

**GODMANCHESTER TOWN COUNCIL**  
**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE**  
**TOWN HALL ON THURSDAY 15<sup>th</sup> NOVEMBER 2012**

PRESENT: C VANE PERCY: Town Mayor; D UNDERWOOD: Deputy Mayor;  
Councillors: R BUTCHER; M COHEN; Ms L COPPER; P GODLEY; Ms L KADIC; Ms J MACLEOD; P  
MORGAN; N PAULEY; D TAYLOR; N WELLS; A WELTON; G WILSON; Mrs S WILSON; Mrs S  
WORTHINGTON

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

4 members of the public were in attendance

**ACTION**

**12/167 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

CLLR Ms COPPER: previous engagement; CLLR Ms KADIC: medical appointment.

**12/168 DECLARATIONS OF INTEREST**

THE MAYOR confirmed that those declarations of interest expressed previously and stated in the register of interests need not be declared each time. THE MAYOR asked Cllrs to declare any previously undeclared interests in relation to items on the Agenda. CLLR UNDERWOOD declared a pecuniary interest in the item relating to the Local Plan. CLLR WILSON requested a dispensation to take part in any discussion on the letter from the EA listed as correspondence. It was AGREED dispensation was granted.

**12/169 MINUTES OF PREVIOUS MEETING**

The Minutes of the Town Council meeting held on 18<sup>th</sup> October 2012 were duly APPROVED and signed as a complete and accurate record. The Minutes of the Town Council meeting held on 25<sup>th</sup> October 2012 were duly APPROVED and signed as a complete and accurate record.

**12/170 PRESENTATION FROM CCC ON THE MARKET TOWN STRATEGY**

The representative from CCC had been unable to attend the Town Council meeting and would be invited to attend the December Town Council meeting on 13<sup>th</sup> December. CLLR Ms KADIC would be holding a working party in the next week to discuss and prioritise possible schemes to put forward for consideration for a Minor Improvement Bid. CLLR WILSON would email all Cllrs regarding possible dates.

Cllr Wilson/  
Cllr Kadic/  
All Cllrs

**12/171 PUBLIC PARTICIPATION SESSION**

Mrs Radford and Mrs Collier addressed the Town Council on behalf of GRAB. They asked the Town Council to hold a joint meeting with members from the Town Council and members of GRAB to consider the next steps in opposing the development at Bearscroft Farm. Mrs Radford also requested that the Town Council consider putting £1500 towards the cost of obtaining legal advice as to whether there was a case for a judicial review on the principle of development at Bearscroft Farm and confirmed that over 2000 residents had signed the petition opposing the development.

**12/172 TOWN MAYOR'S ANNOUNCEMENTS**

THE MAYOR was pleased to report that the Remembrance Day Services had gone very well with a record turn out from the Public. The Town Council was very grateful to the

Police who had stopped the traffic in order that due respect could be paid at 11.00am.

THE MAYOR confirmed he had represented the Town on 7 occasions since the last Town Council meeting.

### **12/173 TOWN CLERK'S REPORT ON MATTERS ARISING**

CLLR COHEN confirmed that the fence between Judith's Field and Roman Way was due for removal in the next couple of weeks. Town Clerk would liaise with our Grounds Maintenance Contractor to ensure the access from Judith's Field was improved as per earlier discussions.

Town Clerk

CLLR BUTCHER advised the Gold Award signage in respect of the Anglia in Bloom awards had not been concluded. CLLR COHEN would liaise with GMCiB to progress the matter.

CLlr Cohen

The Town Clerk would hasten HDC for a detailed response in relation to Bearscroft Farm.

Town Clerk

The Town Clerk advised that a cherry picker would be needed to reach the higher bulbs for the Christmas lights on the Town Hall and Queen Elizabeth School. Approval was given for the use of a cherry picker. THE MAYOR would put suggestions forward for future Christmas lighting.

CLlr Vane Percy

### **12/174 PLANNING APPLICATIONS AND CORRESPONDENCE**

The applications and correspondence set out in Appendix 12/174 were considered. The Town Clerk would advise HDC of the Council's recommendations. CLLR Mrs WILSON would respond to the consultation on Minerals and Waste.

Town Clerk

CLlr S Wilson

12/174.1 CLLR WILSON provided a verbal update on progress in relation to Bearscroft Farm planning application. The Traffic Assessment provided by The Fairfield Partnership (applicant for planning permission) had by considered and assessed by Professor Echenique (Professor of Land Use and Transport Studies) who had provided a report. CLLR WILSON would meet CCC officers with Professor Echenique and CLLR KADIC to discuss the content of this report further. CLLR WILSON suggested a Freedom of Information request be made through HDC regarding the Core Strategy and the process followed by officers together with data on the projected traffic impact a large development would have on traffic travelling through Godmanchester not just on the A14 and A1198. A further Freedom of Information request could be made relating to details of meetings which had taken place between the Fairfield Partnership and HDC officers prior to the Core Strategy being approved. CLLR WILSON advised that the Fairfield Partnership were likely to resubmit a revised planning application for the Bearscroft Farm development in the next few weeks. CLLR WILSON recommended the Town Council seek a formal legal opinion as to whether there was a case for a judicial review and it was AGREED that up to £1500 could be spent on legal costs. It was also AGREED that a meeting of Town Councillors and GRAB would be arranged to take place in the first week of December. CLLR WILSON would invite our District and County Ward Cllrs to attend the meeting.

CLlr Wilson/  
CLlr Kadic

All Cllrs

CLlr Wilson

### **12/175 CORRESPONDENCE**

CLLR Mrs WILSON left the room while the letter from Mr Wheatley of the RFCC was discussed.

The comments made in Mr Wheatley's letter to the Town Council were discussed and THE MAYOR confirmed a response had been sent. The Cllrs who had been present at the meeting referred to in Mr Wheatley's letter confirmed they had not made the remarks reported by Mr Wheatley and had felt there had been good engagement at the meeting, however, they had confirmed at that meeting, that the Town Council would

not be contributing £150k towards the Flood Alleviation Scheme.

CLLR Mrs WILSON rejoined the meeting.

CLLR TAYLOR advised the Town Clerk would be attending a one day First Aid Training Course in January 2013.

Town Clerk

CLLR COHEN reported the MUGA had been inspected and there were no issues to report.

### **12/176 FINANCIAL AND ACCOUNTS**

12/176.1 The list of payments to be made in Appendix 12/176.1 was APPROVED.

12/176.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 15<sup>th</sup> November 2012, a copy of salary payments, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation as verified by THE MAYOR which were noted.

12/176.3 CLLR TAYLOR confirmed that quotes had been received in respect of springers to be provided for the Queen's walk Play Area. It was AGREED that up to £2200 was approved for the purchase and installation of two springers.

Cllr Taylor/  
Town Clerk

CLLR BUTCHER advised that the Town Council had placed an order for two Black Poplar trees together with tree guards as part of the Jubilee tree planting scheme. Although the trees were ready for planting the tree guards had not been manufactured which would delay the planting until the following year. It was AGREED that the Town Clerk would investigate costs for tree guards and a budget of up to £600 for two metal tree guards was approved.

Town Clerk

### **12/177 GENERAL DISPENSATION**

Under the Localism Act 2011 the Town Council was requested to grant a general dispensation to all Members of the Council for the period ending 30<sup>th</sup> April 2016 to enable all Town Councillors to speak and vote on setting the parish precept and budget. It was AGREED that dispensation be granted to all present Godmanchester Town Cllrs and any other Cllrs who may be appointed during the period ending 30<sup>th</sup> April 2016.

### **12/178 DRAFT BUDGET**

CLLR WILSON presented a report on the current financial position and the projected financial position at the end of the financial year. He confirmed that the Audit Commission had recommended that general reserves held by parish councils should be in the range of 1 – 1.5 times the annual precept amount. CLLR WILSON went through all supporting documents and the following recommendations were made and APPROVED:

- The Town Council noted the income and expenditure to date and the forecast end of year balance
- The Town Council APPROVED the adjustments to the budget to allow expenditure on the following items: Mayoral Robe (£1000); Repairs to Town Hall (£1650); Grants to local groups (£2,000); Signage for Gold Award for Anglia in Bloom (£600- TBC); Legal Opinion on Bearscroft development (£1500); Metal tree guards (£600); Hire of cherry picker for repair of current Christmas lighting (£300); Contribution to Manorial Document (£150).
- The Draft Budget was APPROVED
- Charges for hire of the QES and Judith's Field were discussed and charges for the Cemetery were considered. It was AGREED that Friends of QES (including the Porch Museum) and GMCiB would continue to receive 6 free of charge bookings. Friends of QES would in addition be permitted to use the QES for Museum Opening on Bank Holiday Mondays without charge. All proposed charges were AGREED.

- It was AGREED in principle that the precept would increase by the rate of inflation, currently noted at 2.2%, but that this would be confirmed in December following Government announcements and upon receipt of further information from HDC regarding the Band D charges.

**12/179 CONSULTATION ON DRAFT STRATEGIC OPTIONS AND POLICIES**

**12/180 CONSULTATION DRAFT DEVELOPMENT MANAGEMENT POLICIES**

**12/181 CONSULTATION POTENTIAL DEVELOPMENT SITES: HUNTINGDON SPATIAL PLANNING AREA**

**12/182 CONSULTATION HUNTINGDON COMMUNITY INFRASTRUCTURE LEVY**

**12/183 CONSULTATION ENVIRONMENTAL CAPACITY STUDY INTRODUCTION AND SUMMARY**

CLLR Ms COPPER had put all items together in one report and it was AGREED to deal with all issues as one matter.

CLLR UNDERWOOD, having a pecuniary interest in part of the discussion left at the appropriate point in discussions.

CLLR WILSON presented the report on behalf of CLLR COPPER. Cllrs commented on draft policy DM18 Local Green Spaces and comments would be forwarded to CLLR COHEN who would provide a map of the green spaces listed. Cllrs comments on Potential Development Sites were noted. CLLR WILSON would liaise with CLLR COPPER and the Town Council's formal response to the consultation would be sent by 23<sup>rd</sup> November 2012.

Cllr Wilson/  
Cllr Copper

**THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 13<sup>th</sup> DECEMBER 2012 IN THE TOWN HALL**

**The meeting ended at 09.55pm**

**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 NOVEMBER 2012**

**MATTERS ARISING FROM MEETING HELD ON 18 OCTOBER 2012**

MATTER ARISING	CURRENT POSITION	
Access to Roman Way from JF	Town Clerk to seek quote for grounds maintenance work	RB/Swi
H&G Market Town Strategy	Representatives to be invited to speak at November TC meeting	NP

**MATTERS ARISING FROM PREVIOUS MEETINGS**

	MATTER ARISING	CURRENT POSITION	
	Petition re speed limit in West Street	To be considered as part of H&GMTS	CLLR NP
	Cllr Professional Dev Training	Proposal to be submitted by Cllr Underwood	DU
	Huntingdonshire Local Plan	Response to be drafted by Cllr Copper	LC
UPDATED	Tree survey and remedial work	Tender to be prepared re tree surgery required	RB
	Anglia in Bloom, Gold Award signage	Costs and proposal to be put forward by Cllr Butcher	RB
	Pension Scheme for GMCTC eligible staff	Further information to be obtained	DU/Swo
UPDATED	Judith's Field Play Facilities/Provision of improved BMX track	Cllr Taylor & Cllr Cohen presented request at October meeting. Further information/consultation to be carried out	DT/MC
	Houghton & Wyton Neighbourhood Plan	Cllr Copper to make contact and progress matter	LC
	Huntingdon & Godmanchester Market Town Strategy	Report submitted to October TC meeting	NP
UPDATED	Bearcroft Farm /UDF	TC have responded to outline planning application and draft UDF. GRAB have met with TC and have presented petition to HDC. Further update presented at October TC meeting. Town Clerk to seek more detailed response from HDC.	GW
UPDATED	Roman Way access	Report submitted to October TC meeting. Town Clerk to seek further information	Swi
UPDATED	Funding for FAS	Report submitted to October TC meeting. Recommendations to be sent to RFCC.	NW
UPDATED	H&S working party	Further work on H&S documents to be progressed by new Council. Cllr Taylor recommended Town Clerk liaise with TC for St Ives re risk assessment/H&S computer package	DT/ML
	Personnel	Report submitted to October TC meeting	DU
	Review of Asset Register	To be updated. Town Clerk together with Cllr Morgan to progress	PM
	Jack & Jill Nursery: Rental Agreement	Awaiting information re occupation agreement from J&J.	???
	Judith's Field building redevelopment/refurbishment	Update provided to September TC meeting	???
	QES Chimney	Repairs to be undertaken at same time as main remedial work	AW
	QES water ingress	Report submitted to October TC meeting	AW
	Ownership of Town Council land	SW to progress with assistance from Leeds Day as necessary.	Swo

**GODMANCHESTER TOWN COUNCIL MEETING:  
THURSDAY 15TH NOVEMBER 2012**

**PLANNING APPLICATIONS AND CORRESPONDENCE**

**APPLICATIONS:**

Application No	Detail
1201429FUL	First floor extension to dwelling: 14 East Chadley Lane: <b>RECOMMEND APPROVAL</b>

**CORRESPONDENCE**

CCC                      Consultation on Local Enforcement Plan for Minerals & Waste  
Development in Cambridgeshire

**CORRESPONDENCE**

**Mayor**

USAF  
Mayor of Peterborough  
Mayor of March  
Chairman of Fenland District Council  
Chairman CCC  
Chairman of HDC  
Mayor of St Neots  
USAF  
Archant Herts & Cambs  
J Djanogly & Wood Green Animal Charity  
Province of Northamptonshire &  
Huntingdonshire  
Burton Latimer Town Council  
Mayor of St Neots  
Luminus Group  
Mayor of Wisbech  
C Hyams  
Rev D Busk  
S Conboy  
Ede & Ravenscroft  
Michaels Civic Robes  
H&GTA  
St Ives Town Council  
St Ives Town Council  
Sandy Town Council

Thanksgiving Service  
Civic Service  
Civic Carol Service  
Community Carol Service  
Reception  
Christmas Carol Service  
Christmas Carol Service  
Veterans Day Service  
Huntingdonshire Business Awards  
Reception

Christmas Carol Service  
Charity Dinner  
Mayor's Charity Ball  
Celebration of Christmas  
"At Home"  
Bearscroft Farm (copy all Cllrs)  
Evening Remembrance Day Service  
Application to fill casual Cllr vacancy  
Price for Mayoral robe  
Price for Mayoral robe  
Christmas Dinner Dance  
Civic Service of Lessons and Carols  
Mayor's Charity Carol Concert  
Christmas Cracker & Lights Switch On

**Cllr Butcher**

HDC  
HDC

Jubilee Commemorative trees (E) (copy Mayor)  
Ash Dieback

**Cllr Kadic**

CCC

Local Highway Improvements 2013/14 (E) (copy  
Cllr Wilson & Cllr Pauley)

**Cllr Taylor**

City of Ely  
Seagrave Inspection Services  
Eibe  
Wicksteed Leisure

First Aid Training Course (E) (copy Cllr Underwood)  
Annual inspection of MUGA  
Quotation for springers at Queen's Walk (E)  
Quotation for springers at Queen's Walk (E)

**Cllr Underwood**

CAPALC

Outreach Cllr Training at Hemingford Abbots (E)

**Cllr Wilson**

GRAB  
T Collier

Copy of letter from J Djanogly, copy of letter sent  
To HDC  
Copy of comments re Fairfield response to transport  
Comments (E)

**Cllr Wells**

EA  
S Wheatley  
S Wheatley

Flood Alleviation Scheme: copy of map (E)  
Flood Alleviation Scheme: shortfall in funding (E)  
Flood Alleviation Scheme: response to letter (E)  
(copy all Cllrs)

Copy to all Cllrs

HDC  
CCC

CCTV report: October 2012 (E)  
Winter Gritting service (E)





## Report

Paper Title:	Budget Report - 2012/13 and 2013/14
Date Of Paper:	November 2012
Paper Number:	12/178
Paper Presented by:	Councillor Graham Wilson
Paper Contributions by:	Town Clerk and Cllrs Cohen and Worthington

## Summary of Purpose

- To review progress with delivering the 2012/13 budget, agree additional expenditure for 2012/13 and determine the charges, precept and budget for 2013/14
- Details of expenditure, budgets and balances are shown in the accompanying spreadsheets

## Action Recommended

The Town Council is recommended to:

1. Note progress to date spending the 2012/13 budget and forecast outturn
2. Agree the additional items of expenditure discussed at the recent special town council meeting
3. Agree the budget for 2013/14
4. Agree the proposed increases in some charges for 2013/14
5. Agree the precept should increase by 2.2% in 2013/14

## Decision Required

The Council is asked to:

1. Agree the recommendations above

## **Background**

The special town council meeting on 25 October considered a paper prepared by the Town Clerk and former Cllr Coxhead. The council discussed the main areas of overspend and underspend in 2012/13 to date and made some suggestions on additional items of expenditure for 2012/13.

A draft budget for 2013/14 was reviewed and agreed in principle. It was also agreed that the precept should not go up by more than the prevailing rate of inflation (2.2%). Other charges may need to go up by more than inflation to reduce the subsidy given, for example it was agreed the charge to allotment holders should match the provision cost.

## **Current financial position**

The accompanying spreadsheets show:

### **Sheet 1 – 2012/13**

This sheet shows, by subjective, the agreed budget (as set at the beginning of the year), actual expenditure to date (to Sept) and forecast expenditure to the end of financial year.

The forecast expenditure includes the following items agreed in principle at the last town council meeting:

- New mayoral robes (£1000)
- Additional repairs to Town Hall (£1650)
- Grants to local groups (£2000)
- Contribution to Godmanchester manorial document (£150)
- New road signs to mark award of Gold for Anglian in Bloom (£600) (from street furniture budget)

### **Sheet 2 – Preparation for 2013/14**

This sheet shows for each subjective proposed by the working party for the 2013/14 budget, the 2012/13 budget and end of year forecast (using the information on Sheet 1), the difference (with positive being an overspend and negative showing an underspend for all subjectives), the draft 2013/14 budget based on discussions at the last meeting with some comments on outstanding issues.

Portfolio holders are requested to confirm that the relevant amounts in the budget for 2013/14 are reasonable and will be spent in 2013/14.

### **Sheet 3 – Balances**

Sheet 3 starts with the balance carried forward on 1/4/12 and predicts what balances will be carried forward on 1/4/13 and 1/4/14 with the draft budget and if the precept goes up by 2.2% and the income from charges is as forecast as proposed later.

The calculations forecast our general reserves (the amount left after deducting specific amounts for JF and post MUGA recreation works) will reduce as a proportion of our precept.

The Town Council should be aware that we cannot continue to reduce our balances year on year as we must retain money for unexpected expenditure on our historic buildings and potentially on the riverbank. CALC recommend we should hold between 1 and 1.5 times our precept as a general reserve.

## **Charges**

Sheet 5 shows a breakdown of the receipts and predictions of income from QES and JF, (although lower amounts are assumed to calculate the balances).

It is proposed that charges for QES, which makes an operating profit, do not increase in 2013/14 whilst maintenance work is undertaken. The Council may also wish to discuss whether QES Friends should be asked to pay for some of their usage. The recommendation of the November 2010 Finance Working Party which was agreed at the subsequent Town Council meeting was that the QES Friends and GMCiB should each be limited to 6 free sessions per calendar year and that any additional sessions should be charged at the normal rate. The Friends have already booked four sessions using both halls between now and April. The matter is further complicated by the fact that the Porch Museum now seems to operate separately from the Friends; the Museum has already booked five sessions for April and May, again using both halls.

JF operates at a loss of some £2.5k and at the March Town Council meeting it was agreed that charges should be increased to achieve if possible breakeven during 2013/14 and a surplus the year after. It was calculated that hire charges for all hirers needed to be increased to over £8 per hour. J&J's hourly charge was increased to £8 per hour from 1 September 2012 and it is proposed that the rate for the Brownies and any other voluntary groups should rise to this amount from 1 April 2013. (No further increase proposed this financial year for J&J). For other hirers the proposal is to charge £12 per hour.

Allotments – it is proposed these increase to match the total cost of providing the allotments

Cemetery – Cllr Cohen has compared our charges with neighbouring parishes and recommended the fees set out on sheet 4 – cemetery fees. The charges are broadly in line – we are not “cheap as chips”, but do have a much simpler schedule than the others. And not all differentiate between burials and cremations. There are also some differences in the ages for “children” – Little Paxton making no difference at all between them and adults. Cllr Cohen estimates these new charges will increase cemetery income by 10%.