

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 19 FEBRUARY 2015

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

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

6 members of the public were in attendance

ACTION

15/018 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR MACLEOD: unwell; CLLR TAYLOR: pastoral care arrangements; CLLR G WILSON & CLLR
S WILSON: holiday

15/019 DECLARATIONS OF INTEREST

CLLR COHEN: one candidate for casual vacancy known to him; CLLR MALLEY: planning
applications in respect of 51 London Street, 15 London Road and all candidates known to
him; CLLR VANE PERCY one candidate known to him, member of Senior Citizens Club, and
personal friend of applicant of planning application 24 West Street; CLLR PAULEY: planning
application in respect of 1 Almond Close; MAYOR: one candidate known to him and matter
relating to the HDC Local Plan – personal interest.

15/020 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 15 January 2015 were duly APPROVED and signed as a
complete and accurate record.

15/021 PUBLIC PARTICIPATION SESSION

Mr Thackray addressed the Town Council to provide an update on ongoing work of GMCiB
which included planting of their 100th tree. Cllrs were encouraged to continue to support
the Community Nursery in Park Lane.

All Cllrs

The monthly draw for the 800 club took place.

15/022 CASUAL VACANCY FOR TOWN COUNCILLOR

Mr Alex Barrett, Mr Graham Campbell, Ms Kath Spowart and Mr Alec Hirst had all expressed
an interest in the casual vacancy. Mr Barrett did not attend, but all other candidates
addressed the Town Council to outline their reasons for applying. THE MAYOR confirmed
that a decision would be made at the end of the meeting and all candidates would be
advised of the outcome the following day.

15/023 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR had represented the Town on 5 occasions since the last meeting. He
complimented the DEPUTY MAYOR on his "flippin' marvellous" representation at the
Huntingdon Pancake Day Flipathon.

15/024 TOWN CLERK'S REPORT ON MATTERS ARISING

CLLR COHEN advised wording for the signs to be placed at the Cemetery and in the
Churchyard would be confirmed by the H&S working party.

H&S WP

15/024.1 Transport Vision: CLLR PAULEY advised this linked in with items 15/024.3 and 15/024.4.

15/024.2 Neighbourhood Plan: CLLR CONBOY confirmed that several local groups had been addressed seeking early views and feedback on the Neighbourhood Plan. Two developers with interest in land in Godmanchester had also approached the Town Council and CLLR CONBOY confirmed the Town Council would be following the legal process and requirements with support and advice from HDC.

15/024.3 LHI Bid for Betts Close: CLLR PAULEY confirmed the Town Council's bid for an improvement to the verge area of Betts Close had been unsuccessful. The Town Council would explore other options available to resolve this ongoing issue and the Business Portfolio would present recommendations.

15/024.4 Police Matters: CLLR PAULEY confirmed a meeting had taken place with Sgt Murphy and representatives from CCC, HDC and GMCTC. Further interpretation of traffic movement data gathered would be undertaken and reported to the Town Council. Parking issues at the junction of West Street had been tackled by the Police but this had resulted in movement of the parking problem to Old Court Hall which presented further hazards. The Police would be asked to re-assess the problems.

15/025 CORRESPONDENCE

The list of correspondence received was noted. THE MAYOR confirmed that Col Derek Bristow, OBE, DL, was retiring as Deputy Lieutenant and he proposed writing a letter of thanks on behalf of the Town Council. This was AGREED.

Mayor

CLLR COHEN reported an ongoing issue regarding a privately owned bench on the Recreation Ground which had been turned to face towards Portholme without the owner's prior knowledge, but at the request and expense of a Post Street resident, which the owner had requested be turned to face the Mill Stream again. This matter would be resolved by the Environment working party.

Environment
Portfolio

15/026 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 15/026 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town clerk

The response from the Town Council in respect of the Huntingdonshire Local Plan to 2036 was discussed. It was AGREED to submit the response. THE MAYOR abstained from discussion and voting as he has a personal interest.

Town Clerk

15/027 FINANCIAL AND ACCOUNTS

15/027.1 It was AGREED to deduct £200 for coping caps from the invoice in respect of repairs to the wall of the Garden of Remembrance in Cambridge Street as this was additional work which had not be requested or authorised by the Town Council. The Town Clerk would advise the contractor. The Town Clerk confirmed repairs to two paths in the closed churchyard had been repaired as a matter of urgency as a resident had fallen on the uneven surface. The list of payments to be made in Appendix 15/027.1 was APPROVED.

Town Clerk

15/027.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 19 February 2015 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 and a quarterly bank reconciliation.

15/028 JUDITH'S FIELD SHRUBLAND

CLLR COHEN confirmed the new fence would be erected during week commencing 23 February and the repairs to the fence along the A1198 and Judith's Field would be carried out after the new fence was in place. 2000 snowdrops had been planted in the Shrubland

area. The report was received and noted.

15/029 HEALTH & SAFETY

The H&S report was received and the contents noted. It was AGREED that a survey of large trees on the Recreation Ground, Churchyard of St Mary the Virgin, War Memorial and copses at Devana Park would be undertaken to identify any work required and costs met through the H&S budget.

Town Clerk

The Town Clerk confirmed the annual risk assessments of building and equipment had been undertaken, with the exception of Judith's Field which would be undertaken in the next 2 weeks. Cllrs had been presented with a copy of the Fire Evacuation procedure to cover all Town Council buildings. A copy of the risk register would be presented to all Cllrs once the risk assessments for Judith's Field building had been completed. The Asset Register had been revised and a copy sent to the Property Portfolio group for comment.

Town Clerk

Property
Portfolio

15/030 GROUND MAINTENANCE CONTRACT

This item was carried forward to the next Town Council meeting.

15/031 COUNCIL BUSINESS PLAN

CLLR COXHEAD presented a report which was noted. The need for a Town Council business plan was AGREED. It was AGREED to go ahead to develop the Business Plan. It was AGREED that the Business Plan would be presented at the Annual Town Meeting on 6 May.

All Cllrs

15/032 JUDITH'S FIELD BUILDING

A report was received and the contents noted. A working party meeting would take place on 12 March and the JF Redevelopment group would continue to liaise with the Neighbourhood Plan working group. The proposed timeline was noted.

Business
Portfolio

15/033 TWINNING

THE MAYOR presented a report, the contents of which were noted. THE MAYOR was grateful to Cllrs who had provided their views and comments on the future of Twinning. THE MAYOR confirmed that Godmanchester was twinned with Wertheim, Salon, Szentendre and Gubbio, and these twinning links would remain.

It was AGREED to withdraw form support for H>A in respect of civic events while giving encouragement to the organisation in its development of private and personal links for its members. It was AGREED that the Town Council will respond directly to any civic invitations from the twinned towns and may, from time to time issue invitations to the twinned towns in return.

It was AGREED that the Town Council will earmark funds to support Godmanchester twinning activities which clearly benefit Godmanchester residents. Preference will be given to activities that involve young people.

It was AGREED the Town Council would not make any further regular contributions to the running costs of H>A, which should remain the responsibility of its members.

Mayor

THE MAYOR would write to the Chairman of H>A and the Mayor of Huntingdon to confirm these decisions.

It was agreed to discuss item 15/036 before the closed session as members of the public were still present.

15/036 TOWN HALL

The report from the Property Portfolio group was received and the contents noted. It was AGREED that the list of requests from the Senior Citizens Club could be met subject to final agreement of wording and Town Council approval of costs.

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.

15/034 PERSONNEL

The National Joint Council (NJC) for Local Government Services had reached agreement on the pay scales for 2015-2016. It was AGREED to adopt the revised salary scales with effect from 1 January 2015. The revised salary scales applied to the Town Clerk on LC2 point 38 and Deputy Town Clerk on LC2 point 26. The new rate would take effect from 1 January 2015. The Town Clerk and Deputy Town Clerk were also entitled to a pro-rata non-consolidated payment

15/035 CO-OPT TO FILL CASUAL VACANCY

Following discussion it was AGREED to co-opt Graham Campbell to fill the casual vacancy. Town Clerk would advise Mr Campbell. THE MAYOR would contact Ms Spowart and Mr Hirst to discuss the outcome.

Town Clerk/
Mayor

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 19 MARCH 2015 IN THE TOWN HALL

The meeting ended at 21.40pm

Mayor

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

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

MATTERS ARISING FROM MEETING HELD ON 15 JANUARY 2015

MATTER ARISING	CURRENT POSITION
Council Business Plan	To be brought forward to February meeting

Business
Portfolio

MATTERS ARISING FROM PREVIOUS MEETINGS

MATTER ARISING CURRENT POSITION

DSLAM Cabinet (Town Clerk)	Town Clerk & Cllr G Wilson to continue to progress matter to move DSLAM cabinet, through Openreach. Town Clerk has written to MP. No reply received, further copy of letter sent.
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FINANCE AND PLANNING PORTFOLIO

PROPERTY PORTFOLIO

Town Hall guttering	Approval given for works to go ahead through Norman & Underwood. Town Clerk has placed order	UPDATED FEBRUARY
QES & Town Hall	Approval given for Donald Insall to develop proposals for required works to both buildings. QES survey has taken place and report to Property Portfolio	UPDATED FEBRUARY
Office Accommodation	Request made for permission to use additional space on the ground floor of Town Hall to Senior Citizens Club. Further discussions have taken place but no resolution. Updates provided to TC in April, June, July and August. TC agreed to seek permission for temporary portacabin to be located in TH car park. Property Portfolio to take forward. Further reports to Nov & Dec TC meetings. Recommendations to January 2015 TC meeting. Further discussions with Senior Citizens Club to take place.	UPDATED FEBRUARY
Repairs to headstones	Advice received from CAPALC. Report presented to April TC meeting. Costs to be obtained. AGREED Dec 2014 not to repair headstones but notice to be placed in cemetery warning of possible dangers. Town Clerk to obtain quote for signs for Cemetery and Churchyard	UPDATED FEBRUARY
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 and August TC meetings. Further clarification sought	
QES: External works: roof gully modification; chimney stack repair; installation of french drain	Repairs to chimney pending programme for other external remedial work. 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. Town Clerk chased contractor for dates. Quote received from roofing specialists. Reports to Nov & Dec TC meetings. Donald Insall instructed to carry out survey of QES to make recommendations. Work on french drain underway	UPDATED FEBRUARY

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

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 sworn 8.7.14 by Town Clerk. Town Clerk has provided schedule of all outstanding matters to Town Council. TC meeting with Copleys 17.2.15	UPDATED FEBRUARY
Damage to Fascia Boards at JF	Town Clerk has submitted insurance claim. TC approval to go ahead with repairs. Cycle rack has been moved forward at car park end of building. Town Council to advise on how to progress. Report to Jan 2015 TC meeting. Repair costs kept to minimum with painting of patched work rather than replace fascia boards.	
Garden of Remembrance	TC approval to repair damaged wall. Town Clerk has requested quotes from 3 contractors. One quote received. TC gave approval for work to go ahead. Work will start w/c 5.1.15. Town Clerk has advised neighbour in Cambridge Street. Work underway	UPDATED FEBRUARY
ENVIRONMENT PORTFOLIO		
Parking at Betts Close	Town Clerk has submitted LHI Bid. Outcome will be known in February 2015. Panel meeting took place in November, Cllr Pauley attended. LHI have advised bid not successful. Town Clerk enquiring about alternative way forward.	UPDATED FEBRUARY
Amphitheatre of trees on Recreation Ground	Agreement for working party to be formed to discuss the project in more detail	
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 & August & September meetings. Environment Portfolio to lead discussions on way forward. Matter discussed at November TC meeting. Approval given to share costs of path repair with CCC and EA up to max of £4k if path repaired between main sluice and Mill Yard car park. On site meeting took place. Work to begin when weather permits (prob late March) and will cover path from Mill Yard car park to path close to first weir.	UPDATED FEBRUARY
Judith's Field scrubland area	Agreement to clear debris and treat nettles given at April TC meeting. Report to June, August & September meetings. Fergusons quote to re-seed the area agreed. Approval to repair fencing along A1198 given but deferred until further quotes obtained for fencing between commercial area and JF. Further report October & November TC meeting. Approval given for up to £3k for fencing between commercial area and shrubland. Cllr Cohen and Town Clerk to progress. Work to be carried out end of February 2015. Further report to TC meeting February 2015	UPDATED FEBRUARY
BUSINESS PORTFOLIO		

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

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	
Tourism	Steering group to be formed. Report to February 2015 TC meeting	
Neighbourhood Plan	Working party to scope role & membership of steering group. Report to November & Jan TC meetings. Verbal update to Feb meeting.	UPDATED FEBRUARY
Judith's Field Redevelopment	Timeline agreed in principle. Report to February TC meeting	UPDATED FEBRUARY

CORRESPONDENCE

Mayor

Godmanchester	Cub Visit
Godmanchester	Raffle Draw for Bomber Command
Cambridge	High Sheriff's Reception
HGTA	Italian Wine Tasting
Huntingdon District Council	Holocaust Remembrance Day
Oundle Town Council	Mayor's Charity Concert
Papworth	Disability Information AGM
St Ives Town Council	Winter Concert
UASF Alconbury	Closure Briefing
Jonathan Djanogly MP	Response to letter re Hinchingsbrooke Hospital
Col D Bristow OBE DL	Retirement from role as Deputy Lieutenant
HACT	Acknowledgement and thanks for grant
Vitalise	Acknowledgement and thanks for grant
Wildlife Trust	Acknowledgement and thanks for grant

Finance & Planning Portfolio

HDC	Confirmation of Precept
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Property Portfolio

Donald Insall Associates	Report and outline schedule of works (QES) (e)
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Environment Portfolio

Business Portfolio

LA Abbott	Re parking issues
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All Cllrs

Local Projects	Confirmation of outcome of LHI Bid
A Barrett	Re casual vacancy as Cllr
G Campbell	Re casual vacancy as Cllr
K Spowart	Re casual vacancy as Cllr

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 19 FEBRUARY 2015****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1402147TREE	T1 Horse Chestnut: fell T2-T13 Poplars: fell 24 West Street; RECOMMEND REFUSAL we are against the felling the poplars T2-T13 as they are not reported to be in a poor condition or causing any damage. These trees are clearly visible from West Street the Ouse Valley Way the river and Portholme and we
1500086FUL	Single storey rear and two storey side with attached single storey garage extensions: 1 Almond Close: RECOMMEND APPROVAL - minimal impact and on a corner plot leaves adequate space
1402205FUL	Reopen a bricked up gateway for a wrought iron gate: 24 West Street: RECOMMEND APPROVAL - minimal impact and in keeping with existing gate
1500118FUL	Two storey extension, conservatory/sun room and front porch: 51 London Street: RECOMMEND APPROVAL - modernises current single storey rear extension with minimal impact to surrounding properties. We also feel the porch to be an acceptable addition
1401883FUL	Single storey rear extension and loft conversion: 11 Meadow Way - HDC has received further information in connection with the planning application : Our views on this application remain as previously stated
1500137FUL	Extension to an existing ancillary garden annexe: 4 The Stiles: RECOMMEND APPROVAL - small addition with minimal impact to surrounding property
1402057FUL	New two storey dwelling: Land at and including 15 London Road: RECOMMEND REFUSAL The Town Council's concern when we last looked at a planning application for a new dwelling to the rear of London Road was the adequacy and safety of the driveway. Whilst it is noted that the applicants are now proposing the driveway no longer be shared, this leaves the existing dwelling with no allocated parking creating further pressure on an already congested part of London Road. We consider it counter productive to remove parking

CORRESPONDENCE

Houghton & Wyton PC	Notes of meeting (e)
HDC	Local Plan - copy of presentation
Highways Agency	Draft A14 Cambridge to Huntingdon Improvement Scheme Development

ACCOUNTS PAYABLE - 19TH FEBRUARY 2015					
		PAYMENTS			
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.50	£ 7.50	£ 45.00
DD	UW	Gas/Electricity	£ 243.08	£ 53.64	£ 296.72
DD	UW	Gas/Electricity/phone line	£ 534.37	£ 106.87	£ 641.24
DD	Anglian Water	Monthly charge	£ 32.00	£ -	£ 32.00
DD	Anglian Water	Monthly charge	£ 38.00	£ -	£ 38.00
DD	Virgin	Town Office phone line	£ 26.28	£ 5.26	£ 31.54
DD	HSBC	Bank charges	£ 35.23	£ -	£ 35.23
200672	M Liddiard	February salary	£ -	£ -	£ -
200673	M Newman	February salary	£ -	£ -	£ -
200674	K Walters	February salary	£ -	£ -	£ -
200675	K Askew	February salary	£ -	£ -	£ -
200676	K Lissaman	February salary	£ -	£ -	£ -
200677	Inland Revenue	Tax & NI	£ -	£ -	£ -
	TOTAL SALARIES, TAX & NI		£ 4,085.29		£ 4,085.29
200678	JRB Enterprise Ltd	Dog poo bags	£ 246.50	£ 49.30	£ 295.80
200679	Walters Ltd	Photocopy costs	£ 0.78	£ 0.16	£ 0.94
200680	Fenland Leisure Products	Quarterly inspections	£ 200.00	£ 40.00	£ 240.00
200681	DHM Garden Maintenace	Compost bin: St Mary's	£ 130.00		£ 130.00
200682	Mayor's Charities	Reimbursement for receipt	£ 70.00		£ 70.00
200683	Mrs Kinch-James	Refund for grave plot	£ 120.00		£ 120.00
200684	M Newman	Reimbursement: Chq 200671	£ 75.00		£ 75.00
200685	HDC	Public toilets	£ 2,533.78	£ 489.23	£ 3,023.01
200686	Eurobulbs Ltd	4000 bluebells	£ 345.00	£ 69.00	£ 414.00
200687	John Dean Surfacing Ltd	Churchyard path repairs	£ 2,444.00	£ 488.80	£ 2,932.80
200688	Viking	Stationery & cupboards	£ 417.68	£ 83.54	£ 501.22
200689	A&K Builders	Repair Garden of Rembrance	£ 4,540.00	£ 908.00	£ 5,448.00
200690	GRC Builders	French Drain: QES	£ 4,823.00	£ -	£ 4,823.00
200691	A Rowland	Repairs: various	£ 110.00	£ -	£ 110.00
200692	PHS Group	Water boiler for QES	£ 349.00	£ 69.80	£ 418.80
200693	K Fergusons	Monthly contract	£ 1,783.13	£ 356.63	£ 2,139.76
			£ 23,219.62	£ 2,727.73	£ 25,947.35
PAYMENTS RECEIVED JANUARY 2015					
	QES	Fees	£ 2,385.87		£ 2,385.87
	Judith's Field	Fees	£ 1,774.00		£ 1,774.00
	Interest	Fees	£ 5.58		£ 5.58
	Cemetery	Fees	£ 550.00		£ 550.00
	Grant War Mem Trust	Half yearly rent	£ 30.00		£ 30.00
	VAT refund	Christmas market	£ 4,371.08		£ 4,371.08
					£ -
		TOTAL RECEIPTS	£ 9,116.53	£ -	£ 9,116.53