

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 21 AUGUST 2014

PRESENT: D UNDERWOOD: Town Mayor;
Councillors: P MORGAN (Deputy Mayor) Mrs S CONBOY; R COXHEAD; P GODLEY; P MALLEY; N PAULEY; C VANE PERCY; N WELLS; Mrs S WILSON; Mrs S WORTHINGTON

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

5 members of the public were in attendance

ACTION

14/119 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR COHEN: holiday; CLLR COPPER: family commitment; CLLR MACLEOD: unwell; CLLR TAYLOR: holiday; CLLR G WILSON: work commitment

14/120 DECLARATIONS OF INTEREST

CLLR MALLEY: Planning application for 15 London Road and 14 Earning Street; CLLR CONBOY: Planning application for 14 Earning Street; CLLR VANE PERCY: Member of Senior Citizens Club.

14/121 MINUTES OF PREVIOUS MEETING

CLLR PAULEY asked for clarification on the Town Council's membership of CAPALC and the Town Clerk confirmed that the membership fee had not been sent and therefore membership had not been renewed. The budget report showed the amount as being paid as the cheque had been drawn and reflected in the May reconciliation. In June the amount was added back into the accounts through receipts to balance the accounts. The Town Clerk will add a note to the budget report to confirm the amount has not actually been spent.

Town Clerk

The Minutes of the meeting held on 17 July 2014 were duly APPROVED and signed as a complete and accurate record.

14/122 PUBLIC PARTICIPATION SESSION

Ms Radford addressed the Town Council about lorries parking overnight in the lay-bys adjacent to the Allotments in Cambridge Road. As the Town Council were aware there are no facilities in the area and some serious and unpleasant hygiene issues had been experienced in the area. Cllr G Wilson has been involved in discussions about this issue and will follow up with appropriate bodies.

Cllr G Wilson

Mr Hooker requested that when further consideration was given to planting the Amphitheatre of trees on the Recreation Ground, that the Community Association be involved in discussions, as the placing of trees could have an impact on access issues for the annual Gala Day and Picnic in the Park.

Cllr Vane Percy

The monthly draw for the 800 club took place.

14/123 CASUAL VACANCY FOR TOWN COUNCILLOR

Mr Alan McInnes addressed the Town Council in respect of the casual vacancy for Town Councillor. Following the opportunity for Cllrs to ask questions, he was advised he would be contacted by the Town Clerk the following day to confirm the Town Council's decision.

Town Clerk

14/124 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR advised that a free cycle marking session would take place on 27 SEPTEMBER 2014 between 10am and 3pm at the Baptist Church in East Chadley Lane. CLLR CONBOY confirmed this was part of the programme to encourage cycling and also a good opportunity to protect bicycles by security marking property.

All Cllrs

THE MAYOR advised he had represented the Town on 5 occasions since the last meeting and the DEPUTY MAYOR had represented the Town on 3 occasions.

THE MAYOR thanked all Cllrs who had assisted with delivery of leaflets in respect of the garage sale. 38 residents had officially opened their garages and helped to raise money for the Mayor's Charity.

THE MAYOR reminded Cllrs that he and the Mayoress had already begun their sponsored expedition in search of the source of the River Great Ouse, and they had completed 33 miles with 66 still to go. Sponsorship was invited and bronze, silver and gold bonds could be purchased for £5, £10 and £20 respectively. ALL money raised would go to the Mayor's chosen charities.

All Cllrs

14/125 TOWN CLERK'S REPORT ON MATTERS ARISING

The Town Clerk presented a report which was received and noted.

The Town Clerk asked for further instructions on the following items:

- Damage to gable end at Judith's Field – it was AGREED that the cycle rack should be moved forward and the gable ends repaired using the original material at a cost of £1380. The Town Clerk will pursue the insurance claim.
- Garden of Remembrance – damage to right hand wall. Following discussion it was AGREED that the Town Clerk would obtain quotes for the repair of the wall as it was assumed that the Town Council owned the wall.
- Circular bench at Park Lane – the Freeman have installed the bench and have offered to maintain the bench by staining it each year but have asked the Town Council to take ownership of the bench. It was AGREED to proceed on this basis and Town Clerk would confirm arrangements with the Freeman.
- Queen's Walk Footpath – outstanding repairs. Following receipt of a letter from the EA further information and costs had been sought from CCC in respect of repairs to the Queen's Walk footpath. These had not been forthcoming, but it was AGREED in the first instance that the Town Council would match the figure to be provided by the EA.
- Town Hall –The Town Clerk advised that quotes had been received in respect of the renewal of the legionella monitoring service and also for remedial work in respect of works required to water systems as identified by the legionella monitoring service. It was AGREED to renew contracts and undertake remedial work for the Queen Elizabeth School and Judith's Field, but not for the Town Hall. Town Clerk would advise the Senior Citizens Club that they should seek further advice, but that they would be responsible for any future monitoring and associated remedial work.
- Queen Elizabeth School – it was AGREED that the Town Clerk could work with a budget of £5k to replace tables and chairs in the QES in the first instance. It was AGREED that work to improve water flow from the roof by improving the gully would be investigated with immediate effect. CLLR VANE PERCY would provide advice about suitable roofing contractors.
The Town Clerk advised that one pair of curtains in the QES needed to be cleaned, new fire retarding applied and new lining provided at a cost of £267. It was AGREED not to go ahead with this work and to leave the window bare.
- It was AGREED that the changes to the redecoration specification as suggested by CLLR VANE PERCY in his email to all Cllrs on 13 August were APPROVED and the additional costs of £1200 were also AGREED.
- The Town Clerk advised that the water marks on the floor in the middle of the large

Town Clerk
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Town Clerk/
Cllr Vane Percy

hall may be coming from the underground pipework from the old water fountain outside the QES. Investigations would be made when works to create the French drain were underway, although dates had not yet been confirmed for this contract.

Town Clerk

14/125.1 CLLR MORGAN presented a report on Judith's Field scrubland which was noted.
14/125.2 CLLR PAULEY expressed his concern that rabbits were making holes in the middle of Judith's Field and although they had been filled in recently, new holes had now appeared. It was AGREED that the Environment Portfolio holders, together with CLLR PAULEY would discuss the matter further and put forward a proposal together with costs for the Town Council's consideration.

Environment
Portfolio/
Cllr Pauley

14/126 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 14/126 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR Mrs WILSON: advised Cllrs that a consultation was underway regarding proposed changes to opening hours for household recycling centres. All Cllrs were invited to respond individually. The Town Clerk would submit a response on behalf of the Town Council advising our preferred option was to keep all centres open but reduce opening days from 5 to 3 on week days with weekends to remain open.

All Cllrs

Town Clerk

CLLR Mrs WILSON advised that Savills, on behalf of David Wilson Homes, had contacted the Town Council to advise that their client had obtained the majority of the Bearscroft Farm site for development and would like to arrange to meet a small group from the Town Council to discuss the future planning application. CLLR Mrs WILSON had confirmed this would be possible and the Finance/Planning portfolio group and CLLR CONBOY had offered to meet during the 2nd week in September.

CLLR PAULEY stated that as this was a controversial issue, the developers should be attending a Town Council meeting and talking publically to the whole town. CLLR PAULEY asked that his request that the initial meeting with the developer should be open to the public, be recorded in the minutes. CLLR PAULEY stated that he objected to private meetings taking place on controversial issues particularly with regard for public perception. CLLR VANE PERCY objected to CLLR PAULEY'S remarks and any implication that Cllrs attending a meeting would not act in the best interests of the Town.

Following discussion it was AGREED that The Town Clerk would invite representatives from Savills/David Wilson Homes to attend the September Town Council meeting. It was AGREED CLLR Mrs WILSON and members of the Finance/Planning portfolio together with CLLR CONBOY and the Town Clerk would meet with Savills/David Wilson Homes at a date to be arranged.

Town Clerk

Finance &
Planning
Portfolio

14/127 CORRESPONDENCE

14/127.1 The Senior Citizens Club had written to request that the Town Council repair the cistern to the ladies toilet in the Town Hall. CLLR Mrs WORTHINGTON advised that under the terms of the lease, the Town Council were responsible for the walls, roofs, spouts and not for internal fixtures and fittings. The Town Clerk would advise the Senior Citizens that if they wished to undertake a repair themselves they could do so.

Town Clerk

14/127.2 Gatehouse Estates had written to request permission for parking their pool car in the Town Hall car park overnight. The Town Clerk reminded Cllrs that notices advised car park users that no overnight parking was permitted and that if one vehicle was permitted to park overnight, others would follow. It was AGREED that permission would not be given and the Town Clerk would write to confirm the Town Council's decision. The Town Clerk would also advise owners of vehicles who parked in the bay in front of the Town Council noticeboard that overnight or permanent parking was not permitted.

Town Clerk

Town Clerk

14/128 FINANCIAL AND ACCOUNTS

14/128.1 The list of payments to be made in Appendix 14/128.1 was APPROVED

14/128.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 21 August 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. The Town Clerk advised that the budget report would be updated to show the CAPALC amount had not been paid as discussed earlier.

CLLR COXHEAD asked that the issue of investment of Town Council funds (to invest up to 3 separate amounts of £80k) as approved by the Town Council appeared with more detail in the Town Clerk's report on outstanding matters.

Town Clerk

14/129 TOWN OFFICE ACCOMMODATION

THE MAYOR presented a report which was noted. Negotiations with the Senior Citizens Club to use additional space in the Town Hall had not been successful. CLLR VANE PERCY offered to resume negotiations with the Senior Citizens Club and this was AGREED. In the meantime, following discussion it was AGREED that the Town Council would seek planning permission to site a Portacabin in the Town Hall car park, on a temporary basis, either in the bay in front of the Town Council notice board or in the main car park adjacent to the Queen Elizabeth School. It was noted that this arrangement was far from satisfactory and would meet objections from those not wishing to spoil the heart of the conservation area, but it was hoped it would be for a short period only while negotiations for additional working space in the Town Hall resumed. Full costs would be put before the Town Council.

Property
Portfolio

14/130 PORTFOLIO REPORTS

14/130.1 A report from the Finance/Planning Portfolio group was received and noted. It was AGREED that discussions relating to the A14 would fall into the Business Portfolio under CLLR PAULEY's remit for transport but that Planning would continue to be advised of consultations. CLLR G WILSON had provided a report outlining the timetable for setting the next budget and all Cllrs were reminded that their budget figures for 2015/16 would be needed by the end of September. It was AGREED that the additional Town Council meeting to discuss and approve the Budget for 2015/16 would be held on 30 October not 23 October as previously published.

All Cllrs

All Cllrs

14/130.2 A report from the Business Portfolio group was received and noted.

14/131 OVERNIGHT PARKING IN CAMBRIDGE ROAD

CLLR G WILSON had circulated a report which was noted. The Town Council noted that there were still overnight parking issues at Roman Way as well as in Cambridge Road and noted the efforts HDC/CCC were making to resolve the issues. The Town Council would support measures to resolve these issues and suggested consideration be given to removal of yellow lines at Cardinal Way which could provide a suitable site for lorries to park overnight.

Cllr G Wilson

14/132 NEIGHBOURHOOD PLAN/COMMUNITIES FIRST

CLLR COXHEAD presented a report which was noted.

Following discussion it was AGREED to join ACRE at a cost of £48. It was AGREED that there was no evidence of support to create a Parish Plan and the Town Council voted against creating a Parish Plan. It was AGREED that the Town Council would work to create a Neighbourhood Plan. This would be supported by CLLRS: VANE PERCY; WELLS; WORTHINGTON; S WILSON, CONBOY AND MORGAN.

Town Clerk

Business
Portfolio

14/133 OWNERSHIP OF TOWN AND HISTORY SIGNS

CLLR MORGAN presented a report on behalf of CLLR COHEN which was noted. It was

AGREED that the Town Council would accept ownership and responsibility for the Town Sign and for the Information Boards around the Town. The Town Clerk would seek further information regarding materials and content of the Information Boards.

Town Clerk

14/134 QUEEN'S WALK RESURFACING

This item had been discussed under matters arising. It was AGREED that the Environment Portfolio group would consider a plan for the future regarding vehicle access onto the Recreation Ground.

Environment
Portfolio

14/135 PROPERTY REPORT

CLLR WORTHINGTON presented a report which was noted. It was AGREED that Section 30 agreements between the Town Council and Environment Agency in respect of the flood defence wall would be signed by the Town Clerk. It was also AGREED that the Town Council would accept responsibility for the areas identified by the Environment Agency which were part of the public domain including the paved area to the side of the electricity sub-station which the Town Council had previously not wished to assume responsibility for, however, it was further AGREED that both these actions would be postponed until the grass area at the Southern section of The Causeway had been re-turfed, additional soil provided and the area rolled and the area was considered to be an acceptable standard. Town Clerk would advise the EA of these decisions.

Town Clerk

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.

14/136 TO DISCUSS APPLICANT FOR POSITION OF CASUAL VACANCY

Following discussion it was unanimously AGREED to co-opt Alan McInnes to fill the casual vacancy. Town Clerk would advise Mr McInnes 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 18 SEPTEMBER 2014 IN THE TOWN HALL

The meeting ended at 10.15pm

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 AUGUST 2014****MATTERS ARISING FROM MEETING HELD ON 17 JULY 2014****MATTER ARISING****CURRENT POSITION**

Investment of Funds	Town Clerk to arrange for investment of £85k in account bearing interest	TC
DSLAM Cabinet	Town Clerk & Cllr G Wilson to continue to progress matter to move DSLAM cabinet through Openreach	GW/TC

MATTERS ARISING FROM PREVIOUS MEETINGS**MATTER ARISING****CURRENT POSITION**

CLLR

	Damage to Fascia Boards at JF	Town Clerk to raise insurance claim and arrange for repairs to be undertaken	TC
	Ownership of Information Boards	To be discussed at August TC meeting	MC
	Fencing Queens Walk Play area	Town Clerk to obtain quotes	DT
	Garden of Remembrance	Town Clerk to establish ownership and arrange repairs as necessary	Swo
	Cleaning of War Memorial and provision of commemorative plaque	Cllr Cohen to present report to June TC meeting and to be included in Budget 2015	MC
Updated Aug 2014	Basins and taps in QES toilets	Work Completed 5th August 2014: Remove from schedule	
Updated Aug 2014	Circular Bench	Refurbished Bench has been installed at the North end of the Causeway. Freeman have installed bench around tree at Park Lane W/C 4/8. Mayor has sent letter to thank Freeman. Freeman will maintain but not assume ownership. Remove from schedule	PM
Updated Aug 2014	Parking at Betts Close	Town Clerk has written to nearby residents to advise of our bid and seeking support.	TC
	Priority Action Areas	Draft plan approved. Further work to develop all areas of plan to be carried out. Remove from schedule?	DU
	Amphitheatre of trees on Recreation Ground	Agreement for working party to be formed to discuss the project in more detail	CVP
Updated Aug 2014	Queens Walk Footpath	Mayor and Town Clerk met reps from CCC, EA, Jacksons, Atkins. Agreed to work in partnership to ensure repairs carried out to Queen's Walk path. Highways to co-ordinate, Town Clerk has chased for response and update April 2014. Jacksons have carried out repairs to areas they have damaged. Other work not yet in place via CCC. Meeting to be arranged to discuss other repair work. Town Clerk provided verbal update at July meeting. To be discussed at August Meeting	TC
	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. This matter is on hold until issue of office accommodation has been resolved	RC/PG

Updated Aug 2014	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. Verbal update provided to April TC meeting. A further discussion would take place asap but SCC reluctant to permit GMCTC use of the space requested. Verbal update to June TC meeting. Mayor presented paper to July meeting. To be discussed at August Meeting	DU/SWo / PM
Updated Aug 2014	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. Atkins met Cllr CVP and AW on site to discuss proposals. Work now completed. TC asked to adopt responsibility for area. Cllr Worthington to raise at August meeting	SWo
	Repairs to headstones	Advice received from CAPALC. Report presented to April TC meeting. Costs to be obtained	MC
Updated Aug 2014	Floodlighting for MUGA	Order placed. Company had difficulty in locating cables laid. Additional costs approved Feb 2014. Clerk to reclaim additional costs from either lighting contractor or cable-laying contractor if drawings inaccurate. Columns and lights now installed. Town Clerk has written to contractor regarding reduction in additional costs and to original contractor re poor drawings. Offer made by original contractor. Lighting contractor has been paid in full. Offer made by original contractor accepted. TC chased for payment. Once received remove from schedule.	MC/DT
Updated Aug 2014	Judith's Field scrubland area	Agreement to clear debris and treat nettles given at April TC meeting. Further discussions about future use of the area to take place. Verbal report to June TC meeting. Report to August Meeting	DT/MC
Updated Aug 2014	Futures: staffing structure & accommodation	WP formed to discuss issues. Verbal update provided Dec 2013 & Feb 2014. Further verbal report to June TC meeting. Now included in Priority Actions and to be deleted from schedule	DU
Updated Aug 2014	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 23.9.13. Email to Bidwells sent 28.2.14 instructing them to progress the matter. Letter sent to EA April 2014 - awaiting response. Report to July Town Council Meeting. Further report to August meeting	SWo/ AW / CVP
Updated Aug 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 Feb TC meeting. Verbal update to March TC meeting and June TC meeting. Report to July Town Council Meeting.No further action to be deleted from schedule	DU

QES Chimney & water ingress	Repairs to chimney pending programme for other external remedial work. Redecoration to be planned for spring 2014. Invitation to quote sent March 2014. French drain to be installed around perimeter of building and investigations to be carried out re flow of water from down pipes around building and clearing of gullies where necessary delayed due to illness of appointed contractor. Verbal update to March TC meeting. Approval of quotes given at May TC 2014. Work to be carried out August 2014	AW
Ownership of Town Council land	SW and Town Clerk met with Copleys Feb 2014 who will work towards registering all Town Council land and property. Costs will be in region of £700. Town Clerk had meeting with Copleys 08.05.14. Registration of War Memorial green(s) in progress. Declaration to be sworn 8.7.14 by Town Clerk	Swo

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 21 AUGUST 2014****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1401233FUL 1401234 LBC	Proposed alteration , demolition, and extension of The Bungalow, Old Court Hall Godmanchester: RECOMMEND APPROVAL: single story extension has minimal impact on neighbours. and leaves adequate outside space
1401235CLED	Certificate of lawfulness for use as residential dwelling with associated dwelling 1Berry Lane Godmanchester: Awaiting contact from HDC case officer with a response to our email before submitting formal response
1401155LBC	Retrospective consent for installation of 1 illuminated fascia sign and 1 projecting sign, 3 amenity signs and panel to either side door and illuminated menu box and menu Royal Oak 7 The Causeway Godmanchester: RECOMMEND APPROVAL - we assume the conservation officer is content with the quality and size of the new signs that have been installed and feels they are appropriate for a listed building in a conservation area External redecoration is an improvement to the building. We note that the confusing signs on the side of the property that were directing public into blind alley, have been amended. We are aware of objections raised by a member of the public who has not provided a written copy of her objections.
1400893FUL	Demolition of garage and erection of two storey dwelling 15 London Road Godmanchester: RECOMMEND APPROVAL - with the proviso that Highways Dept are satisfied with the shared access drive and parking arrangements. This is an Infill property, similar to several properties in locality. This property appears appropriate in scale. We do have concerns about adequacy and safety of shared access drive to 4 parking spaces.
1400928FUL	Demolition of garage and store store; partial demolition of boundary wall; creation of two car park spaces serving No.14; erection of one bedroom 1.5 storey dwelling at 14 Earning Street Godmanchester: RECOMMEND REFUSAL: There has been considerable negative response from local residents from all directions around the proposed property. We support these concerns. We have concerns that the proposed property is too large for the site which is being overdeveloped. We have concerns about the roof, including the excessive height of the top ridge, and also the flat roof to the single storey bathroom. We have concerns about the larch cladding and it's appearance in a few years. We have concerns about the loss of on street parking when the 4 off street parking places with dropped kerbs are in place. We have serious concerns about the negative impact of the proposed building on the garden of 15 Earning street. The proposed property is to be built up to the boundary line. It will be
1401147FUL	Single storey extension to front of house 30 Betts Close Godmanchester : RECOMMEND APPROVAL - This is a small front extension that brings house in line with neighbouring property's front extension
1401220FUL	Rendered finish to part of recently built side extension 12C East Chadley Lane: RECOMMEND APPROVAL

CORRESPONDENCE

Sarah Conboy	Planning Application 1400928FUL Objection
HDC	St Neots Neighbourhood Plan available to view
HDC	Royal Oak Signs 1401155LBC

CORRESPONDENCE

Mayor

Godmanchester	Gala Day
Godmanchester	Picnic in the Park
Godmanchester	Godmanchester in Bloom Annual Awards
Godmanchester	Stirling Bomber Exhibition
Godmanchester	St Anne's WW1 Exhibition
Godmanchester	Opening St Anne's Trim Trail
Godmanchester	Opening Of Pinnies Coffee Shop
Godmanchester	Hunts Art Group Presentation
Buckden	St George's Day Summer Reception
Fenland District Council	Civic Service
HGTA	Summer Garden Party
Huntingdon Town Council	Civic Service
Huntingdon	Volunteer Centre AGM
Peterborough Town Council	Installation of Mayor Ceremony
Peterborough Town Council	Mayor's Open Day
Sandy Town Council	Indian Summer Dinner
St Ives	Hunts Post Awards
St Ives	Youth Theatre Production
St Neots Town Council	Armed Forces Flag Raising Day
St Neots Town Council	Freedom of the Town
USAF Alconbury	4 th July Celebrations
Wisbech Town Council	At Home Service

Cllr Cohen

GMCCA	Town Sign
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Cllr Taylor

Nemco Utilities	Legionella Management Programme
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Cllr Worthington

J Hesp	Section 30 Agreement
Mr S.A Standen	Wall adjacent to 6 Cambridge Street

Copy for all Cllr's

CCC	Parking charges review (e)
CCC	Household recycling Consultation

Agenda item

GMC Senior Citizens Club	Ladies Toilet Town Hall
Gatehouse Estates	Parking in Town Hall Car Park
A McInnes	Application for Casual vacancy

