

**GODMANCHESTER TOWN COUNCIL**  
**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE**  
**TOWN HALL ON THURSDAY 20 JANUARY 2014**

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

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

2 members of the public were in attendance

**14/015 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

**ACTION**

CLLR PAULEY: unwell.

**14/016 DECLARATIONS OF INTEREST**

Nothing additional declared.

**14/017 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 16 January 2014 were duly APPROVED and signed as a complete and accurate record.

**14/018 PUBLIC PARTICIPATION SESSION**

The monthly 800 club draw took place.

14/018.1 Debbie Thorburn and Anna Holder, PCSOs attended the meeting to provide a brief overview of police activity in Godmanchester in recent weeks. Following a spate of burglaries leading up to Christmas, incidents in the area had dropped considerably.

The PCSOs had recently come to Godmanchester and stopped cyclists who had been riding on the pavement to advise them that pavements should not be used unless they were designated cycle routes. Cyclists were encouraged and advised to use proper cycle routes, the road (if they were confident and safe to do so) or they should push their bikes, and they were reminded to consider the safety of pedestrians as well as themselves. The PCSO's had liaised with Hinchbrooke School who were supportive of their efforts.

**Cllr Copper arrived at 7.39pm**

THE MAYOR thanked the PCSO's for attending and they left the meeting.

**14/019 CASUAL VACANCY FOR TOWN COUNCILLOR**

THE MAYOR confirmed that following Cllr Kadic's resignation the Town Council had not been required to hold an election, and could therefore co-opt to fill the vacancy. Phillip Malley addressed the Town Council and was advised the Town Clerk would be in touch the following day to advise him of the outcome.

Town Clerk

**14/020 TOWN MAYOR'S ANNOUNCEMENTS**

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

THE MAYOR thanked those who had replied to the invitation to attend the Mayor's Charity Ball. Those who had not sent an RSVP were reminded to do so, and THE MAYOR asked for donations of raffle prizes for the event.

All Cllrs

THE MAYOR advised that following drastic cuts to the payroll made by HDC, the Manager of the Community Nursery in Park Lane (one of the Mayor's chosen Charities) had been personally affected.

The Town Clerk would be out of the office from 3-7 March. Cllrs were reminded not to burden the Assistant to the Town Clerk at this time.

All Cllrs

#### **14/021 TOWN CLERK'S REPORT ON MATTERS ARISING**

A report on matters arising was received and noted.

CLLR TAYLOR reported that Fergusons had done a good job clearing the scrubland area to the rear of Judith's Field, however, further work would be required and Fergusons would be submitting a further quote for the additional work. CLLR TAYLOR invited Cllrs to attend an on-site meeting on 8 March at 10.00 to discuss possible future use of this area. CLLR TAYLOR advised the fence bordering the A1198 and Judith's Field was in need of repair. CCC Highways Division had responded to requests to carry out the repairs by advising it was not their responsibility.

Cllr Taylor/  
All Cllrs

14/021.1: CLLR COXHEAD advised that he, CLLR GODLEY and the Town Clerk had attended a meeting with HDC CCTV providers to discuss future options for CCTV provision and links between the HDC system and the Town Hall equipment. CLLR COXHEAD and CLLR GODLEY would continue to liaise with HDC to draw up a specification for upgrading the Town Council system.

Cllr Coxhead/  
Cllr Godley

14/021.2: CLLR G WILSON reported that the 2013/14 Minor Improvement Bid had reached the end of a further consultation period and the Town Clerk had written to ask when the project would be undertaken.

14/021.3: CLLR TAYLOR advised that a Health & Safety working party had taken place and he was pleased to report work had been completed in respect of legionella checks, asbestos checks and removal, hirers risk assessment forms, visitors books for contractors were now in place and in use, lifebelts had been purchased for placing at the south end of The Causeway and adjacent to the public toilets adjacent to the Queen Elizabeth School, in respect of first aid services – qualifications held by the Town Clerk was valid until January 2016 and the annual inspection of premises and play equipment for risk assessments and fire risk assessments would be concluded by the end of February and the Risk Management Register would then be updated and action deadlines set.

CLLR TAYLOR advised that internal financial audit processes were being carried out bi-monthly which were proving satisfactory. All Cllrs are invited to be involved in these checks from time to time. There would be further checks carried out twice a year to inspect processes for contracts, staff working policies, VAT when the appropriate portfolio holder would be invited to take part in these checks.

All Cllrs

14/021.4: CLLR WORTHINGTON advised that she and CLLR MORGAN had attended the AGM of the Senior Citizens Club when the Town Council's request to use the Ante-Chamber as further office accommodation was raised. As an agreement could not be reached it was proposed that a working party between the Club and Town Council be formed. The Chairman, Secretary and Treasurer of the Senior Citizens Club agreed to put this suggestion to the Committee at their March meeting.

CLLR WORTHINGTON reported that as the current office accommodation was cramped and inaccessible and therefore not adequate, if the Senior Citizens Club would not agree to

proposals put to them that the Town Council would need to find alternative office accommodation.

CLLR TAYLOR reported that the contractors had not been able to find the cables for the floodlighting connection using the drawings provided by PPL who had laid the cables. It was AGREED to meet the costs of SG Electricals abortive attempts to locate the cables (£480). The Town Clerk had contacted PPL again for further information and would aim to reclaim this sum depending on the outcome of investigations.

Town Clerk

CLLR WELTON confirmed that Nick Armour (Conservation Officer at HDC) had advised on a revised specification for the provision of a French drain around the QES. The approved contractor had revised their quotation and it was AGREED to approve the additional costs of £1500.

CLLR TAYLOR advised there were ongoing problems with cyclists riding at speed through the gap to the side of the barriers at the Devana Close end of Devana Park. CLLR G WILSON was working with Highways to resolve this problem.

CLLR G Wilson

### **14/022 PLANNING APPLICATIONS AND CORRESPONDENCE**

The applications and correspondence set out in Appendix 14/007 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

The Town Clerk was congratulated for excellent negotiating skills which had resulted in the DSLAM cabinet planned for the green space adjacent to the War Memorial being resited adjacent to the Black Bull public house.

Correspondence had been received to note that Cliffords the Chemist would move from their current premises to the Ethnic Origins site. The owners had been advised that the CCTV coverage on the opposite side of the road was not as good and that car parking could not be guaranteed for their customers.

### **14/023 CORRESPONDENCE**

CLLR TAYLOR advised that following receipt of the quarterly inspection report from Fenland Leisure, 3 items of minor maintenance would be carried out at a cost of £935. Fenland Leisure had confirmed a reduction of £200 to this quote as a gesture of good will following late arrival of earlier inspection reports.

### **14/024 FINANCIAL AND ACCOUNTS**

14/024.1 The list of payments to be made in Appendix 14/024.1 was APPROVED.

14/024.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 20 February 2014, a copy of salary payments, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation, approved by the Deputy Mayor.

14/024.3 CLLR G WILSON confirmed that following a Finance Working Party the following actions had been proposed:

- That the amount set aside for elections would appear in special reserves rather than an expenditure in future budgets
- That the costs for specific projects carried out by Fergusons would be attributed to the relevant budget heading rather than a Grounds Maintenance charge
- That the agreed budget for 2014/2015 would be reviewed in April to take account of changes to the current year's spending or new items of expenditure for the following year and to adjust in respect of projects for QES and Judith's Field
- To note that the projected income for the current year was higher than anticipated due to the HDC grant in respect of changes to how council tax was calculated
- That the Civic Regalia be formally revalued early in April 2014 at a cost of £300
- That the existing regular internal financial checks would continue

- That CLLR COPPER would make further enquiries about on-line banking facilities for Town Council activities
- That CLLR COXHEAD and CLLR GODLEY would present a paper at the next meeting to revise and update the Financial Regulations

ClIr Copper

ClIr Coxhead/  
ClIr Godley

These proposals were AGREED.

CLLR G WILSON confirmed that it was recommended that we put £85k into a fixed rate bond to attract a better rate of interest for our reserves and suggested up to three different accounts with different banking institutions could be considered with £85k being invested in each. CLLR COPPER had confirmed that investments made by Town/Parish Councils were not protected and the Town Council should consider how much risk it could bear. It was AGREED that in the first instance the Town Clerk would deposit £85k in the Cambridge and County Bank for a one year period.

Town Clerk

#### **14/025 FUTURES**

THE MAYOR presented a report which was received and noted. It was recommended that the staffing structure changes be approved and passed to the Personnel working party to prepare a detailed proposal. This was AGREED. It was proposed that THE MAYOR would present a report and recommendations on Priority Action Areas to the March Town Council meeting. This was AGREED.

ClIr Conboy

ClIr Underwood

#### **14/026 FREEDOM OF GODMANCHESTER**

THE MAYOR presented a report which was received and noted. The cost of £198 for printing a two sided letter/nomination form was AGREED. ClIrs also AGREED to distribute the letters when received, so that the first awards could be made in May 2014 at the Annual Town Meeting.

Town Clerk

All ClIrs

#### **14/027 TWINNING**

THE MAYOR presented a report which was received and noted. THE MAYOR thanked those who had attended the open evening to discuss the future of Twinning in Godmanchester. The proposals outlined in the report were AGREED. A further meeting between Godmanchester Town Council and the Huntingdon and Godmanchester Twinning Association would be arranged.

ClIr Underwood

#### **14/028 LICENCE TO PLANT TREES ON VERGES IN GODMANCHESTER**

CLLR COHEN presented a report which was received and noted. The Town Clerk expressed concern that the grass verges may not be cut properly by HDC if there were trees preventing ride on mowers accessing the verges. CLLR COHEN would confirm with CCC that this would not be the case and subject to receiving this confirmation, it was AGREED the Town Clerk would sign the licence agreement for 8 trees to be planted and GMCiB would be permitted to plant the trees. Consultation with residents living near the proposed locations would be undertaken by GMCiB.

ClIr Cohen

Town Clerk

#### **14/029 REQUEST TO PLANT OAK TREE ON RECREATION GROUND**

CLLR COHEN presented a report which was received and noted. It was AGREED that an Oak Tree could be planted on the Recreation Ground funded by donations from patrons of the Royal Oak. It was AGREED the tree would be adopted and maintained by the Town Council.

#### **14/030 AMPHITHEATRE OF TREES ON RECREATION GROUND**

CLLR VANE PERCY presented a report which was received and noted. The proposal to commemorate the 100<sup>th</sup> anniversary of WW1 with the planting of an amphitheatre of trees

was AGREED in principle. It was further AGREED that a working party would be formed to discuss this matter in more detail.

Clr Vane Percy

#### **14/031 YOUTH COUNCIL TERMS OF REFERENCE**

CLLR CONBOY presented a report which was received and noted. The Terms of Reference as set out in the paper were APPROVED.

#### **14/032 FREE SMART TRAVEL EVENT**

CLLR CONBOY presented a report which was received and noted. It was AGREED that a Smart Travel event would be held in Godmanchester. CLLR CONBOY would liaise with the Town Clerk regarding a suitable date for use of the Town Hall car park.

Clr Conboy

**Town Clerk's Note: This event will take place on the Recreation Ground on 17<sup>th</sup> May 2014 and the car park will not be affected.**

**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 were excluded from the meeting.**

#### **14/033 FROM ITEM 019 TO DISCUSS APPLICANT FOR CASUAL VACANCY**

Following discussion, it was AGREED unanimously to co-opt Phillip Malley to fill the casual vacancy. The Town Clerk would advise Mr Malley and HDC.

Town Clerk

**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 were re-admitted to the meeting**

#### **THE NEXT TOWN COUNCIL MEETING, WILL BE HELD ON 20 MARCH 2014 IN THE TOWN HALL**

The meeting ended at 9.29pm

Mayor

*Full copies of reports mentioned in the text above may be viewed in the Town Office.*

**GODMANCHESTER TOWN COUNCIL****OUTSTANDING ACTIONS LIS****AS AT 20 FEBRUARY 2014****MATTERS ARISING FROM MEETING HELD ON 16 JANUARY 2014**

<b>MATTER ARISING</b>	<b>CURRENT POSITION</b>
Queens Walk Footpath	Mayor and Town Clerk to meet representatives from CCC, EA, Jacksons to work in partnership to ensure repairs carried out to Queen's Walk path
CCTV	Cllr Coxhead, Cllr Godley and Town Clerk met with HDC to consider options for CCTV provision from Town Hall being shared with HDC via their Control room. Further report to be presented to March meeting. regarding upgrading of system at Town Hall/QES and options regarding HDC camera
Use of Town Hall	The Mayor has written to the Senior Citizens Club asking formally for permission to use additional space on the ground floor on a permanent basis
Walkway around Town Hall	Town Clerk liaising with EA, Jacksons, Atkins to resolve issues of water being trapped in walkway during periods when river levels are higher than weep holes

**MATTERS ARISING FROM PREVIOUS MEETINGS**

<b>MATTER ARISING</b>	<b>CURRENT POSITION</b>	
	<b>Repairs to headstones</b>	<b>Further advice to be obtained</b>
UPDATED FEB 2014	Freedom of Godmanchester	working group to be formed. Verbal update given: Jan 2014. Further update to February TC meeting
UPDATED FEB 2014	Floodlighting for MUGA	Order placed. On site inspection 21.1.14 Difficulty in locating cables laid. Awaiting further instruction
UPDATED FEB 2014	Judith's Field scrubland area	Paper presented to TC meeting in November. TC contacted Highways re A1198 barrier adjacent to JF who claim not their responsibility. Fergusons have undertaken clearing work.
UPDATED FEB 2014	Judith's Field Refurbishment	Work completed to remove asbestos, replace soffits, gutters and fascia. Entrance doors and rear storage cupboard doors fitted 17/18 Feb. Remove from schedule.
UPDATED FEB 2014	Futures: staffing structure & accommodation	WP formed to discuss issues. Verbal update provided to December TC meeting. Agenda item for February 2014.
	<b>Advice re EA works on Town Hall</b>	<b>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 23.9.13. Letter to EA to be drafted.</b>
UPDATED FEB 2014	Twinning	Paper presented to November TC meeting. Meeting with HGTA and HTC held on 2.12.13. Public meeting took place 30.1.14. Further update to February TC meeting

CLLR  
MC

DU

MC/DT

DT/MC

RC

DU

Swo/  
AW /  
CVP

DU

**GODMANCHESTER TOWN COUNCIL MEETING:****THURSDAY 20 FEBRUARY 2014****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1301966FUL	Extension to dwelling: 21 Pettit Road: <b>RECOMMEND REFUSAL - not in keeping with street scene</b>

**CORRESPONDENCE**

Openreach	Various emails re DSLAM cabinet
HDC	Agenda for DMP 24 February 2014
Serco Global Services	Relocation of John Clifford Chemist ( e )
CCC	Old Court Hall - double yellow lines - further consultation
Highways Agency	Consultation Report and executive summary re A14
CCC	Huntingdon link road ( e ) (copy all Cllrs)

**CORRESPONDENCE**

**Mayor**

Rural CAB  
L Kadic  
N Mackie  
G Buck  
J Lomax  
D Butterworth  
M Lyons  
RAF Alconbury  
Mayor of Peterborough  
Papworth Everard Disability  
Information Service  
Huntingdon Town Council  
High Sheriff  
Mayor of March  
Mayor of Rusden  
Chairman of East Cambs  
Papworth Trust  
Environment Agency

Thank you for grant  
Resignation as Cllr  
Twinning (e)  
Twinning  
Twinning  
Twinning (e)  
Twinning (e)  
New Year's Reception  
Burns Night Civic Dinner  
  
Huntingdonshire Presentation  
Holocaust Memorial Day  
Awards: Cambs Community Foundation  
Charity Ball  
Charity Civic Concert  
Civic Service  
Curry Night  
Opening Ceremony

**Cllr Conboy**

V Skeels  
B Bremner  
Hinchingbrooke School

Reference for M Newman  
Reference for M Newman  
re Youth Plan

**Cllr Coxhead**

A Naylor  
HDC  
D Thorburn (PCSO)  
D Thorburn (PCSO)

Cleaning at Judith's Field (e)  
Information on CCTV products (e) (Copy PG)  
Information on use of CCTV (e) (copy MC)  
Re cyclists using pavement (e) (copy MC, PM, SC)

**Cllr Macleod**

Liquidators

Hunts CAB

**Cllr Taylor**

St John Ambulance  
FLP  
  
RTC Safety  
HDC

H&S regulations (First Aid at work)  
Inspection report and quote for equipment  
(copy MC)  
Quote for repairs  
Unadopted play areas risk assessment info (e)

**Cllr Wilson**

HDC  
Hinchingbrooke HealthCare  
  
Tudor Fields Residents Group  
HSBC Global Payments

Confirmation of precept for Band D (e)  
Funding request: The Woodlands Cancer  
Centre, Hinchingbrooke Hospital  
Application for a grant  
Costs for card processing (e) (copy LC)

**Copy to all Cllrs**

P Malley  
Environment Agency  
HDC

Application for casual vacancy  
Invitation to launch of FAS (e)  
CCTV report December 2013 (e)



