

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 19th APRIL 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; 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

2 members of the public were in attendance

On behalf of the Town Council, THE MAYOR extended condolences to Alan Hooker on the recent death of his Mother.

ACTION

12/044 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

All present.

12/045 DECLARATIONS OF INTEREST

CLLR WELLS: Planning item relating to Searle Motors as he had been a customer. The following Cllrs expressed an interest in the item relating to the Flood Alleviation Scheme: CLLR TAYLOR (Baptist Church may be affected); CLLR Mrs WILSON (her husband is employed by the EA); CLLR PAULEY, CLLR Mrs WORTHINGTON, CLLR GODLEY, CLLR MORGAN, CLLR VANE PERCY (all due to their home address); CLLR WILSON: prejudicial interest as he is employed by the EA; CLLR Ms MIDDLETON: any planning items relating to Wood Green; CLLR UNDERWOOD: planning item relating to St Anne's School; CLLR TAYLOR: planning item relating to 3 Croftfield Road.

12/046 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 15th March 2012 were duly APPROVED and signed as a complete and accurate record.

12/047 PUBLIC PARTICIPATION SESSION

Mr Cohen thanked the Town Council on behalf of GMCiB for the latest additional hanging baskets which would be placed along Cambridge Street.

The draw for the 800 club took place.

12/048 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR confirmed that Alan Martin had tendered his resignation on 3rd April. On behalf of the Town Council the MAYOR asked that thanks be recorded for his contribution.

THE MAYOR thanked all those who had attended or contributed towards the Mayor's Ball. £1700 had been raised for the Mayor's chosen charities.

THE MAYOR advised that the Freemen had declined the invitation to attend the Annual Town Meeting as the guest speaker.

THE MAYOR reminded all Cllrs that the period of purdah continues until the election on

3rd May 2012. Some Cllrs have not sought re-election and THE MAYOR thanked CLLR RICHARDSON for his valuable contribution in many areas particularly in respect of his portfolio relating to all health associated matters. THE MAYOR also thanked CLLR Ms MIDDLETON who had been a leading light in provision of recreation facilities at Judith's Field, first with the Play Pathfinder equipment and also the recent addition of the MUGA. Without her drive and determination these two projects would have been unlikely to succeed. THE MAYOR and Town Council wished to record their grateful thanks to her.

THE MAYOR reminded all Cllrs that their copy of the Parish Cllr Guide and their Cllr's gown should be returned to the Town Clerk following the Annual Town Meeting on 1st May.

All Cllrs

THE MAYOR confirmed that Marche de France would be holding a French market in the Town Hall car park on Sunday 29th April. A contribution towards the Mayor's Charities had been made.

THE MAYOR asked for authority to send invitations to the Mayors of the twinned towns in respect of Gala weekend activities. All Cllrs were in agreement the letters could be sent.

THE MAYOR reminded all Cllrs that the annual town litter pick would take place on 21st April, meeting at 10am at the Town Hall. If anyone was aware of particular areas needing attention, please let CLLR BUTCHER know.

12/049 TOWN CLERK'S REPORT ON MATTERS ARISING

All Cllrs

The Town Clerk thanked CLLR BUTCHER and CLLR MORGAN for their assistance in updating the asset register. Further work was needed which would be carried forward to the next Town Council.

12/050 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 12/050 were considered. The Town Clerk would advise HDC of the Council's recommendations. CLLR VANE PERCY commented that the Town Council should be conscious of the number of planning applications submitted by Wood Green as this indicated more activity on the site which would have a cumulative effect.

Town Clerk

12/051 CORRESPONDENCE

It was noted that GMC Rovers have been promoted to the Premier League in East Anglia. A letter of congratulations would be sent.

Town Clerk

A request had been received to install a public phone in the QES following an incident which required an ambulance to attend the premises as the signal for the mobile phone had been poor. This request for an emergency calls only telephone would cost approximately £200 per year plus in the region of £100-£200 installation costs. Following discussion, it was AGREED that a phone would not be provided and all hirers would be reminded there was no phone on the premises. Town Clerk would ensure a sign was also put up to remind users.

Town Clerk

The Charter Walk around Godmanchester had been officially launched by THE MAYOR on 9th April and enjoyed by those who had taken part. CLLR UNDERWOOD and CLLR COXHEAD were thanked for putting all the way marker signs in place.

GMC Senior Citizens Club had written asking the Town Council to increase the amount of their contribution towards utilities. Following discussion, CLLR Mrs WORTHINGTON

would draft a response putting forward a proposal from the Town Council.

ClIr Worthington/
Town Clerk

12/052 TO APPROVE THE ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2012

The Town Clerk presented the Town Council with a copy of the end of year accounts together with a copy of the Annual Return, which she then explained. It was AGREED that the accounts were duly APPROVED. The Town Clerk confirmed a notice had been displayed advising members of the public the accounts would be available for inspection from 3rd May – 31st May, and would submitted to the auditor on 1st June 2012.

12/053 APPROVAL OF THE STATEMENTS OF ASSURANCE IN RESPECT OF THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2012

The statements of assurance in respect of the Annual Return for the year ending 31 March 2012 were read to those present and all statements were APPROVED.

12/054 FINANCIAL AND ACCOUNTS

12/054.1 The list of payments to be made in Appendix 12/054.1 was APPROVED. The Town Clerk advised that insufficient cheques were available to make all payments at the Town Council meeting and once a new cheque book had been received, 2 Cllrs would be required to sign the additional cheques in line with the list of payments provided.

12/054.2 Councillors received and noted: a copy of salary information, end of year petty cash reconciliation, petty cash reconciliation to 19th April, monthly budget report on the year to date, monthly bank reconciliation as approved by THE MAYOR, quarterly bank reconciliation.

12/054.3 Due to poor weather conditions the line markings for the MUGA had not yet been applied. The outstanding balance on the PPL invoice would therefore be carried forward to May to be paid once the line markings had been provided.

12/054.4 Following receipt of the quarterly inspection report from FLP in respect of play areas in Godmanchester, CLLR TAYLOR reported there were four minor repairs requiring attention at a total cost of £184 + VAT. This was APPROVED. Town Clerk would arrange for the repairs to be carried out.

All Cllrs/
Town Clerk

Town Clerk

12/055 HEALTH & SAFETY

A Health and Safety report was received and noted. A draft Health & Safety policy and statement was considered and discussed. It was felt that further legal advice and clarification was needed in respect of accountability and responsibility. It was AGREED that Godmanchester Town Council accepting its corporate responsibilities and current good practice would accept items 1-9 of the policy document which would be further reviewed within the next 9 months. It was AGREED that appendices 2-17 of the document were noted as being helpful guidelines to good practice.

Town Clerk

12/056 WORKING PARTY REPORTS

12/056.1 Property – QES: CLLR Mrs WORTHINGTON confirmed that following a recent working party meeting, CLLR VANE PERCY would be approaching 5 architects from a list provided by HDC Conservation Officer to obtain proposals and costs for remedial work in the QES. The Community Association had requested that a 2012 time capsule be buried in the chimney in the QES and they had been advised that this was agreed in principle but any such placement would be done in line with remedial works.

12/056.2 Open meetings: CLLR Ms MIDDLETON provided a report following two open meetings held in March. It was AGREED that no further action would be taken at this time to create a town plan. It was AGREED that the Town Clerk would write to those groups who were invited to attend the open meetings and ask for feedback about what they would like to hear about or discuss.

12/056.3 CLLR Mrs WILSON presented a report on Youth services which was duly noted.

ClIr Vane Percy

Town Clerk

12/056.4 CLLR UNDERWOOD confirmed that no applications had been received in respect of the part time caretaker's position at Judith's Field. It was AGREED to hold an urgent Personnel working party meeting on 27th April to discuss the pay structure.

All Cllrs

12/057 FLOOD ALLEVIATION SCHEME

CLLR WILSON left the meeting.

CLLR PAULEY reported that he believed there were discrepancies in the latest newsletter from the Environment Agency. Dr Brighty had confirmed that due to the period of purdah, he could not communicate directly with any elected Cllrs and it was AGREED that the Town Clerk would raise the questions on behalf of the Town Council.

Town Clerk

CLLR WILSON re-joined the meeting.

THE ANNUAL TOWN MEETING will take place on Tuesday 1st May 2012 in the Queen Elizabeth School starting at 8.00pm

The next Town Council meeting will be the ANNUAL TOWN COUNCIL MEETING to be held on Thursday 17th MAY 2012 IN THE QUEEN ELIZABETH SCHOOL, STARTING AT 7.30PM

The meeting ended at 10.35pm

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 19 APRIL 2012

MATTERS ARISING FROM MEETING HELD ON 15 MARCH 2012

MATTER ARISING	CURRENT POSITION	
Roman Way access to JF	Awaiting response from HDC	NW
Additional litter bins	Request to be made to HDC	DU/RB

MATTERS ARISING FROM PREVIOUS MEETINGS

	MATTER ARISING	CURRENT POSITION	
	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
	Funding for FAS	Response from NALC re legal position on funding FAS received - further clarification being sought	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
	H&S working party	Following illness of WP members, report & recommendations to be submitted to April TC meeting.	DT
UPDATED	Review of Asset Register	Following Cllr Martin's resignation, TC to progress	TC
UPDATED	Jack & Jill Nursery: Rental Agreement	Further meeting held. Awaiting information re occupation agreement from J&J.	Swo/ DU
UPDATED	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
	Goal Posts to be painted white	DM
	HCRfm to advertise MUGA	DM

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 19TH APRIL 2012****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1200357s106	Discharge of planning obligation relating to agricultural occupancy of dwelling from S106 agreement: Debden House, Silver Street: RECOMMEND APPROVAL
1200289FUL	Change to mixed use of hairdressers and residential dwelling with alterations: 49 Bascraft Way: RECOMMEND APPROVAL
1200377FUL	Climbing frame for goat enrichment: Wood Green Animal Shelter: RECOMMEND APPROVAL
H/05004/12/CC	Erection of 7 bay mobile classroom until 31 August 2017: St Anne's CofE Primary School: RECOMMEND APPROVAL BUT NOTE WE UNDERSTAND THIS APPLICATION MAY BE WITHDRAWN AND
1200492FUL	Single storey extension to side: 3 Croftfield Road: RECOMMEND APPROVAL
120050FUL	Construction of a new steel framed MOT building: Clyde yard, Cambridge Street: RECOMMEND APPROVAL
1200395FUL	Removal of existing LPG tanks and provision of new tank with enclosure: Wood Green Animal Shelter: RECOMMEND APPROVAL
1200510LBC	Repair of brickwork on front/side and replacement of damaged bricks and introduction of Helifix stainless steel masonry reinforcement bars. Replacement with new lime plaster in part of ground floor. Replacement of block paving in front: The Exhibition, London Road: CARRY FORWARD TO NEXT TOWN COUNCIL

CORRESPONDENCE

HDC - Planning information re application 1200357S106 (e)

CORRESPONDENCE

Mayor

Mayor of Sandy
 Hunts Football Association
 Wisbech Town Cricket Club
 Royal Society of St George
 Mayor of Peterborough
 G Reeve
 HDC
 CCC
 Mayor of St Ives
 C Reeve
 Mayor of P'boro

Charity Concert
 Senior challenge Cup Final
 Annual fixture against the MCC
 St Georges Day Dinner
 Last Night of the Proms
 Annual Town Meeting
 CCTV agreement (copy of report to all Cllrs)
 Confirmation of road closure: Remembrance Day
 Mayor Making
 Annual Town Meeting
 Spring Dance

Cllr Butcher

GMCiB

Hanging baskets in Cambridge Street

Cllr Coxhead

CAPALC

Feedback form

Cllr Taylor

FLP

Inspection report (copy Cllr Butcher)

Cllr Worthington

GMC Senior Citizens

 T Gabriel
 Jacowe Joinery
 Eco Heating Services

Request for increased contributions towards
 Utilities
 Request for public phone in QES
 Quote for replacement doors – JF
 Quote for replacement boiler - QES

All Cllrs

Passenger Transport

Bus Subsidies (e)

Other meetings attended

- 20.3.12 Link Networking – Cllr Richardson
- 29.3.12 Hinchbrook Liaison Group – Cllr Richardson
- 2.4.12 Mental Health Liaison Group – Cllr Richardson
- 16.3.12 HDC Reception at Wood Green – Mayor
- 16.3.12 Whittlesey Civic Ball – Deputy Mayor
- 21.3.12 Scouts Jubilee Party – Mayor & Mayoress
- 23.3.12 Rotation Club Roman Way Presentation – Mayor
- 23.3.12 Mayor's Civic Ball
- 27.3.12 Lord Lieutenant's Poppy Appeal – Cadet Awards – Mayor & Mayoress
- 31.3.12 Ramsey Tea and Tour – Cllr Vane Percy
- 9.4.12 Launch of Charter Walk – Mayor
- 16.4.12 Twinning Association Meeting – Mayor

ACCOUNTS PAYABLE - 19TH APRIL 2012					
		PAYMENTS			
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.72	£ 7.54	£ 45.26
DD	UW	Gas/Electricity	£ 370.83	£ 60.61	£ 431.44
DD	UW	Gas/Electricity/phone line	£ 416.23	£ 83.24	£ 499.47
DD	HDC	Monthly Council Tax	£ 263.25	£ -	£ 263.25
DD	Anglian Water	Monthly charge	£ 29.00	£ -	£ 29.00
24	Anglian Water	DD not collected (March)	£ 45.96	£ -	£ 45.96
DD	Virgin	Town Office phone line	£ 27.42	£ 5.48	£ 32.90
DD	BNP Paribas	Photocopier lease	£ 116.27	£ 23.25	£ 139.52
18	Liddiard M	April salary	£ -	£ -	£ -
19	Roffe D	April salary	£ -	£ -	£ -
20	Walters K	April salary	£ -	£ -	£ -
21	Askew K	April salary	£ -	£ -	£ -
22	Inland Revenue	Tax & NI	£ -	£ -	£ -
	TOTAL TAX & NI		£ 3,421.94		£ 3,421.94
23	M Bird	Caretaker cover	£ 93.08	£ -	£ 93.08
25	Sign Studio	Signs for JF	£ 8.00	£ 1.60	£ 9.60
26	CAPALC	Annual Membership	£ 698.47	£ -	£ 698.47
27	CDS	Memorial testing	£ 1,290.00	£ 258.00	£ 1,548.00
28	Viking	Stationery	£ 116.19	£ 23.24	£ 139.43
29	Smiths Gore	Allotment rent	£ 375.00	£ -	£ 375.00
30	A Bream	Repairs	£ 97.50	£ -	£ 97.50
31	CCC	HR Services	£ 859.16	£ 171.83	£ 1,030.99
32	HDC	Toilets/CCTV/Pest Control	£ 5,272.40	£ 770.77	£ 6,043.17
33	FLP	Swings - Queen's Walk	£ 1,790.00	£ 358.00	£ 2,148.00
34	Ken Booth & Co	cleaning materials	£ 87.68	£ 17.54	£ 105.22
35	M Liddiard	Items for QES	£ 27.91	£ -	£ 27.91
36	J Lanigan	window cleaning	£ 70.00	£ -	£ 70.00
37	Moore Electrical	Lighting JF/Chinese Bridge	£ 635.00	£ -	£ 635.00
38	GMC Senior Citizens	Quarterly cont to utilities	£ 190.00	£ -	£ 190.00
39	St Mary's PCC	Quarterly grass cutting	£ 716.37	£ -	£ 716.37
40	Ferguson's	Monthly contract plus extras	£ 1,589.55	£ 317.91	£ 1,907.46
41	K Sneath	Internal audit	£ 40.00	£ -	£ 40.00
42	Electrical Testing	tesing lamp posts GMCiB	£ 563.33	£ 112.67	£ 676.00
43	JRB enterprise Ltd	Dog poo bags	£ 246.50	£ 49.30	£ 295.80
			£ 19,494.76	£ 2,260.98	£ 21,755.74
PAYMENTS RECEIVED SINCE 15TH MARCH 2012					
	QES	Fees	£ 2,434.56		£ 2,434.56
	Judith's Field	Fees	£ 950.50		£ 950.50
	Cemetery	Fees	£ 480.00		£ 480.00
	Interest		£ 0.26		£ 0.26
	Refund (French Market)		£ 70.00		£ 70.00
	Sales		£ 4.00		£ 4.00
			£ -		£ -
		TOTAL RECEIPTS	£ 3,939.32	£ -	£ 3,939.32