLLR BUTCHER on 2 occasions, CLLR WILSON and CLLR COXHEAD on one occasion each. The MAYOR thanked those who had represented him and advised that the Mayoral Purse could be used to defray the costs of attending any events on behalf of the MAYOR.

The MAYOR thanked all Cllrs who had attended the Civic Service and for hosting our guests.

The MAYOR reminded all Cllrs that supporting reports for consideration at Town Council meetings should be circulated with the Agenda, and he asked for all Cllrs to bear this in mind for future meetings.

All Cllrs

The MAYOR advised that the MAYORESS would be holding a ladies tea party to raise funds for the Guiding and Scouting groups in Godmanchester. Would all those invited please RSVP as soon as possible.

The MAYOR reported that although apologies had been received from CLLR BROWN, due to illness of a family member, CLLR BROWN had tendered his resignation from the Town Council with effect from today, 20th October. CLLR BROWN had joined the Town Council on 18 October 2001 – almost 10 years ago to the day. He had made a very valuable contribution to the functioning of the Town Council and the MAYOR, with unanimous support from members of the Town Council, wished to record thanks to CLLR BROWN for his involvement, hard work and dedication to the Town Council and community.

11/151 TOWN CLERK'S REPORT ON MATTERS ARISING

A report was presented on outstanding matters.

11/151.1 Further report on graffiti removal: CLLR BROWN had been attending to this matter and a report may be forthcoming. Town Clerk to hasten.

11/151.2 CLLR UNDERWOOD had met with John Cooper of the Countryside Access Team who had offered to provide way markings for the proposed Charter Walk without cost. CLLR UNDERWOOD was disappointed to note that CLLR Ms MACLEOD had approached the London Angling Association and discussed the feasibility of cycling across Portholme Meadow which the LAA had confirmed was forbidden. CLLR UNDERWOOD considered he had been given the remit to explore the possibilities of a Charter Walk and Charter Cycle Route and intervention by another Cllr had not been helpful. CLLR UNDERWOOD would continue investigations.

Town Clerk

Cllr Underwood

11/152 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 11/152 were considered. The Town Clerk would advise HDC of the Council's recommendations. The Town Council was unable to comment on the amendments to the proposed Flood Alleviation Scheme as HDC had not sent copies of the amended plans. It was understood HDC had resolved all outstanding planning matters with the EA but the Town Council considered the drawings should be seen before comments could be made. An extra-ordinary Town Council meeting would be held as soon as possible to confirm the Town Council's views on the amended plans. It was AGREED the Town Clerk would write to HDC to express the Town Council's disappointment at the negative and unhelpful service offered by the Planning Officer on this matter.

Town Clerk

Town Clerk

The Town Council would also discuss the Scoping Opinion Environmental Impact Assessment on Bearscroft Farm at the extra-ordinary Town Council meeting and formulate a response to HDC on this matter.

CLLR WELLS suggested HDC should be invited to send a representative to a Town Council meeting to inform us of planning guidelines in respect of sub division of properties. Town Clerk to invite Mr Moffat to attend the November meeting.

Town Clerk

CCC had advised that they had some initial proposals for cycle route provision in Godmanchester. CLLRs UNDERWOOD, COXHEAD and BUTCHER would meet with Sharon Piper of Highways to consider the initial suggestions on 21 October 2011.

11/153 CORRESPONDENCE

The MAYOR advised March-de-France had asked whether the Town Council would be interested in them coming back to Godmanchester in 2012. Town Clerk would liaise and discuss terms.

Town Clerk

HDC would be sending an invoice for management of the Public Toilets. The NNDR (rates) bill was being paid directly by the Town Council and the Town Clerk would contact the Valuation Officer to query the rateable value of the public toilets, which was higher than expected.

CLLR WORTHINGTON advised that she, together with CLLR BROWN and CLLR COXHEAD had attended a very useful seminar on the Management of Village Halls, run by ACRE. It was brought to their attention that the Town Council could not distort competition by offering reduced rates to a hirer of the facilities to anyone who took payment for the service they provided. This would need to be explored further.

Town Clerk

11/154 FINANCIAL AND ACCOUNTS

11/154.1 The list of payments to be made in Appendix 11/154.1 was APPROVED.

11/154.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 20th October 2011, a copy of salary payments, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation which had been verified by THE MAYOR, and a quarterly bank reconciliation.

11/154.3 A report from the Finance Working Party was received and noted. A further Finance Working Party would take place on 1st November.

All Cllrs

11/155 TOWN COUNCIL MEETING PLAN

This item was deferred to the November Town Council meeting.

11/156 PROPERTY MATTERS

CLLR Mrs WORTHINGTON apologised for the lack of written reports. She advised she and CLLR BROWN had met with Nick Armour, HDC Conservation Officer, who had suggested plaster from the internal wall of both large and small hall in the QES should be removed up to a metre high. The cost of this removal would be in the region of £100 per square metre and Listed Building Consent would be required. Mr Armour had confirmed that he would help draw up a specification for the works and it was AGREED to obtain 3 quotes.

Mr Armour had expressed his growing concerns about the exterior of the Queen Elizabeth School building as he believed the wrong materials had been used when the building was re-pointed. As a result Mr Armour would recommend that the Queen Elizabeth School was placed on the "at risk" register. This would place responsibility on the Town Council to plan for the appropriate remedial work to the building, but may also enable the Town Council to seek outside funding assistance with this major project.

Mr Armour was also puzzled by the amount of water that appeared to be under the Queen Elizabeth School and recommended further investigations be undertaken to eliminate various possibilities.

CLLR Mrs WORTHINGTON confirmed that the Property Working Party had begun to look at what could be done to improve the Judith's Field Building. The Town Council would need to establish the community need in order to secure any financial support or funding for improvements to the building and it was recommended that a project team be set up to determine how to gather this information. CLLR Mrs WORTHINGTON confirmed that it would not be possible to tackle the issues at Judith's Field piecemeal.

11/157 WORKING PARTY REPORTS

11/157.1 A report was received and noted. It was AGREED that the cheque to PPL would be signed but not released until the MUGA working party were satisfied that all outstanding matters had been completed to their satisfaction. It was AGREED that the working party would discuss and approve materials and date for line markings to the MUGA. It was AGREED that the Finance Working Party would discuss future insurance requirements for the MUGA. It was AGREED that the cheque for the post-installation inspection would be signed but not released until the MUGA working party were satisfied with the content. CLLR Ms MIDDLETON was congratulated on the success of the MUGA launch, and all Cllrs who had helped on the day were also thanked for their support.

11/157.2 CLLR TAYLOR was asked to set up a working party to discuss Health & Safety matters.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC: It was resolved that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

Cllr Taylor

11/157.3 A report from the Personnel working party was received and noted. It was AGREED that ad-hoc professional HR advice would be obtained from Cambs and Northants HR at a cost of £52 per hour. Recent advice would cost £400. A further Personnel working party would be held and all Cllrs were encouraged to attend.

All Cllrs

11/157.4 A report on the Godmanchester Youth Club was received and noted.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC. It was resolved that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

MISCELLANEOUS

CLLR BUTCHER advised the Town Sign in West Street had been repainted and was back in place. CLLR BUTCHER confirmed a Town litter pick would take place on Saturday 12th November 2011, starting at 10am from the Town Hall.

CLLR PAULEY confirmed he had attended the HDC Market Town Transport Strategy on behalf of Huntingdon and Godmanchester Town Councils and reported that ideas were being drawn up for a possible new footbridge.

All Cllrs

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 17th NOVEMBER 2011 IN THE TOWN HALL

The meeting ended at 11.30pm

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 20 OCTOBER 2011

MATTERS ARISING FROM MEETING HELD ON 15 SEPTEMBER 2011

MATTER ARISING	CURRENT POSITION
Finance working party to be held	All Chairs to present their bids for next years budget

MATTERS ARISING FROM PREVIOUS MEETINGS

	MATTER ARISING	CURRENT POSITION
	GMCCA accounts	Town Clerk to request copy for Town Council information re discussions on funding for Pin P
UPDATED	Removal of graffiti	To be brought forward to October meeting
UPDATED	Speed limits in Godmanchester	Report made at Sept meeting
	Repairs to play equipment	Order placed with Fenland Leisure
	Review of Asset Register	Cllr Martin to obtain current costs for assets held
UPDATED	GMCCA - request for information boards	Agreed in principle: Meeting to discuss content to be arranged. No further contact from GMCCA. Delete from matters arising
	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. Requests for change/clarification have been made. Awaiting response from Leeds Day.
UPDATED	MUGA	Installation took place during September and MUGA official launch took place on 1 October
UPDATED	Banking arrangements	Town Clerk to liaise with HTC re storage of mace & HSBC re 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. To be discussed at October meeting
UPDATED	QES Chimney	Surveyor to undertake survey and present a detailed specification for required repair work. Report to be presented to October meeting
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. Report to be presented to October meeting
	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 20th OCTOBER 2011****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1101612FUL 1101625LBC	Replacement of existing conservatory with new garden room: 1 Earning Street: RECOMMEND APPROVAL
1101556FUL	Extension to rear: 1 Pinder Close: RECOMMEND APPROVAL
1101525FUL	Subdivide of existing dwelling and erection of extensions to form a new two bed dwelling: 13 Windsor Road: RECOMMEND REFUSAL - over development of site, concerns re proposed shared driveway and size and layout of proposed properties and garden area
1101630FUL	Change of use of 1st floor from office to residential: 6 Orchard Way: RECOMMEND APPROVAL
1001786FUL	Flood Alleviation Scheme: Amended plans: TO BE DISCUSSED AT EXTRA ORDINARY TOWN COUNCIL MEETING
1101583FUL	Erection of single storey garage, formation of access and replacement of garden wall: 3 East Chadley Lane: RECOMMEND
1101688FUL	Two storey rear extension, conservatory and front porch extensions: 51 London Street31/10/2011 : RECOMMEND APPROVAL

CORRESPONDENCE

HDC	Amended parking arrangements: application 1101525FUL - 13 Windsor Road
Fairfield Partnership	Invitation to preview of public exhibitions
HDC	Scoping Opinion Environmental impact assessment: Bearscroft Farm
HDC	online consultation re RAF Brampton Draft Urban Design Framework
HDC	Amended plans: 1101426FUL - 4 The Avenue
HDC	Proposed erection of a wall associated with 6 Post Street
DMP	Agenda
C Campbell	Email correspondence re 4 The Close (copy to Mayor)
Houghton & Wyton Parish Council	St Ives West Urban Design Framework (copy of response)
CCC	Proposed cycle route provision: Silver Street to The Causeway + additional cycle route provision London Road

CORRESPONDENCE

Mayor

Wood Green
Chairman of East Northants
Mayor of Cambridge
March Town Council
St Ives Town Council
City of Peterborough
Chairman of South Cambs
Luminus

Sandy Town Council
Mayor of Wertheim
Huntingdon Town Council
Royal Society of St George
March-de-France
Hunts Post
Chatteris Town Council
USAF
St Neots Town Council
USAF

Reception
Fish & Chip supper
Wine Tasting
Civic Service
Concert
Come dine with the Mayor
Reception
Street Representative update
(copy Cllr SWi)
Christmas Fun Day
Thank you
Mayor's Charity Lunch
Hugh of Lincoln Dinner
French Market
Food and Drink Awards
Mayor's Charity Ball
Veterans Day Ceremony
Christmas Carol Concert
Service of Thanksgiving

Cllr Brown

Dal Rod
M Bates

Report and quotation (copy Cllr SWo)
Chimney Plan and elevations (E)

Cllr Butcher

CCC

Rhymers footbridges (copy Cllr DU)

Cllr Coxhead

CPALC
HDC
CCC

AGM (E)
Review of Neighbourhood Forums (E)
HCV Strategy meeting (E) (copy Cllr AM)

Cllr Middleton

Seagrave Inspection Service

Post Installation report: MUGA

Cllr Pauley

EA

Flood Alleviation Scheme

Cllr Underwood

CCC

GMC Cycle route 1 (copy Cllrs: RC, DB, DT, RB)

Cllr Wilson

HDC
HDC
HDC
St Mary's PCC
GMCCA

Precept request (copy Cllr SWo)
Public toilets (copy Cllr SWo)
Info for Council tax booklet (copy Cllr SWo)
Tender for grasscutting (copy Cllr RB, SWo)
Picnic in the Park (E)

Cllr Worthington

College of Animal Welfare

Car parking at Judith's Field (E)

All Cllrs

CCC

Consulting on budget (E)

Other meetings attended

20th September CPALC Huntingdonshire Meeting – Area meeting (RC)
22nd September NHS FOCUS Group - To assist in the future direction of Healthcare within Cambridgeshire (RC/CR)
26th September Neighbourhood Forum - Special meeting on engagement of Young people and future of Forums (RC)
27th September Local Justice Event – Understanding of initiatives currently being undertaken by different partners within Huntingdonshire (RC)
29th September Huntingdon and Godmanchester Transport Strategy (NP) (substitute for RC)
3rd October Meeting with PCSO Debbie Thorburn - to discuss crime issues within Godmanchester (RC)

(E) denotes correspondence received by e-mail

ACCOUNTS PAYABLE - 20TH OCTOBER 2011					
		PAYMENTS			
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.72	£ 7.54	£ 45.26
DD	UW	Gas/Electricity	£ 140.34	£ 7.99	£ 148.33
DD	UW	Gas/Electricity/phone line	£ 171.64	£ 14.54	£ 186.18
DD	HDC	Council Tax	£ 405.22	£ -	£ 405.22
DD	Anglian Water	Monthly charge	£ 41.00	£ -	£ 41.00
DD	Virgin Media	Town Office phone line	£ 31.23	£ 6.25	£ 37.48
DD	Barclays Bank	Monthly Bank Charges	£ -	£ -	£ -
DD	BNP paribas	photocopier lease	£ 116.27	£ 23.25	£ 139.52
4737	Liddiard M	October salary	£ -	£ -	£ -
4738	Roffe D	October salary	£ -	£ -	£ -
4739	Walters K	October salary	£ -	£ -	£ -
4740	Mahmood R	October salary	£ -	£ -	£ -
4741	Askew K	October salary	£ -	£ -	£ -
4742	Inland Revenue	Tax & NI	£ -	£ -	£ -
			£ 3,638.99		£ 3,638.99
4743	G Giddings	Call out for boiler	£ 40.00	£ -	£ 40.00
4744	River Lane Nurseries	Tree for recreation ground twinning	£ 53.70	£ -	£ 53.70
4745	Ken Booth	cleaning materials	£ 195.82	£ 39.16	£ 234.98
4746	Richard Herrmann Assoc	Chimney inspection	£ 471.50	£ 94.30	£ 565.80
4747	Smiths Gore	6 months allotment rent	£ 375.00	£ -	£ 375.00
4748	Huntingdon Town Council	Twinning meal	£ 25.00	£ -	£ 25.00
4749	Seagrave Inspection Service	Post installation inspection	£ 350.00	£ 70.00	£ 420.00
4750	Post Office Ltd	200 2nd class stamps	£ 72.00		£ 72.00
4751	St John's Ambulance	First Aid cover PinP	£ 448.00	£ 89.60	£ 537.60
4752	Smith of Derby	Repair to church clock	£ 150.00	£ 30.00	£ 180.00
4753	Bellman's	Twinning lunch	£ 292.50	£ -	£ 292.50
4754	Stanjay Sports Trophies	Plaque for bench	£ 50.00	£ 10.00	£ 60.00
4755	D J Saywell Ltd	Repair to church gate	£ 280.00	£ 56.00	£ 336.00
4756	askiT	Antivirus for computer	£ 17.46	£ 3.49	£ 20.95
4757	M Liddiard	First Aid Boxes/123 Reg website	£ 165.29		£ 165.29
4758	Lionheart Contracts Ltd	Repairs TH and JF	£ 254.00	£ 50.80	£ 304.80
4759	St Mary the Virgin PCC	Quarterly grasscutting	£ 695.50		£ 695.50
4760	GMC Senior Citizens	Quarterly utilities	£ 190.00		£ 190.00
4761	Zurich Municipal	Additional insurance - MUGA	£ 297.34	£ 17.84	£ 315.18
4762	Parkdale Play & Leisure Ltd	Supply and installation of Muga	£ 52,211.00	£ 10,442.20	£ 62,653.20
4763	D Middleton	MUGA misc items	£ 64.82		£ 64.82
4764	Dal Rod	CCTV - QES	£ 175.00	£ 35.00	£ 210.00
4765	London House Signs	MUGA advertising	£ 70.00	£ 14.00	£ 84.00
4766	Walters Ltd	Additional photocopying costs	£ 40.99	£ 8.19	£ 49.18
4767	Bellman's	Buffet: Civic Service	£ 450.00	£ 90.00	£ 540.00
4768	A Welton	Drinks: Civic Service	£ 110.50		£ 110.50
4769	K Ferguson's Ltd	Monthly contract	£ 1,469.55	£ 293.91	£ 1,763.46
			£ 63,597.38	£ 11,404.06	£ 75,001.44
PAYMENTS RECEIVED SINCE 15th SEPTEMBER 2011					
	QES	Fees	£ 1,865.81		£ 1,865.81
	Judith's Field	Fees	£ 283.50		£ 283.50
	Cemetery	Fees	£ 150.00		£ 150.00
	Precept		£ 69,360.00		£ 69,360.00
	Refund (CA)		£ 5,443.20		£ 5,443.20
	Interest (NatWest)		£ 32.08		£ 32.08
	Sales		£ 2.00		£ 2.00
		TOTAL RECEIPTS	£ 77,136.59	£ -	£ 77,136.59