

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

PRESENT: D UNDERWOOD: Town Mayor;
Councillors: P MORGAN (Deputy Mayor) G CAMPBELL; M COHEN; Mrs S CONBOY; R COXHEAD; P
GODLEY; Ms J MACLEOD; P MALLEY; A McINNES; N PAULEY; D TAYLOR; C VANE PERCY; G
WILSON; Mrs S WILSON; Mrs S WORTHINGTON

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

2 members of the public were in attendance

ACTION

THE MAYOR welcomed CLLR GRAHAM CAMPBELL to his first meeting.

15/037 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

All present.

15/038 DECLARATIONS OF INTEREST

CLLR MALLEY in respect of planning application for 52 Tudor Road.

15/039 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 19 February 2015 were duly APPROVED and signed as a complete and accurate record.

15/040 PUBLIC PARTICIPATION SESSION

Mr Hames from WSP on behalf of Network Rail addressed the Town Council on proposals to close the level crossing at the Offords. He confirmed they had looked at a range of modelling options and that there would be further consultation. Mr Hames advised it was difficult to predict traffic changes as a result of the scheme but it was anticipated that there could be a 5% increase in traffic travelling through Godmanchester which would be approximately 100 vehicles per day, however, this could be offset by A14 improvements resulting in less vehicle movements through nearby villages. Mr Hames was thanked for attending the meeting.

The monthly draw for the 800 club took place.

15/041 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR reported he had represented the Town on 7 occasions since the last meeting. One sad occasion was at the funeral of Joan Bristow. Col Bristow's wife. A card expressing condolences from the Town Council had been sent by the Mayor on behalf of the Council. THE MAYOR confirmed a Recreation Taster Day would take place on 19 September at Judith's Field. All Cllrs were invited to attend and asked to assist with marshalling duties if possible.

All Cllrs

THE MAYOR reminded Cllrs that it was a legal requirement to issue the Agenda for Town Council meetings on the Friday before the meeting. He confirmed that if Cllrs wished to have an item on the Agenda, they should confirm this with the Town Clerk and produce supporting reports no later than the Friday before the meeting at mid-day. Cllrs should liaise with the Town Clerk when they anticipated a delay in reports being prepared to ensure the item had a slot on the agenda.

All Cllrs

THE MAYOR confirmed Cllr Nic Wells had resigned with immediate effect. THE MAYOR noted thanks on behalf of the Council for the years of service Nic had given to

Godmanchester. THE MAYOR confirmed that the current casual vacancy would be advertised in the usual way and if anyone knew of residents who would like to be considered, they should contact the Town Clerk.

All Cllrs

THE MAYOR advised that Cllrs had been given a nomination form for the 2015/16 TOWN MAYOR and DEPUTY TOWN MAYOR. All Cllrs were eligible to stand for selection to either role and all nomination forms should be returned to the Town Clerk by 10 April 2015.

All Cllrs

THE MAYOR that Cllr Vane Percy had just celebrated a "significant" birthday and on behalf of the Council he was wished Many Happy Returns.

15/042 TOWN CLERK'S REPORT ON MATTERS ARISING

The report on matters arising was received and the contents noted.

It was AGREED that CLLR WILSON would hasten a response from the MP regarding the DSLAM cabinet with support from Godmanchester District and County Cllrs. It was AGREED that the item relating to discussions with Bidwells and solicitors on the effect of the FAS on the Town Hall would be revisited by the Property Portfolio group and further recommendations brought to the Town Council. It was AGREED items on the report which could now be removed were: damage to fascia boards at Judith's Field; repair to wall at Garden of Remembrance; Judith's Field shrubland; CCTV.

Cllr G Wilson

Property
Portfolio

Town Clerk

CLLR COXHEAD asked for an update on progress on registration of Town Council land and property. The Town Clerk confirmed she had sworn a further Statutory Declaration with the Solicitors in respect of the ownership of the War Memorial and land on which it stood. The first application to the Land Registry had resulted in further clarification being sought and with the recent Statutory Declaration this registration would hopefully now proceed. Once the solicitors had identified all requirements from the Land Registry it was hoped all other registrations of Town Council property could follow the same pattern and be undertaken without delay. It was AGREED the Property Portfolio group would monitor the position.

Property
Portfolio

15/042.1 Judith's Field Shrubland: CLLR TAYLOR reported the bid for funding for play equipment applied for through Business in Godmanchester (BIG) had not been successful. Thanks to CLLR MALLEY for his work on the application. CLLR TAYLOR reported that work on all fences at Judith's Field had been completed and in order to protect/preserve the wooden fence he recommended it was painted on both sides. It was AGREED to paint the fence in green at a cost of £300.

Town Clerk

15/042.2 Judith's Field building redevelopment: CLLR COXHEAD confirmed a working group meeting had taken place. It was AGREED that legal advice would be sought to clarify the position on whether a charitable trust could be set up to manage a future facility and the terms of the lease in respect of the end of lease.

Cllr Coxhead/
Deputy Clerk

15/052.3 Neighbourhood Plan: CLLR CONBOY confirmed that HDC had now confirmed the consultation period in respect of setting the area for our Neighbourhood Plan had closed and the designated area had been confirmed. CLLR CONBOY would work with the Town Clerk to submit a bid to Locality for the next tranche of funding.

Cllr Conboy/
Town Clerk

15/043 CORRESPONDENCE

The list of correspondence received was noted.

It was AGREED that the Town Clerk would write to H>A to confirm the Town Council would not support their request for retrospective funding for a twinning event that had taken place last year.

Town Clerk

It was AGREED that a grant of £2000 would be paid to Rural Cambs CAB. This would be paid immediately.

Town Clerk

It was AGREED to accept the revised quote from Norman & Underwood in respect of works to the Town Hall roof in the sum of £5196.56 plus VAT.

Town Clerk

It was AGREED the Environment Portfolio group would consider the problem of dog fouling and present the Town Council with proposals.

Environment
Portfolio

The apology from the Fire Service for damage caused to the Recreation Ground was noted

together with their assurance they would not use the Recreation Ground for training exercises in future.

15/044 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 15/044 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR S WILSON advised that the Bearscoft Design code had been redrafted. HDC had responded to the queries raised on the initial draft of the Design Code confirming several of the Town Council's comments did not relate specifically to the Design Code. The Town Council were not consulted on the redrafted Design Code but had written to members of the DMP to ensure the Town Council's concerns were noted. The matter had been deferred at the DMP meeting. CLLR S WILSON advised we had seen a copy of the interim archaeological report from David Wilson Homes. Any artefacts discovered would go to Porch Museum.

CLLR S WILSON reported there had been great concern expressed regarding the change of use at the caravan site at 11 Park Lane. Further information had been requested from HDC. Residents in Park Lane had also expressed concern about how new properties would be addressed. This had been taken up with HDC.

CLLR S WILSON confirmed a representative from Curtain & Co would attend the next Planning working group meeting to present information on the future development at Wyton. This is not a formal consultation.

All Cllrs

CLLR S WILSON confirmed Huntingdon Town Council are consulting on designation of a Neighbourhood Plan area. It was AGREED the Town Clerk would respond on behalf of Godmanchester Town Council to support this application.

Town Clerk

CLLR S WILSON advised several emails had been received in respect of the Houghton & Wyton comments on the Local Plan. These were noted.

15/044.1 CLLR PAULEY confirmed a revised Statement of Common Ground in respect of the A14 had been received and Mr Dodgson had attended the recent Planning working group meeting.

15/045 FINANCIAL AND ACCOUNTS

15/045.1 The list of payments to be made in Appendix 15/045.1 was APPROVED. It was AGREED that a further cheque payable to Rural Cambs CAB would be added to the payment schedule. It was AGREED that if an invoice from Norman & Underwood was received in March 2015 that it would be paid as work had been completed for roof works on the Town Hall.

Town Clerk

15/045.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 19 March 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.

15/045.3 It was AGREED to adopt the list of regular suppliers for services to Godmanchester Town Council with immediate effect.

15/045.4 Cllrs were presented with a copy of the H&S Risk Register together with a copy of the Asset Register as at March 2015. CLLR TAYLOR confirmed the Health & Safety working party meets 3 times a year, not quarterly.

15.045.5 It was AGREED that the amended template for Cllrs reports to Town Council meetings would be adopted with immediate effect. The information will be redacted for public inspection where commercially sensitive information is provided.

All Cllrs

15.045.6 It was AGREED that the Bank Mandate for accounts held at HSBC would be updated and all current Cllrs would become authorised signatories with any two authorised signatories authorised to sign cheques on behalf of the Town Council. The Town Clerk would continue to administer the accounts but would not be authorised to sign cheques.

Town Clerk

15.045.7 It was AGREED to make a one off payment in respect of the remaining term of the lease on Judith's Field (72 years) which would cover the period 1.1.16 – 31.12.87.

15.045.8 It was AGREED that two long term debts in the sums of £177 and £37.50 owed to the Town Council in respect of hire of the QES would be written off with immediate effect.

Town Clerk

15/046 GROUNDS MAINTENANCE

CLLR MORGAN presented a report the contents of which were noted. It was AGREED that the Town Clerk would write to the Grounds Maintenance contactor to confirm the changes which had been previously discussed with the contractor. It was AGREED that an additional litter bin would be purchased to be sited in the car park at Judith's Field.

Town Clerk

Town Clerk

15/047 ON LINE EVENTS DIARY

CLLR CONBOY presented a report the contents of which were noted.

Following discussion it was AGREED to support this initiative for an on-line diary to have a website linked to the Town Council's existing website with information about activities and events taking place in Godmanchester. CLLR GODLEY was thanked for his work on this project so far.

Cllr Conboy/
Cllr Godley

15/048 ANNUAL REPORT/ANNUAL TOWN MEETING

CLLR MALLEY confirmed that articles and photographs for the Annual Report were needed. The timescale was noted and AGREED and Cllrs were asked to have all information with CLLR MALLEY by 14 April at the latest. The Town Clerk also reminded Cllrs that reports for the Annual Town Meeting would be required and the same deadline was set for receipt of the reports.

All Cllrs

Chairs of
Working parties

CLLR COXHEAD reminded all Cllrs that not all groups had provided information for the Town Council Business Plan and he would like responses in the format requested and sent to all.

All Cllrs

15/049 TOURISM

CLLR COXHEAD presented a report the contents of which were noted. It was AGREED that the Town Council would purchase a website domain "visitgodmanchester.co.uk" at a cost of up to £50. It was AGREED the cost of leaflets would be explored. It was AGREED that a long term strategy would be developed. It was AGREED that costs for production of a large map would be obtained. It was AGREED that a new budget heading would be added to the budget spreadsheet.

Town Clerk

Business
Portfolio

Town Clerk

15/050 TRANSPORT

CLLR PAULEY presented a report the contents of which were noted.

Following discussion it was AGREED that the Betts Close parking scheme would be costed with the intention that the Town Council would fund the improvements needed.

Business
Portfolio

It was AGREED that the Town Council would apply to CCC for a full review of parking within Godmanchester. It was AGREED that the Town Clerk would write to nearby parishes of Brampton, Hemingfords and Papworth to seek support for improvements to our communities regarding the guided bus service.

Town Clerk

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 16 APRIL 2015 IN THE TOWN HALL

The meeting ended at 21.440pm

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 19 FEBRUARY 2015

MATTER ARISING	CURRENT POSITION	
Survey of Trees	Survey of all large trees to be undertaken	Environment
Dispute on position of bench	Bench on Recreation ground privately owned. Position to be confirmed and agreed by Environment Portfolio group	Environment

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. NO RESPONSE OR ACTION, DELETE FROM SCHEDULE?	UPDATED MARCH
FINANCE AND PLANNING PORTFOLIO		
PROPERTY PORTFOLIO		
Town Hall guttering	Approval given for works to go ahead through Norman & Underwood. Town Clerk has placed order. Work undertaken. Revised quote to be approved: March 2015	UPDATED MARCH
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.	
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. Letter to Senior Citizens Club Feb 2015 and specification for alterations to be drawn up by Donald Insall.	UPDATED MARCH
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	
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. NO FURTHER ACTION, DELETE FROM SCHEDULE?	UPDATED MARCH

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

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 complete.	
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. Further Statutory Declaration to be sworn March 2015.	UPDATED MARCH
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. WORK COMPLETE. DELETE FROM SCHEDULE	UPDATED MARCH
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 complete REMOVE FROM SCHEDULE?	UPDATED MARCH
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. NO	UPDATED MARCH
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. Work underway w/c16/3/15	UPDATED MARCH

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

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. GROUND WORKS & FENCING NOW COMPLETE REMOVE FROM SCHEDULE?	UPDATED MARCH
BUSINESS PORTFOLIO		
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. NO FURTHER ACTION - REMOVE FROM SCHEDULE?	UPDATED MARCH
Tourism	Steering group to be formed. Report to March 2015 TC meeting	UPDATED MARCH
Neighbourhood Plan	Working party to scope role & membership of steering group. Report to November & Jan TC meetings. Verbal update to Feb meeting.	
Judith's Field Redevelopment	Timeline agreed in principle. Report to February TC meeting	
Council Business Plan	Agreed to present the plan to the Annual Town Meeting in May. All Cllrs to contribute to development of the plan	UPDATED MARCH

CORRESPONDENCE

Mayor

Godmanchester	Tree Planting Muir Estate
Chatteris Town Council	Mayor's Charity Ball
Cottenham	High Sherriff's Awards
East Cambs. District Council	Civic Reception
Higham Ferrers Town Council	Valentine's Dinner
Huntingdon Town Council	Pancake Flipathon
March Town Council	Mayor's Charity Dinner
Peterborough City Council	Charity Winter Supper.
H>A	Application for financial support (copy all Cllrs)
Dept of Health	Response to letter re Hinchingsbrooke Hospital
D Bristow	Funeral arrangements for Mrs J Bristow

Finance & Planning Portfolio

Rural Cambs CAB	Request for grant
Kimbolton PC	Local Joint Committee minutes (e)
Cruse Bereavement	Request for grant (e)

Property Portfolio

Norman & Underwood	Revised quote re Town Hall roof repairs
Moore Electrical	Quote for external lights on QES (e)

Environment Portfolio

J Hesp	copy of correspondence with GMCiB re Mill Steps (e)
S Dunklin	complaint re dog mess at Judith's Field (e)
Ferguson's	Amendments to Ground Maintenance contract
Cambs Fire Service	Apology for damage to rec by fire tender (e)

Business Portfolio

R Avery	Outreach worker for South Cambs (e)
C Bowden	Navigus Planning re Neighbourhood Plan (e)

All Cllrs

HDC	CCTV report – January (e)
G Dodgson	A14 Statement of Common Ground (e)
HDC	Confirmation of designation of Neighbourhood Plan Area (e)
CCC	Surface dressing programme (e)

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

Application No	Detail
1402060FUL	Demolition of garage, erection o rear/side extension: 52 Tudor Road: RECOMMEND APPROVAL subject to HDC coming to an agreeable outcome over the proximity of the walls between this extension and the neighbouring
1500247FUL	Electricity Sub Station: Unit 3 Cardinal Park; RECOMMEND APPROVAL

CORRESPONDENCE

HDC	Bearscroft Design Code (copy all Clrs)
HDC	Planning consent for 11 Park Lane
HDC	Local Plan (ref Houghton & Wyton)
David Wilson Homes Curtin & Co	Update on Bearscroft development/Archaeological works/revised Design Code re development of Wyton airfield
Houghton & Wyton PC	copy of letter to HDC plus copies of email correspondence
HDC	Street Naming: Bellmans and Costcutter
Mr/s Baldwin	Park Lane caravan site (e)
J Greagg	Comments re application 1402057FUL (15 London Road) (e)
HDC	Notification of DMP meeting: 16 March
GMCTC	Letter to HDC re caravan site
HDC	Consultation on Huntingdon Town Council Neighbourhood Plan

