

**GODMANCHESTER TOWN COUNCIL**  
**MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD IN THE**  
**QUEEN ELIZABETH SCHOOL ON THURSDAY 16<sup>th</sup> MAY 2013**

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

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

18 members of the public were in attendance

**ACTION**

**13/062 ELECTION OF TOWN MAYOR**

CLLR DAVID UNDERWOOD was formally elected as Town Mayor for the year 2013 to 2014.

**13/063 TO RECEIVE THE MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

CLLR DAVID UNDERWOOD duly read and signed his Declaration of Acceptance of Office, which was witnessed by the Town Clerk as Proper Officer.

*THE MAYOR invited Reverend David Busk to lead the Council in prayer.*

**13/064 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

CLLR Mrs WORTHINGTON: holiday; CLLR Ms KADIC: personal reasons.

**13/065 DECLARATIONS OF INTEREST**

THE MAYOR invited Cllrs to declare all interests as this was a new term for the Town Council. CLLR Mrs WILSON: wife of an employee of the Environment Agency; CLLR WILSON: employee of the environment agency and also County Councillor and Governor of Godmanchester Community Primary School; CLLR TAYLOR: member of Godmanchester Baptist Church; CLLR UNDERWOOD: pecuniary interest in matters relating to Wigmore Farm.

**13/066 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 18<sup>th</sup> April 2013 were duly APPROVED and signed as a complete and accurate record.

**13/067 PUBLIC PARTICIPATION SESSION**

Mr Peacock addressed the Town Council regarding the planning application to provide 5 bungalows in Mowlands with access from Roman Way. He gave his views on the suitability of Roman Way as the access to the proposed development and confirmed that 55 residents had signed a petition against the planning application which he would present to HDC.

Mr Beckett from Godmanchester Baptist Church addressed the Town Council in support of the planning application submitted by the Baptist Church to extend the building.

Mr Richardson addressed the Town Council regarding the planning application to provide 5 bungalows in Mowlands. His views and comments agreed with those already expressed by Mr Peacock. Mr Richardson also advised that only residents immediately adjacent to the proposed site had been consulted but he considered all residents in Roman Way would be affected by a development accessed through Roman Way.

Mr Thackray provided an update on work being undertaken by Godmanchester in Bloom and thanked the Town Council for providing two Anglia in Bloom Gold Award signs.

The Mayor drew the numbers for the 800 Club.

**13/068 OUTGOING MAYOR'S ANNOUNCEMENTS**

CLLR VANE PERCY congratulated CLLR UNDERWOOD on his appointment as MAYOR for the Town for 2013-2014. He said it had been an honour for him and Lady Linda Vane Percy to represent the town in such a significant year.

CLLR VANE PERCY thanked fellow Cllrs, Mace Bearers and office staff for their support and in particular CLLR UNDERWOOD, as DEPUTY MAYOR for his continued help and support throughout the year. Thanks were also given to Reverend Busk for acting as Chaplain to the Mayor and Town Council.

CLLR VANE PERCY was pleased to report that the money raised through fund raising activities for the Mayor's charities: MAGPAS and Raise the Roof Appeal for St Mary the Virgin Godmanchester, had been in excess of £10,000. He was grateful to everyone for their help and involvement in any way in the fundraising events.

CLLR VANE PERCY had represented the Town on 4 occasions since the previous meeting.

CLLR VANE PERCY reminded all present that the funeral of Roy Norris, Mayor of Godmanchester in 2001, would take place on Friday 17<sup>th</sup> May at 2.30pm in St Mary the Virgin. CLLR VANE PERCY also paid tribute to another former Mayor, Joan Doherty, who had died earlier in the year.

### **13/069 INCOMING TOWN MAYOR'S ANNOUNCEMENTS**

THE MAYOR presented CLLR CHRISTOPHER VANE PERCY with a former Mayor's badge and thanked him for his memorable year serving as Town Mayor, which he had carried out with great dignity. THE MAYOR said it was most appropriate that he had held office in the year to celebrate the Royal Charter, as his ancestor Philip Tillard had served the town as Mayor during the celebrations for Queen Victoria's Jubilee. The former Mayoress was also thanked on behalf of the Town Council for her support during CLLR VANE PERCY'S time as Town Mayor.

THE MAYOR said it was a privilege to be elected to serve as Mayor of Godmanchester and he would do his utmost to fulfil the role to the best of his ability. He too had an ancestor who had served as Bailiff of Godmanchester in the early 19<sup>th</sup> century.

THE MAYOR said his first aim was to strengthen the links between the Town Council and local organisations and businesses. He said he intended to concentrate on local events. THE MAYOR also hoped to reinvigorate the historic heart of the town and furthermore would aim to focus the benefits derived from Twinning with Wertheim am Main, Szentendre, Salon de Provence and Gubbio were on the people of the town.

THE MAYOR planned to re-introduce the award of Honorary Freeman of the town which is a distinction which had fallen out of use but is within the prerogative of the Council. It was hoped during the current Town Council's term of office that consideration might be given to granting this award to those who had given distinguished but perhaps unrecognised service to the people of the town.

THE MAYOR confirmed his chosen charities for the year would be Crossroads – who support carers, Godmanchester Community Nursery – which reaches out to many facing mental, physical and social challenges and Help for Heroes which provides support for those who have served in our armed forces.

### **13/070 TOWN CLERK'S REPORT ON MATTERS ARISING**

The report on matters arising was received and noted.

CLLR TAYLOR advised that work was ongoing concerning quotations to refurbish the BMX track and amendments to the specification would delay this matter being put before the Town Council for a decision.

CLLR Mrs CONBOY advised that the questionnaire sent to organisations providing services and facilities for young people had received a good response to date.

### **13/071 PLANNING APPLICATIONS AND CORRESPONDENCE**

The applications and correspondence set out in Appendix 13/071 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

13.071.1 A draft response to the consultation on Community Infrastructure Levy (CIL) was considered and the content APPROVED. CLLR Mrs WILSON would submit this response electronically.

Cllr S Wilson

13.071.2 CLLR WILSON provided an update on the current position regarding Bearscroft Farm. He confirmed that HDC would confirm their recommendations for S106/CIL contributions and planning conditions which would then be put to the Development Management Panel who would meet on 15 July. This would be a public meeting and representations could be made by Godmanchester's District Cllrs and also by Town Cllrs and members of the public. The response to the request for S106/CIL funding in respect of Bearscroft Farm was revisited and the recommendations made were APPROVED subject to minor changes. It was AGREED that the current owners of Judith's Field should be advised of the Town Council's proposals. Town Clerk would write to Executors of Mr Looker. Town Clerk would submit S106/CIL requirements to HDC Planning Department early the following week.

Town Clerk

Town Clerk

### **THE MAYOR LEFT THE ROOM FOR THE FOLLOWING ITEM AND CLLR VANE PERCY TOOK THE CHAIR**

13.071.3 CLLR WILSON that a paper on the Local Plan to 2036 had gone to HDC Cabinet on 16<sup>th</sup> May 2013. It was the second stage of 8 stages and there would be further public consultation. CLLR WILSON advised that when the draft Local Plan had been published it would be helpful to have several Cllrs looking at the details of particular areas within the document.

### **THE MAYOR RETURNED AND TOOK THE CHAIR.**

13/071.4 CLLR WILSON reported that HDC had requested a response to a request for information about Godmanchester's Local Infrastructure needs which had already been provided via the document in respect of the proposed development at Bearscroft Farm. It was AGREED that the Town Clerk would respond to the request by sending a further copy of the previously submitted infrastructure requests together with additional information regarding tourism in the town.

Town Clerk/  
Cllr G Wilson

### **13/072 CORRESPONDENCE**

The EA had advised that a cast iron foul sewer pipe on the Town Hall wall was cracked and in need of repair. CLLR VANE PERCY said he was generally perturbed about the works going on around the Town Hall and felt an Architect should be engaged to advise on the project before further work was undertaken. As the Town Council was undecided as to the profession best suited to address the issues, the Town Clerk would liaise with the Conservation Officer for advice, and an expert opinion would be obtained before further work on the FAS around the Town Hall was undertaken.

Town Clerk

CLLR WELLS advised that clarification was still needed regarding the works to be carried out on the South Causeway in respect of the FAS. He would liaise with the Town Clerk to write to the EA for confirmation of the works to be carried out.

Cllr Wells

### **13/073 FINANCIAL AND ACCOUNTS**

13/073.1 The list of payments to be made in Appendix 13/073.1 was APPROVED. Following postponement of payment of the CAPALC invoice in April 2013, THE MAYOR recommended the invoice should be paid and the Town Council should use this year to establish the value of CAPALC membership. CLLR PAULEY voted against payment of the invoice. It was AGREED that membership of the Open Spaces Society would be continued at a cost of £45 for the year.

13/073.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 16<sup>th</sup> May 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.

### **13/074 COUNCILLOR'S PORTFOLIOS**

A list of Cllr's Portfolios was discussed. Town Clerk would amend and circulate to all Cllrs.

Town Clerk

### **13/075 BORDERS AT JUDITH'S FIELD**

It was AGREED that the Fleur-de-Lys sensory border which formed part of the Play Pathfinder play area at Judith's Field would be removed and the area returned to grass. Town Clerk would instruct Fergusons to carry out the work.

Town Clerk

### **13/076 CYCLING ON PAVEMENTS**

Hinchingbrooke School had advised there was an increase of cyclists using pavements which were not designated cycle paths. An incident in Post Street, Godmanchester, had been referred to, but the Town Clerk advised this had been an adult cyclist who had knocked down a pedestrian and the matter had been reported to the Police.

**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.**

### **13/077 PERSONNEL**

A personnel report was received and noted. CLLR UNDERWOOD reported that although the report advised a part time caretaker had been appointed to fill the vacancy, the applicant had subsequently refused the offer and a vacancy still existed.

It was AGREED that the Town Clerk would move to payscale LC2 point 38 and the Assistant to the Town Clerk would move to payscale LC1 point 21 with effect from 1 April 2013.

**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.**

**THE NEXT TOWN COUNCIL MEETING, WILL BE HELD ON 20<sup>th</sup> JUNE 2013 IN THE TOWN HALL**

The meeting ended at 09.40pm

Mayor

## GODMANCHESTER TOWN COUNCIL

### OUTSTANDING ACTIONS LIST

AS AT 16 MAY 2013

#### MATTERS ARISING FROM MEETING HELD ON 18 APRIL 2013

MATTER ARISING	CURRENT POSITION
CIL consultation	Draft to be approved at May TC meeting
H&S Risk Assessments	Further non physical items to be risk assessed
CAPALC membership	Benefits of membership to be established

#### MATTERS ARISING FROM PREVIOUS MEETINGS

MATTER ARISING	CURRENT POSITION	
Insurance	Quotation received. Town Clerk to seek alternative quotes.	CLLR
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 held 22nd/23rd February. Letter to EA sent following March TC meeting	RB
Adoption of HDC play areas	Cllr Taylor/Cllr Cohen presented paper to January TC meeting. Further details requested.	NW
Twinning	Cllr Underwood advised a joint WP with HTC would form to discuss twinning matters HGTA	DT/MC
UPDATED GMC Improvement Projects: Linear Park	Agreement in April 2013 for steering group to be set up	DU
UPDATED GMC Improvement Projects: Community Market	Agreement in April 2013 for steering group to be set up	DU
UPDATED Cllr Professional Dev Training	Final session to be held on 22 May 2013	DU
Pension Scheme for GMCTC staff	Further information to be obtained . Report made to Feb TC meeting. Ongoing.	DU/Swo
Judith's Field Play Facilities/Provision of improved BMX track	Request for improvement to BMX track presented October 2012. Further consultation carried out, further quotes requested.	DT/MC
UPDATED Bearscroft Farm /UDF	TC have responded to outline planning application, draft UDF and further outline application. S106 response agreed and sent	GW
Roman Way access	Fence has been removed. TC has cut back foliage, levelled ground. Confirmation received that ditch not owned by TC. Some maintenance work may be required. RB/SW to liaise	RB/Swo
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 meeting. Town Clerk to investigate e-learning packages	DT/ML
QES Chimney & water ingress	Report on QES submitted at October TC meeting. Repairs to chimney pending programme for other remedial work. Agreement to go ahead with replastering to internal central	AW
Ownership of Town Council land	SW to progress with assistance from Leeds Day as necessary.	Swo
Provision of services for Youth	Cllr Conboy & Cllr Pauley to seek response to brief questionnaire from organisations in GMC providing services ro activities for the 0-18 age range.	SC/NP

**GODMANCHESTER TOWN COUNCIL MEETING:****THURSDAY 16TH MAY 2013****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1300559FUL	Two storey rear extension: 24 Porch Close: <b>RECOMMEND</b>
1300403FUL	Five affordable bungalows: Land south east of McCartney House, Mowlands22/05/2013 <b>RECOMMEND REFUSAL- Roman Way unsuitable for access, insufficient consultation, poor access for emergency vehicles</b>
1300424FUL	Rear extension with addition of replacement lean-to roof over the rear extension, side extension and internal alterations (AMENDED PLANS include replacement lean-to roof to rear and access from Cambridge Street. Revised ownership certificate. Additional flood resilience information: Godmanchester Baptist Church, East Chadlev Lane: <b>RECOMMEND APPROVAL</b>
1300527FUL	Proposed additional first floor bedroom and new dormer windows. Demolition of chimney: 10 Orchard Way22/05/2013 <b>RECOMMEND APPROVAL</b>

**CORRESPONDENCE**

	Draft CIL Regulation 123 List - response to be agreed: agenda item
HDC	13.071.1
HDC	Local Infrastructure Needs - response to be agreed: agenda item
	13.071.4
HDC	Review of Local List application validation requirements

**BEARSCROFT: CORRESPONDENCE**

	Further information required to clarify Planning Conditions and Obligations: Bearscroft Farm: agenda item 13.071.2
HDC	

**CORRESPONDENCE**

<b><u>Mayor</u></b>	City of Peterborough Huntingdon Town Council I Dodson	Night at the Dogs Mayor Making Town Hall Repairs (copy SWo, AW)
<b><u>Cllr Godley</u></b>	Dell Corporation	Confirmation of Order
<b><u>Cllr Taylor</u></b>	K Fergusons Ltd	Quote for BMX Track
<b><u>Cllr Wells</u></b>	R Chubb	Response to our email of 26.3.13 (e)
<b><u>Copy to all Cllrs</u></b>	St Anne's Cof E School Carillion CCC HDC HDC	Admissions: Sept 2013(e) Improvement works (e) Rights of Way grass cutting Anglian Waterways – Byelaws (referred to SWo) CCTV report (e)

<b>ACCOUNTS PAYABLE - 16H MAY 2013</b>					
		<b>PAYMENTS</b>			
<b>CHQ</b>	<b>PAID TO</b>	<b>DETAIL</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
DD	UW	Line rental/internet	£ 37.50	£ 7.50	£ 45.00
DD	UW	Gas/Electricity	£ 388.23	£ 67.36	£ 455.59
DD	UW	Gas/Electricity/phone line	£ 304.46	£ 20.21	£ 324.67
DD	HDC	Monthly Council Tax	£ 433.00	£ -	£ 433.00
DD	Anglian Water	Monthly charge	£ 33.00	£ -	£ 33.00
DD	Anglian Water	Monthly charge	£ 78.00	£ -	£ 78.00
DD	Virgin	Town Office phone line	£ 28.41	£ 5.68	£ 34.09
DD	BNP Paribas	Photocopier lease agreement	£ 239.99	£ 48.00	£ 287.99
200187	CAPALC	Annual Membership	£ 726.41	£ -	£ 726.41
200194	M Liddiard	May Salary	£ -	£ -	£ -
200195	D Roffe	May Salary	£ -	£ -	£ -
200196	K Walters	May Salary	£ -	£ -	£ -
200197	K Askew	May Salary	£ -	£ -	£ -
200198	Inland Revenue	Tax & NI	£ -	£ -	£ -
	<b>TOTAL SALARIES, TAX &amp; NI</b>		<b>£ 3,758.61</b>	<b>£ -</b>	<b>£ 3,758.61</b>
200199	M Bird	Caretaking cover: May	£ 60.00	£ -	£ 60.00
200200	Petty Cash	Imprest	£ 39.93	£ -	£ 39.93
200201	GMC in Bloom	Brackets for hanging baskets	£ 100.00	£ -	£ 100.00
200202	Viking	Stationery	£ 71.98	£ 14.40	£ 86.38
200203	Trowers & Hamlins	Legal Opinion	£ 1,000.00	£ 200.00	£ 1,200.00
200204	Global Tree Solutions Ltd	Tree surgery: Recreation Groun	£ 4,320.00	£ 864.00	£ 5,184.00
200205	HDC	Public toilets	£ 2,421.05	£ 444.06	£ 2,865.11
200206	D Underwood	Mayoral Purse	£ 1,700.00	£ -	£ 1,700.00
200207	B Griffey	Replastering: Town Hall	£ 460.00	£ -	£ 460.00
200208	D Finkle	Repair: QES boiler	£ 98.50	£ 19.70	£ 118.20
200209	D Roffe	200 x 2nd class stamps	£ 100.00	£ -	£ 100.00
200210	Open Spaces Society	Annual Membership	£ 45.00	£ -	£ 45.00
200211	Dell Corporation	Town Office computer	£ 1,012.55	£ 202.51	£ 1,215.06
200212	Mrs L Clarke	Refund: cancelled booking	£ 48.00	£ -	£ 48.00
200213	Ken Booth & Co Ltd	Cleaning materials	£ 70.03	£ 14.01	£ 84.04
200214	Huntingdon Town Council	Twinning accommodation	£ 433.33	£ 86.67	£ 520.00
200215	Thistle Security	Duplicate invoice	£ 249.00	£ 49.80	£ 298.80
200216	B Jermy	window cleaning	£ 30.00	£ -	£ 30.00
200217	Thistle Security	Annual contract: JF	£ 249.00	£ 49.80	£ 298.80
200218	K Fergusons	Monthly contract	£ 1,783.13	£ 356.63	£ 2,139.76
			<b>£ 20,319.11</b>	<b>£ 2,450.33</b>	<b>£ 22,769.44</b>
<b>PAYMENTS RECEIVED APRIL 2013</b>					
	QES	Fees	£ 1,996.60		£ 1,996.60
	Judith's Field	Fees	£ 503.25		£ 503.25
	Interest	Fees	£ 10.62		£ 10.62
	Cemetery	Fees	£ 550.00		£ 550.00
	VAT	Refund	£ 4,051.21		£ 4,051.21
	HDC Grant	in respect of Council Tax	£ 10,803.00		£ 10,803.00
	HDC	Recycling credit	£ 157.35		£ 157.35
	HDC Precept	Precept	£ 71,129.00		£ 71,129.00
	<b>TOTAL RECEIPTS</b>		<b>£ 89,201.03</b>	<b>£ -</b>	<b>£ 89,201.03</b>