

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 21st FEBRUARY 2013

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

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

3 members of the public were in attendance

ACTION

13/017 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR Ms KADIC: hospital appointment; CLLR WELLS: holiday; CLLR G WILSON: holiday;
CLLR Mrs S WILSON: holiday.

13/018 DECLARATIONS OF INTEREST

Nothing declared. The Mayor reminded all present of procedure for evacuation in an emergency.

13/019 MINUTES OF PREVIOUS MEETING

The Minutes of the Town Council meeting held on 17th January 2013 were duly APPROVED and signed as a complete and accurate record.

13/020 PUBLIC PARTICIPATION SESSION

Cllr Colin Hyams, Mayor of Huntingdon, congratulated the Mayor on winning the Mayor's Pancake Day race and presented him with a DVD of the event. THE MAYOR thanked Cllr Hyams for hosting the event.

13/021 HUNTINGDON & GODMANCHESTER MARKET TOWN STRATEGY

Mr Tuckwell from Cambridgeshire County Council, addressed the Town Council to provide information about the Market Town Strategy. He advised that the current strategy covered the period 2003 – 2014 and CCC had started the consultation process to consider the future strategy from 2014 onwards. Improvements to cycle ways and junctions would be considered and the Town Council had been provided with a website link to access further information. Mr Tuckwell confirmed that if the Town Council could demonstrate and identify clear "needs" for a project or scheme, it would strengthen the case when all requests under the new Market Town Strategy were considered. THE MAYOR thanked Mr Tuckwell for attending.

13/022 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR thanked the Town Council for their kind words of congratulations on the pancake day race result.

THE MAYOR confirmed he had represented the Town on 6 occasions since the last meeting.

THE MAYOR reminded all Cllrs that the Environment Agency would be holding a public exhibition on 22nd and 23rd February at the Community Primary School to provide an

All Cllrs

update on the Flood Alleviation Scheme. All were encouraged to attend.

THE MAYOR advised the Town Clerk would be on holiday for a week in March.

THE MAYOR reminded all Cllrs that the Annual Town Meeting would take place on Tuesday 7th May. Chairs of working parties would be required to give a short report and as the Annual Report would be prepared in advance of the Annual Town Meeting, these reports were needed by 10th April 2013.

Chairs of
WPs

13/023 TOWN CLERK'S REPORT ON MATTERS ARISING

CLLR TAYLOR confirmed consultation had been undertaken regarding the proposal to renovate the BMX track at Judith's Field. A proposal and costs would be submitted to the Town Council at the March Town Council meeting.

Cllr Taylor

CLLR TAYLOR confirmed the software package on Risk Assessments had been purchased.

CLLR UNDERWOOD confirmed plans were moving forward for the formal twinning with Gubbio. He thanked THE MAYOR and CLLR WELTON and The Mayor of Huntingdon Town Council for their input to a useful meeting held to raise issues of mutual concern. At the invitation of Huntingdon Town Council it was proposed that a joint working party be convened to discuss matters and to present the civic issues to the Huntingdon & Godmanchester Twinning Association.

CLLR BUTCHER confirmed work to trees on the Recreation Ground would be undertaken in March.

CLLR BUTCHER reported that he had received positive feedback from Cllrs on the revised Anglia in Bloom Gold Award signs. It was AGREED that two Gold Award signs would be ordered from London House Signs at a cost of £500 + VAT.

Town Clerk

CLLR BUTCHER reported that an error in the Grounds Maintenance Contract regarding the number of times the bins would be emptied on the Recreation Ground and at Judith's Field had been noticed. Bins would be emptied daily for 6 months of the year and twice weekly for 6 months of the year. The Town Council had provided the wrong total figure and the Town Council were asked to note that the annual cost for the Grounds Maintenance Contract would rise by £1201. This was noted and AGREED.

CLLR BUTCHER advised that confirmation had been received from HDC that HDC held the Riparian rights to the riverbanks surrounding the Recreation Ground. The Town Clerk would write to HDC to advise them that repairs were required to part of the bank, where mooring cleats and river bank had collapsed into the river. CLLR Ms COPPER suggested a clear record of the ownership was available in the Town Office for future reference.

Town Clerk

CLLR BUTCHER confirmed the Annual Litter Pick would be held on Saturday 13th April, starting at 10am at the Town Hall. Gloves, sacks and litter pickers would be provided, all welcome.

All Cllrs

CLLR PAULEY expressed concern that the EA had not provided clarification on matters relating to the southern end of the Causeway and he was further concerned that the Town Council had not been involved in discussions about the repositioning of the Town Sign. CLLR WELLS would be holding a working party on 26th February when all matters would be discussed.

All Cllrs

13/023.1 CLLR MORGAN presented a report together with the revised Asset Register. The recommendations within the report were considered and AGREED.

13/024 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 13/024 were considered. The Town Clerk would advise HDC of the Council's recommendations. It was noted that the response submitted by Godmanchester Town Council under consultation of the local enforcement plan for Minerals and Waste Development in Cambridgeshire was far more detailed and thorough than other comments submitted.

Town Clerk

CLLR MORGAN advised that the recent planning application for internal alterations to 5 Bridge Place was approved by HDC (Godmanchester Town Council had recommended refusal due to concerns about lack of parking provision). The applicant had been advised they should apply for further permission for a change of use before proceeding with the internal alterations, but this had not happened.

13/024.1 CLLR UNDERWOOD presented a report on the latest position regarding Bearscroft Farm, the contents of which were noted. He advised that HDC had confirmed there would be further consultation and it was AGREED the Town Council would engage in any further consultation.

13/025 CORRESPONDENCE

The schedule of correspondence was noted.

13/026 FINANCIAL AND ACCOUNTS

13/026.1 The list of payments to be made in Appendix 13/026.1 was APPROVED.

13/026.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 21st February 2013, 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.

13/026.3 It was AGREED that the additional charge of £28.50 proposed by HDC in respect of provision of CCTV services, was APPROVED. CLLR PAULEY voted against this increase.

13/026.4 CLLR COHEN advised that the trailing wires from previous outdoor pitch lighting at Judith's Field would be removed at a cost of £75.

13/026.5 CLLR WELTON confirmed that Cllr Hyams, Mayor of Huntingdon, had personally paid for the costs of air travel for all members of the civic party travelling to Gubbio for the formal signing of the Twinning Charter. He now required reimbursement for the costs of tickets for THE MAYOR and MAYORESS of Godmanchester and also for the DEPUTY MAYOR. THE DEPUTY MAYOR expressed his view that he was committed to attend the twinning event, but was uncomfortable with the Town Council meeting the cost of his travel. The Town Clerk confirmed the remaining available budget for Twinning for the financial year was £1100. Following discussion it was AGREED that the Town Council, would, on this occasion, meet the costs of travel for THE MAYOR, MAYORESS and DEPUTY MAYOR in the sum of £463.09.

Town Clerk

13/027 COUNCILLOR'S PORTFOLIOS

Portfolios held by each Cllr were discussed. The Town Clerk would issue the revised schedule to all.

Town Clerk

13/028 HEALTH & SAFETY

CLLR TAYLOR presented a report, the contents of which were noted, following a recent Health & Safety working party meeting. It was AGREED in principle to support the Town Clerk by providing training, subject to confirmation of costs.

13/029 APPOINTMENT OF INTERNAL AUDITOR

CLLR WELTON confirmed that Mr Ken Sneath who had acted as internal auditor for the Town Council had now retired. The Town Council is required to undertake an internal audit as part of the end of year accounting process and submission to the external auditor. CLLR WELTON, CLLR Mrs WORTHINGTON and the Town Clerk, met with two candidates. Following discussion it was recommended that Mr Michael Williamson be appointed as internal auditor with immediate effect. Town Clerk would contact Mr Williamson and make arrangements for the internal audit to begin.

Town Clerk

CLlr Pauley left the meeting at 9.24pm

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC: To resolve 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.

13/030 PERSONNEL

CLLR UNDERWOOD presented a report concerning back dated holiday entitlement for the Town Clerk and Town Clerk's Assistant. It was AGREED that 5 days of the backdated holiday entitlement would be taken as pay, and 5 days would be taken as leave. The rate of pay to be used was discussed and AGREED.

13/031 PERSONNEL: AUTO ENROLMENT IN PENSION SCHEME

CLLR Mrs WORTHINGTON presented a report on auto-enrolment the contents of which were noted. CLLR Mrs WORTHINGTON confirmed further investigations into suitable schemes would be undertaken.

Cllr Worthington

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

The Mace Bearer re-joined the meeting.

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 21st MARCH 2013 IN THE TOWN HALL

The meeting ended at 09.43pm

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 21 FEBRUARY 2013**

MATTERS ARISING FROM MEETING HELD ON 17 JANUARY 2013

MATTER ARISING	CURRENT POSITION	
Matters raised by Mr Doherty	Town Clerk to respond (this was done in person on 18.1.13)	
Cllrs Portfolios	To be discussed at February TC meeting	
Newsletter	Articles to be submitted to Cllr Godley by 8.2.13	PG
Grant Applications	To be considered at March TC meeting	

MATTERS ARISING FROM PREVIOUS MEETINGS

	MATTER ARISING	CURRENT POSITION	
	FAS- non essential works at South end of Causeway	TC sought clarification on works to be carried out. Response received 21.1.13. Public exhibition to be held 22nd/23rd February	CLLR NW
UPDATED	Adoption of HDC play areas	Cllr Taylor/Cllr Cohen presented paper to January TC meeting. Further details requested.	DT/MC
	Twining	Cllr Underwood to obtain more information from HGT	DU
	GMC Improvement Projects	Cllr Underwood to undertake feasibility studies	DU
	Investigation into Town Hall damp	Cllr Worthington/Town Clerk to progress	Swo/ML
UPDATED	Cllr Professional Dev Training	Cllrs have confirmed dates they wish to attend	DU
	Tree survey and remedial work	Tender sent. Successful bid advised. Work to be carried out early in 2013	RB RB
	Anglia in Bloom, Gold Award signage	Costs to be put forward by Cllr Butcher	
UPDATED	Pension Scheme for GMCTC staff	Further information to be obtained . WP meeting to be held Jan 2013, report to Feb TC meeting	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 and report to March TC meeting	DT/MC
UPDATED	Huntingdon & Godmanchester Market Town Strategy	Representative from CCC invited to attend TC meeting. Unable to attend Nov meeting, or Dec meeting. Representative to attend February TC meeting	NP
UPDATED	Bearcroft Farm /UDF	TC have responded to outline planning application and draft UDF. Cost to obtain legal opinion approved, and opinion received. Further outline application received response agreed at Jan TC meeting.	GW
	Roman Way access	Fence has been removed. TC has made improvements ie cut back foliage, levelled ground and will ensure ditch clear and fencing repaired	Swi
UPDATED	H&S working party	Further work on H&S documents to be progressed by new Council. Risk assessment/H&S computer package software ordered. Working party took place in February 2013. Report submitted to February TC	DT/ML
UPDATED	Review of Asset Register	To be updated. Town Clerk working with Cllr Morgan to progress. Draft to be presented to TC meeting in February	PM
UPDATED	QES Chimney & water ingress	Report on QES submitted at October TC meeting. Repairs to chimney pending programme for other remedial work	AW

Ownership of Town Council land	SW to progress with assistance from Leeds Day as necessary.
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GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 21ST FEBRUARY 2013****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1201961LBC	Demolition of part of boundary wall and rebuild to match neighbours section: 22 West Street: RECOMMEND REFUSAL
1300060FUL	First floor extension to existing dwelling: 6 Earning Street: RECOMMEND APPROVAL
1202037 FUL	Use of marina for the mooring of boats including those occupied as a sole or main residence limited to those named in attached schedule (RETROSPECTIVE): NO COMMENTS
1300154FUL	Erection of dwelling and garage following demolition of existing garage: 44A London Road: RECOMMEND APPROVAL

CORRESPONDENCE

ccc Consultation of local enforcement plan for Minerals & Waste Development in Cambridgeshire

BEARSCROFT: CORRESPONDENCE

C Clayson Legal Advice
Trowers & Hamlins Terms of Engagement
Trowers & Hamlins Opinion
HDC Bearscroft Farm Development

CORRESPONDENCE

<u>Mayor</u>	Huntingdon Town Council Rushden Town Council East Cambs District Council Wisbech Town Council Chair of East Northants Council High Sheriff Mayor of Whittlesey Down Market Town Council Rushden Town Council High Sheriff Mayor of Peterborough Mayor of St Ives Mayor of Peterborough	Pancake Day Races Charity Night Reception Evening with Sue Welfare Charity Dinner Reception Charity Dinner Dance St Winnolds Parade and Breakfast International Women's Day Luncheon Awards Scheme Presentations Mayor's Charity Ball Charity Indian Cuisine Buffet Last Night of the Proms
<u>Cllr Butcher</u>	AES Europe Ltd HDC	Maintenance of village ponds Ownership of Land/Riparian Rights (copy SWo)
<u>Cllr Cohen</u>	CCC HDC	Play Development Adviser Wigmore Farm play equipment
<u>Cllr Kadic</u>	CCC J Adams Cambs Horizons LGS Services	Parish Paths Partnership (copy DU, MC, PM) Pedestrian safety (copy DU) Cambridgeshire Future Transport (copy DU, MC, PM) LAF meeting dates (copy DU, MC, PM)
<u>Cllr Macleod</u>	Rural Cambs CAB	CAB service in Huntingdonshire
<u>Cllr Underwood</u>	HDC	CCTV contribution (agenda item) and minutes of Partnership meeting
<u>Cllr Wells</u>	Jacksons G Brighty I Dodson	Flood Alleviation Scheme South Causeway Area (copy CVP, NP) Flood Alleviation Scheme (copy CVP, NP)
<u>Cllr Wilson</u>	HDC Trowers & Hamlins	Confirmation of Precept (copy SWo, LC, AW) (E) Letter with invoice
Copy to all Cllrs	HDC HDC CCC HDC Carillion CCC Environment Agency	Huntingdonshire Matters Surface Water Chinese Bridge CCTV newsletter and monthly report A14 Drainage survey works Community Transport Fund Invitation to Public Exhibition

Grant Application forms received to be carried forward to March Town Council meeting:

Godmanchester Allotments Association
 Vitalise
 Godmanchester Community Association (PinP)
 Godmanchester Baptist Church: Football Project
 Godmanchester Baptist Church: Summer Holiday Club

(E) denotes correspondence received by e-mail

ACCOUNTS PAYABLE - 21ST FEBRUARY 2013					
PAYMENTS					
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.72	£ 7.54	£ 45.26
DD	UW	Gas/Electricity	£ 597.94	£ 107.13	£ 705.07
DD	UW	Gas/Electricity/phone line	£ 554.64	£ 110.92	£ 665.56
DD	HDC	Monthly Council Tax	£ 170.00	£ -	£ 170.00
DD	Anglian Water	Monthly charge	£ 33.00	£ -	£ 33.00
DD	Anglian Water	Monthly charge	£ 32.00	£ -	£ 32.00
DD	Virgin	Town Office phone line	£ 27.30	£ 5.46	£ 32.76
200139	M Liddiard	February salary	£ -	£ -	£ -
200140	D Roffe	February salary	£ -	£ -	£ -
200141	K Walters	February salary	£ -	£ -	£ -
200142	K Askew	February salary	£ -	£ -	£ -
200143	M Chapman	February salary	£ -	£ -	£ -
200144	Inland Revenue	Tax & NI	£ -	£ -	£ -
	TOTAL TAX & NI		£ 3,914.79	£ -	£ 3,914.79
200145	Moore Electrical	Repairs and maintenance	£ 320.00	£ -	£ 320.00
200146	Michaels Civic Robes	Mayor's Robe	£ 1,210.00	£ 242.00	£ 1,452.00
200147	Talking T's	Workwear for caretakers	£ 47.35	£ 9.47	£ 56.82
200148	Ken Booth & Co	Cleaning materials	£ 94.50	£ 18.90	£ 113.40
200149	NCC	HR advice July-Sept 2012	£ 1,731.60	£ 346.32	£ 2,077.92
200150	K Ferguson's Ltd	Ground Maintenance plus extras	£ 1,655.55	£ 331.11	£ 1,986.66
200151	Trowers & Hamblins LLP	Legal advice	£ 545.65	£ 109.13	£ 654.78
200152	New Flame	6 monthly checks	£ 225.00	£ 45.00	£ 270.00
200153	D Roffe	200 x 2nd class stamps	£ 100.00		£ 100.00
200154	C Hyams	Twinning Travel Costs to Gubbio	£ 463.09		£ 463.09
			£ 11,760.13	£ 1,332.98	£ 13,093.11
	PAYMENTS RECEIVED JANUARY 2013				
	QES	Fees	£ 2,040.94		£ 2,040.94
	Judith's Field	Fees	£ 918.75		£ 918.75
	Interest	Fees	£ 11.54		£ 11.54
	Cemetery	Fees	£ 565.00		£ 565.00
	Allotments	Fees	£ 375.00		£ 375.00
	VAT	Refund	£ 2,967.96		£ 2,967.96
	Commonwealth War Graves	Grant	£ 30.00		£ 30.00
		TOTAL RECEIPTS	£ 6,909.19	£ -	£ 6,909.19