

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 15th MARCH 2012

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

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

6 members of the public were in attendance

THE MAYOR welcomed CLLR BUTCHER and CLLR COXHEAD back.

ACTION

12/032 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR WILSON: previous engagement; CLLR PAULEY: preparing for further medical procedures.
ABSENT: CLLR MARTIN

12/033 DECLARATIONS OF INTEREST

CLLR RICHARDSON: any items relating to Roman Way; CLLR Mrs WILSON: any items relating to Flood Alleviation as her husband is employed by the EA; CLLR Ms MIDDLETON: any items relating to Wood Green.

12/034 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 16th February 2012 were duly APPROVED and signed as a complete and accurate record.

12/035 PUBLIC PARTICIPATION SESSION

The draw for the 800 club took place.

Cllr Hyams (HDC District Councillor) addressed the meeting. He said that in December 2011 he had sent an email to the Environment Agency about the possible loss of the Flood Alleviation Scheme which contained adverse comments about the Town Mayor and Town Councillors. He had been advised by the Monitoring Officer of HDC, following receipt of a complaint in relation to this email, to apologise for the content of the email. He confirmed that was why he was present.

Mrs Naylor, Manager for the Jack & Jill Preschool, based in the Judith's Field building, addressed the Town Council. Cllrs were given a copy of the letter the Chairman of the Committee had sent to the Town Council in February. Mrs Naylor provided some comparable information on rents charged to other pre-school organisations in the area and stated her concern at the proposed increase in hourly rent from £6 to £8 with effect from 1st April 2012.

12/036 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR advised that as CLLR VANE PERCY had to leave at 9pm, the Agenda item on Property would be brought forward and considered after Town Clerk's Report on Matters Arising.

THE MAYOR confirmed that due to forthcoming elections for Godmanchester Town Council and for Huntingdonshire District Council, the period of purdah would run from 19th March 2012 until the date of the election, 3rd May 2012. Cllrs were reminded that they should follow the guidelines provided by HDC. The Town Clerk had received advice from HDC that the Open Meetings, April Town Council Meeting and Annual Town Meeting could go ahead, but all Cllrs should be guided by the rules relating to publicity during this period.

All Cllrs

THE MAYOR confirmed that all Cllrs had received a copy of the election papers and that the Town Clerk would forward all completed papers on 30th March although Cllrs could submit their own papers.

All Cllrs

THE MAYOR reminded all Chairs of Working Parties to submit their reports to the Town Clerk by the end of the month.

Chairs of WPs

THE MAYOR asked for suggestions for a guest speaker to attend the Annual Town Meeting. It was AGREED that the Town Clerk would write to the Freeman of Godmanchester to invite them to attend and speak.

Town Clerk

THE MAYOR confirmed the Duke of Gloucester would be visiting Godmanchester later in the year as part of the 800th Anniversary celebrations. It had been suggested that the Town Council might wish to provide a gift to mark the occasion and it was suggested that a copy of Ken and Pam Sneath's book on Godmanchester, bound in leather might be appropriate. The cost of this purchase was AGREED in principle subject to approval by the next Town Mayor. (Town Clerk to carry forward).

Town Clerk

THE MAYOR advised Cllrs that the present Town Council would cease to exist on 7th May 2012. The Town Clerk had asked that all copies of the Green Book (The Parish Councillor's Guide) and Cllrs gowns be returned to the Town Office either after the Annual Town Meeting or after the April Town Council.

All Cllrs

12/037 TOWN CLERK'S REPORT ON MATTERS ARISING

A report on outstanding matters was received and noted.

12/037.1 CLLR TAYLOR advised that he had read the recent report on play area inspections and he was satisfied that all necessary action had been taken. He would accompany the inspector on the next scheduled visit.

Cllr Taylor

12/037.2 An interim report on Health & Safety was received and noted.

12/037.3 CLLR UNDERWOOD reported that Personnel matters were still being addressed.

12/037.4 CLLR UNDERWOOD advised that way-markers for the Charter Way Walk had been provided by CCC. The first walk, and launch of the Charter Way would take place on Monday 9th April, starting at 10.00am from the Chinese Bridge.

CLLR Ms MIDDLETON confirmed that line markings on the MUGA should be applied during the school Easter holidays. She would obtain quotes for having the MUGA goal posts painted white. The Coop Mini Market had made arrangements for the signed shirt from Darren Bent to be raffled and proceeds would go to the uniformed Guiding and Scouting groups in Godmanchester.

Cllr Middleton

THE MAYOR advised that the following item of business was commercially sensitive.

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.

Members of the public left the chamber.

12/041 PROPERTY

12/041.1 CLLR Mrs WORTHINGTON apologised for the lateness of the report on Property matters. She confirmed that the Judith's Field building was not covering the costs of running the building and was therefore running at a loss. Following a meeting she and CLLR UNDERWOOD had attended with ACRE the following three recommendations were duly APPROVED:

- The Town Council would develop a 3 year rolling business plan in respect of the Judith's Field building and Queen Elizabeth School.
- The business plan would be prepared with a view that both buildings should aim at a minimum to cover all running costs by the end of the 2nd year.
- The business plan would aim to break even in year 2 (2013-14) and by 2015-16 the aim was to have no more than a 5% profit of income over expenditure in respect of both buildings.

CLLR Mrs WORTHINGTON and CLLR COXHEAD would begin to put together a business plan.

Cllr Worthington/
Cllr Coxhead

The Town Council had previously AGREED that the rate per hour for hire of Judith's Field would increase to £8 per hour for all hirers except Guiding groups who would pay £7 per hour from 1st April 2012. The Town Council now AGREED that following a request from Jack & Jill pre-school, who had offered to pay £7 per hour, they would be charged £7 per hour from 1st April 2012 until

the end of the term (July 2012) and £8 per hour from the Autumn term, beginning in September 2012. Town Clerk would write to confirm this agreement.

Town Clerk

CLLR Mrs WORTHINGTON confirmed that the front door at Judith's Field would be refurbished and locks replaced.

Town Clerk

CLLR Mrs WORTHINGTON recommended the storage facilities at Judith's Field be reviewed during the school summer holidays. This was AGREED in principle, subject to arrangement by the next Town Council. (Town Clerk to carry forward).

Town Clerk

CLLR Mrs WORTHINGTON recommended replacing the existing chairs and tables at Judith's Field with items which could be folded and moved on trolleys. It was AGREED that up to £1k from the Property budget would be spent on appropriate chairs and tables.

Town Clerk

CLLR Mrs WORTHINGTON recommended a review of the use of noticeboards in the lobby of Judith's Field be undertaken. This was AGREED in principle to be taken forward by the next Town Council. (Town Clerk to carry forward).

Town Clerk

CLLR VANE PERCY left at 9.00pm

CLLR Mrs WORTHINGTON confirmed further information had been received from the HDC Conservation Officer in respect of the damp problem in the QES. A Property working Party would be held on 26 March 2012 in QES starting at 7.30pm to discuss a way forward. A Personnel Working Party would follow.

All Cllrs
All Cllrs

12/041.2 CLLR Mrs WORTHINGTON confirmed a request had been received from the Community Association to place the 2012 Time Capsule in the chimney in the small hall of the QES. CLLR Mrs WORTHINGTON would confirm with the Community Association that the Town Council AGREED in principle, subject to confirmation of the size of the capsule, but it could not guarantee when it might be placed in the QES as this would be dependent on the works to be carried out. She would suggest the Time Capsule be kept in the Porch Museum until such time as it could be permanently located in the QES.

Cllr Worthington

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.

No members of the public returned.

12/038 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 12/038 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

Town Clerk would respond to the request to locate information boards at various sites around Godmanchester to advise the Town Council had no objection, but to seek clarification as to ownership of the signs and who would have responsibility for maintenance.

Town Clerk

12/038.1 CLLR WELLS reported that a fence had been erected by Muir Housing which blocked the link path between Roman Way and Judith's Field. Correspondence had been received from members of the public on this matter. It was AGREED that the Town Clerk would write again to HDC Planning Enforcement to seek their views on this matter.

Town Clerk

12/039 CORRESPONDENCE

A response from NALC had been received in respect of questions asked about the Town Council's legal powers to make a financial contribution towards the FAS. The Town Clerk would raise supplementary questions.

Town Clerk

CLLR BUTCHER confirmed safety inspections of the memorials at the London Road Cemetery had now taken place. Owners of those which had failed would be contacted and advised.

12/039.1 A report on Police activity in the area was received and noted.

12/039.2 Information from the Neighbourhood Forum meetings was received and noted.

12/040 FINANCIAL AND ACCOUNTS

12/040.1 The list of payments to be made in Appendix 12/040.1 was APPROVED. The Town Clerk was pleased to note that transfer of banking business from Barclays Bank to HSBC was almost

complete. One last cheque from Barclays to transfer the outstanding balance to HSBC would be signed and the current account at Barclays would then be closed.

12/040.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 15th March 2012, a copy of salary payments, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation and a copy of the quarterly bank reconciliation.

12/040.3 A report from THE MAYOR in respect of Twinning was received and noted. It was AGREED to pay the invoice in the sum of £225.96 in respect of Twinning costs and it was noted this would exceed the agreed budget for Twinning for the year. It was noted that the next Town Council would need to discuss the future role of Twinning in Godmanchester. (Town Clerk to carry forward).

Town Clerk

12/040.4 CLLR UNDERWOOD expressed concern at the growing incidents of dog fouling on open grassy spaces and asked whether additional dog-poo bins or litter bins could be provided. It was AGREED that he and CLLR BUTCHER would liaise in order to make recommendations to HDC as the areas mentioned were all owned by HDC. CLLR BUTCHER stated he believed education was needed rather than additional bins, as dog fouling took place and litter was dropped in areas where bins were nearby.

Cllr Underwood
Cllr Butcher

12/042 SKATE RAMPS

Following a letter from HDC offering Godmanchester Town Council two low level skate ramps, free of charge, it was AGREED to accept the offer and to site the ramps at Judith's Field on the hard standing area to the rear of the building. The Town Council also AGREED to take responsibility for the youth shelter, grind rail and basketball hoop which were already located in the area but currently maintained by HDC. The Town Clerk confirmed these items would all be included under our insurance policy for Public Liability at no additional cost. Fenland Leisure had also confirmed that they would add the equipment to the quarterly inspections, also with no additional cost. The Town Clerk would liaise with HDC to arrange delivery and installation as soon as possible.

Town Clerk

12/043 OPEN MEETING

Cllrs were reminded that the Open Meetings would take place during the period of purdah. CLLR Ms MIDDLETON would confirm arrangements to all Cllrs.

Cllr Middleton/
All Cllrs

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 19th APRIL 2012 IN THE TOWN HALL

The meeting ended at 10.50pm

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 15 MARCH 2012

MATTERS ARISING FROM MEETING HELD ON 16 FEBRUARY 2012

MATTER ARISING	CURRENT POSITION
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MATTERS ARISING FROM PREVIOUS MEETINGS

	MATTER ARISING	CURRENT POSITION	
UPDATED	Open meetings/Newsletter themes	Open meetings arranged 24/31 March	CLLR DM
	Proposed development at Bearscroft farm	Cllrs to attend exhibition and provide comments to Cllr Wells	NW
UPDATED	Funding for FAS	Response from NALC re legal position on funding FAS received - further clarification needed	NP/TC
	Cllr Roles & responsibilities	Cllr Coxhead to produce report January 2012 - now postponed until May 2012	RC
	Update on GMC Youth Club	Cllr Mrs Wilson to form working party	Swi
UPDATED	H&S working party	Following illness of WP members, report & recommendations to be submitted to April TC meeting.	DT
	Review of Asset Register	Cllr Martin to obtain current costs for assets held	AM
UPDATED	Replacement of swings at Queen's Walk	Insurance claim now closed. Order for swings placed. Installation due w/c 12 March 2012	TC
UPDATED	Jack & Jill Nursery: Rental Agreement	Meeting held with J&J to discuss issues relating to cleaning, licence and current hourly rent. Further meeting will be held. Cllr Mrs Worthington to update TC at March meeting	Swo/ DU
UPDATED	Banking arrangements	New accounts now set up. Barclays Business Saver Account closed, Barclays Current Account to be closed following transfer of final balance	TC
	Judith's Field building redevelopment/refurbishment	Drawings received re possible changes to building. Further investigations needed.	Swo
	QES Chimney	Surveyor to undertake survey and present a detailed specification for required repair work. Verbal report made to October meeting	Swo/C VP
	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. HDC to assist with spec and quotes. Verbal report made to October meeting	Swo/C VP
	Ownership of Town Council land	SW to progress with assistance from Leeds Day as necessary.	Swo

MUGA		
	Article for website	DM
	Paperwork/ electronic copy to Town O	DM
	Financial information - clarification	DM
	Plans for regular safety inspections	DT
	Clarify plans for remaining money	Finance WP and budget planning
	Line markings on court	DM
	Goal Posts to be painted white	DM
	HCRfm to advertise MUGA	DM
	Signed shirt from Darren Bent to Co-o	DT

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 15TH MARCH 2012****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1200169FUL	Continuation of use of cabin for business (beauty) purposes: 27 Bluegate: RECOMMEND APPROVAL
1200142FUL	Proposed double garage to replace single detached garage (now demolished) 9 Linden Grove: RECOMMEND APPROVAL
1200357S106	Discharge of planning obligation relating to agricultural occupancy of dwelling from S106 agreement: Debden House, Silver Street: FURTHER INFORMATION REQUESTED, CARRY FORWARD TO APRIL

CORRESPONDENCEconsult@objective.co.uk

Statement of Community Involvement: Draft Feb 2012 available to view and comment

consult@objective.co.uk

Huntingdonshire CIL - draft charging schedule 2012: submission and additional document available to view

C Hardy

Access to JF from Roman Way

R Noble

Access to JF from Roman Way

Planning CCC

Cams & P'boro Minerals Waste Plan

B Tranter

Access to JF from Roman Way

consult@objective.co.uk

Draft Sustainability Scoping Report

2012 Committee

Location of information boards

CORRESPONDENCE

Mayor

Chatteris Town Council
City of P'Boro
Wisbech Town Council
Ramsey Town Council
Cambridge City Council
GMCiB
Sandy Town Council
Royal Society of St George
St Ives Town Council
Chairman of HDC
Huntingdon Town Council
Royal British Legion
NALC

Charity fund raising event
Come dine with the Mayor
Charity Quiz night
Mayor's Tea
Piano Recital
Launch of Anglia in Bloom
Civic Service
Calendar of events
Mayor's Charity Ball
St George's Day Flag raising
Charity Dinner Dance
Cadet Poppy Appeal Awards
Response re funding for FAS (copy all)

Cllr Butcher

J Smith

Stability testing at Cemetery (E)

Cllr Worthington

S Spencer

Time capsule – request to locate in QES (copy CVP)

All Cllrs

HDC

Report from Neighbourhood Forum

Other meetings attended

21.2.12 Pancake Day Races (Mayor)
24.2.12 East Cambs Civic Reception – Ely (Mayor)
28.2.12 GMCCA – AGM (Mayor)
1.3.12 Anglia in Bloom launch (Mayor)
2.3.12 St Neots Civic Ball (Mayor)
9.3.12 Wisbech Quiz Night (Mayor)
10.2.12 GMCiB Front Gardens meeting (Mayor)