

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 15th AUGUST 2013

PRESENT: D UNDERWOOD: Town Mayor;
Councillors: Mrs WORTHINGTON (Deputy Mayor) Ms L COPPER; R COXHEAD; P GODLEY; Ms L KADIC; Ms J
MACLEOD; P MORGAN; N PAULEY; D TAYLOR; N WELLS; A WELTON; G WILSON; Mrs S WILSON.

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

4 members of the public were in attendance

ACTION

13/109 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLRS: COHEN; Mrs CONBOY; C VANE PERCY all on holiday.

13/110 DECLARATIONS OF INTEREST

CLLR KADIC as chair of Huntingdon & Godmanchester Market Town Strategy
THE MAYOR confirmed a personal interest in the planning application relating to Fishers Way and
advised he would not take part in the discussion on this application.

13/111 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 18TH July 2013 were duly APPROVED and signed as a complete
and accurate record.

13/112 PUBLIC PARTICIPATION SESSION

CLLRS MR and MRS WILSON arrived at 7.35pm

The monthly 800 club draw took place.

Mr Campbell addressed the Town Council to explain the changes in details in relation to the
planning application for 6 Fishers Way.

13/113 PRESENTATION FROM WILDLIFE TRUST

Sarah Smith from the Wildlife Trust addressed the Town Council on the acquisition of the gravel pit
site at Cow Lane, currently owned by LeFarge. The Trust aims to work in partnership with other
organisations to protect and conserve local wildlife and inspire people to take responsibility and
action. The Ouse valley is a priority area for the Trust who offer support and advice to landowners,
and other organisations and work to provide educational and community involvement.

Funding from Heritage Lottery has been secured for a 2 year project which will be used to appoint
an Education Community Officer who would get to know the site, engage with the community, look
at what local people would like to see in terms of events and activities and also consider the longer
term improvements needed and best way to manage of the reserve.

13/114 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR had represented the Town on 5 occasions since the last meeting.

THE MAYOR thanked Cllrs and residents who had taken part in the garage sale. Those residents who
had had a successful day had been asked to make a contribution to the Mayor's Charities from their
proceeds.

THE MAYOR reminded all that the Mayor's Garden Party would take place on Sunday 1 September.
Please RSVP if you haven't already done so.

THE MAYOR had visited the College of Animal Welfare and been taken on a tour of their facilities.

All Cllrs

Fully equipped seminar and conference rooms were available for use by the Town Council and the CAW were keen to work with the local community. CAW were mindful about overspill parking issues and had now taken a lease on a piece of land to the rear of Roman Way which should ensure none of their visitors parked in the Judith's Field car park.

THE MAYOR confirmed that following interviews conducted by CLLR WELTON, THE MAYOR and the Town Clerk, an appointment had been made to fill the part time Caretaker/Cleaner vacancy.

13/115 TOWN CLERK'S REPORT ON MATTERS ARISING

The report on matters arising was received and noted.

The Town Clerk advised that work was underway to install a new water supply and water meter to the London Road Cemetery. Various complications had arisen as the land was deemed to be contaminated which had resulted in work being below the required standard but a water supply should be in place by the end of August.

CLLR WELTON reported that further damaged sections of plaster had been found in the QES and additional quotes had been received. Pipework had had to be removed to enable the work to remove 100mm of plaster around the walls in the large hall to allow the floor to breathe, which would need to be replaced, and CLLR WELTON recommended the opportunity was taken to replace the boiler at the same time. Following discussion, it was AGREED as these were exceptional circumstances that CLLR WELTON in conjunction with the Town Clerk, THE MAYOR, CLLR VANE PERCY and CLLR Mrs WORTHINGTON would have the authority to make decisions on additional expenditure on this refurbishment project subject to the overall budget figure not being exceeded. It was noted that some quotations may exceed the limit of £1500 as laid down in the financial regulations requiring 3 quotations, but the working group would determine whether further quotations were needed in the interests of progressing the project in the best timescale in order to get the hall back in use as soon as possible.

CLLR WELTON also reported that there was evidence of water ingress in the middle of the large hall. Investigations were being carried out, but the situation may be serious as the whole floor may need removal and it would not be possible to relay current floor. This would be addressed separately in terms of costs and action.

CLLR TAYLOR advised that he would liaise with CLLR Mrs WORTHINGTON regarding the area of Judith's Field currently not in use to the rear of the main field.

Clr Taylor/
Clr Worthington

13/116 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 13/116 were considered. The Town Clerk would advise HDC of the Council's recommendations. CLLR COPPER abstained from voting on the last planning application.

Town Clerk

13/116.1 CCC had invited the Town Council to review and comment on the proposal to extend double yellow lines from Pinfold Lane past the Doctors surgery to the bus stop and to provide protected markings for the bus stop. Following discussion it was AGREED that the Town Clerk would write to confirm their support for this scheme. CLLR WELLS declared an interest and abstained from voting.

Town Clerk

CLLR PAULEY advised a Market Town Transport Strategy meeting would take place on 16th August. He stated that the changes reported at the DMP meeting in respect of alterations to the traffic flow at The Bridge Hotel, still appeared to be work in progress.

THE MAYOR and CLLR Mrs WILSON thanked CLLR PAULEY for chairing the Planning Working Party.

13/117 CORRESPONDENCE

CLLR TAYLOR reported that minor repairs to play equipment had been actioned, and problems with zip wire at Judith's Field had been resolved.

CLLR WILSON reported that following receipt of a letter from HDC, the grant received following the Government's changes to how precept calculations were achieved, would not be available in the next financial year. CLLR WILSON had confirmed we had accepted and received the grant in 2013

but we had AGREED to phase the use of the grant over 2 years.

13/118 FINANCIAL AND ACCOUNTS

13/118.1 The list of payments to be made in Appendix 13/118.1 was APPROVED.

13/118.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 15th August 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.

13/118.3 CLLR WILSON referred to the copy of the budget expenditure to date, and asked all Cllrs to note and review how actual expenditure compared with projected expenditure. All Cllrs were asked to consider any adjustments which may need to be made at the October review of the budget and also begin to consider expenditure for the following financial year.

All Cllrs

13/118.4 It was AGREED that the Town Clerk would confirm with HSBC changes to the list of authorised signatories for the bank mandate. This would result in all 17 current Town Councillors being signatories on the account.

Town Clerk

13/119 TOWN COUNCIL PORTFOLIOS

Following discussion, amendments to the list of Cllr Portfolios was AGREED. Town Clerk would circulate the updated list to all Cllrs. A further discussion would take place at the September Town Council meeting.

Town Clerk

13/120 PROVISION OF PLAY EQUIPMENT

CLLR TAYLOR presented a report on options and costs for refurbishing the existing BMX track at Judith's Field which was received and noted. It was AGREED that the work to refurbish the BMX track would go ahead and that the Grounds Maintenance Contractor would carry out the work in the sum of £???. The Town Clerk would place an order for the work to be carried out.

Town Clerk

CLLR TAYLOR confirmed planning permission would be required for the installation of floodlighting at Judith's Field and further detailed proposals would be presented to a future Town Council meeting. The Executors of RW Looker would be approached for their approval in principle to floodlighting being installed.

Town Clerk

13/121 FUTURE STAFFING STRUCTURE AND ACCOMMODATION (FUTURES)

THE MAYOR presented a report from the initial working party was received and noted. It was AGREED that the issue would be referred to as "Futures" and that THE MAYOR would lead on this matter in the first instance. The group would review all aspects of council work and THE MAYOR considered it was important for all Cllrs to be involved. It was AGREED that pairs of Cllrs would make contact with surrounding Councils to learn of their experiences and recommendations. A meeting would be arranged with the Senior Citizens Club to review use of the Town Hall. As any changes recommended as a result of this research may have financial implications it was vital to explore options and costs quickly. Cllrs were asked to produce suggestions for future services and facilities in the town and the Personnel working party would look at staffing issues.

All Cllrs

13/122 TWINNING

THE MAYOR presented a report was received and noted. The Twinning Association had appointed a new Treasurer who had been asked to provide a much more detailed breakdown of expenditure both for previous years and the year ahead. Students selected to participate in the youth festival were not necessarily from Godmanchester and it was recommended that the Twinning Association be requested to present a mechanism to only charge Godmanchester Town Council for participation of Godmanchester secondary school students. The proportional representation of costs borne by Godmanchester to Huntingdon is currently charged at the rate of one third paid by Godmanchester and two thirds by Huntingdon. Using figures of residents on the electoral role the ratio is 5000:15000 or one share to three. The Town Clerk would write(?) to Huntingdon Town Council to confirm that with immediate effect Godmanchester Town Council will pay ¼ of shared agreed costs for civic twinning involvement. It was AGREED that the Town Clerk would write to H>A to confirm that discussions would continue but that no payments would be made until a greater level of financial transparency had been achieved.

13/123 WHIPPET BUS SERVICES

CLLR MACLEOD outlined problems experienced recently with the Whippet Bus Service, serving Godmanchester. CLLR Ms KADIC confirmed she would be discussing the situation with the bus company and at this time a letter would not be sent. CLLR Ms KADIC would report back on her findings.

CLlr Kadic

THE NEXT TOWN COUNCIL MEETING, WILL BE HELD ON 19th SEPTEMBER 2013 IN THE TOWN HALL

The meeting ended at 10.00pm

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 AUGUST 2013

MATTERS ARISING FROM MEETING HELD ON 18 JULY 2013

MATTER ARISING	CURRENT POSITION
Staffing structure & accommodation	WP to be formed to discuss
Minor Improvement Bid	To be discussed at August TC meeting

MATTERS ARISING FROM PREVIOUS MEETINGS

	MATTER ARISING	CURRENT POSITION	
	Water Meter leak:Cemetery Tap	Agreed would go ahead to request new supply and new meter. Town Clerk to progress	CLLR
	Recruitment: P/T Caretaker/Cleaner	Town Clerk to advertise/recruit during July/August	MC
UPDATED	Local Plan to 2036	Response submitted 26.7.13	SC/DU SC/GW
	Advice re EA works on Town Hall	Town Clerk to seek advice via HDC to ensure works undertaken adjacent to Town Hall would not cause damage to the building in future. On site meeting with Bidwells has taken place. Advice	Swo/ AW / CVP
UPDATED	FAS- non essential works at South end of Causeway	EA has confirmed that non essential works to south causeway will not be carried out without significant contribution from TC	NW
	Twinning	Paper presented to June meeting. Discussions with HGTA and HTC ongoing	DU
	GMC Improvement Projects:Linear Park	Agreement in April 2013 for steering group to be set up	DU
	GMC Improvement Projects: Community Market	Agreement in April 2013 for steering group to be set up	DU
UPDATED	Judith's Field Play Facilities/Provision of improved BMX track	To be discussed at August TC meeting together with recommendations re floodlighting for MUGA	DT/MC
	Bearcroft Farm /UDF	DMP met on 16.7 and recommended approval. TC requested application be called in by Secretary of State. This was refused. Cllr Conboy to lead on S106 agreement discussions	GW
	Roman Way access	Chain link fence to be repaired and area tidied. Some additional maintenance work may be required to far end of field, currently not in use. DT/SW to liaise	DT/Swo
	H&S working party	Risk assessment/H&S computer package software purchased. WP met & submitted report to February TC meeting. Town Clerk to investigate e-learning packages. Further non physical items to be risk assessed	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 wall. Work scheduled to take place in August	AW
	Ownership of Town Council land	SW to progress with assistance from Leeds Day as necessary.	Swo
	Provision of services for Youth	Open meeting to be held in September 2013.	SC/NP

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 15TH AUGUST 2013****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1301027FUL	Change of use to exercise training studio (class D2) Unit 17 Roman Way: RECOMMEND APPROVAL
1301051CLED	Certificate of lawfulness for an existing use of former paddock as residential garden land: 17 East Chadley Lane: RECOMMEND REFUSAL - historic/archaeological site. Conservation Officer to be consulted.
1301041FUL	Two storey rear extension with lean-to single storey: 37-38 Cambridge Villas: RECOMMEND APPROVAL
1301145LBC	Part demolition of existing rear extension and rear wall to cottage. Erection of ground floor rear extension: 8 Corpus Christi Lane: RECOMMEND APPROVAL
1301132FUL	First floor extension over existing garage and to rear of dwelling: 6 Fishers Way: RECOMMEND APPROVAL (the MAYOR abstained)
1300403FUL	Five affordable bugalows and provision of public path (amended plans include bulkier roofs and wheelchair access) : Land South East of McCartney House, Mowlands: RECOMMEND REFUSAL AS PER EARLIER COMMENTS
1301170FUL	Change of use from A2 (offices) to residential to form six, one bedroom flats: 2 Bridge Place: RECOMMEND REFUSAL AS PER EARLIER COMMENTS (Cllr Copper

CORRESPONDENCE

consult@objective.co.uk
consult@objective.co.uk

Reminder re Draft Local Plan response required by 26/7/13

St Neots TC application for designation of a Neighbourhood Area

CCC Minor Improvement Bid - approval required for drawings (copy to all by email)

HDC DMP Agenda

HDC Re S106 agreement

CORRESPONDENCE

<u>Mayor</u>	J Foster St Mary's the Virgin Thrapston Town Council H>A St Neots Town Council Rushden Town Council St Neots Town Council Residents Association St Neots Town Council	Charity Stall at Hinchingsbrooke Hospital Church Fete Chairman's Afternoon Tea HGTA Garden Party Mayor's Charity Golf Day Proms in the Park Mayor's Dragon Boat Festival Chestnuts Garden Party Mayor's Afternoon Tea
<u>Cllr Conboy</u>	NJC	2013/14 Payscales & Allowances
<u>Cllr Taylor</u>	FLP	Quarterly inspection report (copy MC)
<u>Cllr Vane Percy</u>	Moore Electrical Bidwells	Quote for renewing Christmas lights Town Hall/FAS (copy SWo, AW, NW, NP)
<u>Cllr Welton</u>	B Griffey	Additional works QES: quotation (copy CVP, SW)
<u>Cllr Wilson</u>	NPCU	Call in request: response (copy all Cllrs)
<u>Copy to all Cllrs</u>	NPCU Highways Agency Leader of HDC	Call in letter (Bearscroft) A14 improvement scheme Budget consultation

