

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD IN THE
QUEEN ELIZABETH SCHOOL ON THURSDAY 21 MAY 2015

PRESENT: D UNDERWOOD: Town Mayor;
Councillors: P MORGAN (Deputy Mayor) G CAMPBELL; M COHEN; Mrs S CONBOY; R COXHEAD; P GODLEY;
A McINNES; D TAYLOR; G WILSON

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

10 members of the public were in attendance

15/072 ELECTION OF TOWN MAYOR

ACTION

CLLR DAVID UNDERWOOD was formally elected as Town Mayor for the year 2015 to 2016.

15/073 TO RECEIVE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

CLLR DAVID UNDERWOOD duly read and signed his Declaration of Acceptance of Office, which was witnessed by the Town Clerk as Proper Officer.

15/074 ELECTION OF DEPUTY TOWN MAYOR

CLLR PETER MORGAN was formally elected as Deputy Town Mayor for the year 2015 to 2016.

15/075 TO RECEIVE THE DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

CLLR PETER MORGAN duly read and signed his Declaration of Acceptance of Office, which was witnessed by the Town Clerk as Proper Officer.

THE MAYOR invited Reverend David Busk to lead the Council in prayer.

15/076 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR MACLEOD: unwell; CLLR MALLEY: holiday; CLLR PAULEY: work event; CLLR Ms SPOWART: previous engagement; CLLR VANE PERCY: previous engagement; CLLR Mrs WILSON: holiday; CLLR Mrs WORTHINGTON: previous engagement.

15/077 DECLARATIONS OF INTEREST

Nothing declared.

15/078 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 16 April 2015 were duly APPROVED and signed as a complete and accurate record.

15/079 PUBLIC PARTICIPATION SESSION

The monthly draw for the 800 club took place.

15/080 PRESENTATION OF CHEQUES TO MAYOR'S CHARITIES

THE MAYOR confirmed it had been a good year for raising money for his chosen charities and he was pleased to present the following cheques:

Mr Steve Harris on behalf of Godmanchester Scouting groups £400
Mr Gordon Dyer on behalf of Acorn Cancer Support £600
Miss Julia Ekblom on behalf of Godmanchester Guiding groups £400
Ms Erika Brown on behalf of Huntingdonshire Society for the Blind £600

THE MAYOR would also present a cheque for £200 to the Sea Scouts, (based in St Ives but with Godmanchester members) who were unable to be present as their AGM was being held that evening.

Representatives from the above charities thanked The Mayor and Town Council for their support and these important donations.

15/081 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR presented a report which was noted.

THE MAYOR offered his thanks to the DEPUTY MAYOR, Town Clerk, Deputy Town Clerk and all Cllrs for their help and support in the past year. Special thanks were offered to the Mayoress for her unfailing support and assistance in so many ways throughout the year.

THE MAYOR commented that the Town Council had had a very busy year and Cllrs had been immersed in dealing with a lot of detailed discussions and he thanked everyone for the work they had done.

THE MAYOR confirmed his chosen charities for the year ahead would be:

The Richmond Fellowship – who had an office in Godmanchester and worked to support people return to work who had had experienced mental health difficulties ;

SSAFA (Soldiers, Sailors, Airmen and Families Association) who provided lifelong support for our forces and their families ;

Hunts Community Cancer Network – a new local organisation helping to deliver a home based nursing service for those living with or recovering from cancer who might struggle to get to hospital for routine medical treatment.

THE MAYOR advised he had planned a programme of activities for year, and asked all Cllrs to offer their assistance for just ONE event during the year which would help share the workload of organising the events.

All Cllrs

THE MAYOR confirmed there were a number of projects that the Town Council hoped to deliver in the coming year and he would aim to support and encourage Cllrs to get things done.

THE MAYOR advised he had represented the town on 11 occasions since last meeting.

15/0582 TOWN CLERK'S REPORT ON MATTERS ARISING

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

CLLR MORGAN confirmed that GTS had provided a quote to survey trees on Town Council land.

The Town Clerk was asked to make further enquiries about the breakdown of costs.

The Town Clerk advised a further litter bin had been purchased as the Grounds Maintenance Contractor had confirmed a main bin at Judith's Field was disintegrating.

Town Clerk

15/083 CORRESPONDENCE

The list of correspondence received was noted.

CLLR COHEN confirmed that residents in Roman Way whose properties backed onto the Shrubland area of Judith's Field had received a letter advising them of the proposals for new play equipment in the area. No comments had been received.

15/084 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 15/084 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

It was noted that the first CIL payment had been received in respect of one dwelling in London Road. The Town Council had to spend the money and document how it was spent in accordance with conditions within 5 years or it could be reclaimed.

Cllr Bates had been invited to attend the June Town Council meeting to explain why he had suggested a further 1000 houses be built in Godmanchester, but he had confirmed he was not available. Town Clerk would invite him to attend an alternative meeting. Town Clerk

15/085 NEIGHBOURHOOD PLAN

CLLR CONBOY presented a report which was noted. The bid to Locality had been successful and £5800 had been awarded and paid to the Town Council. It was confirmed that Navigus had been identified as the preferred consultant for the Neighbourhood Plan. It was AGREED to appoint Navigus to draw up a detailed and costed specification. CLLR CONBOY confirmed there would be several opportunities to advertise the work going on relating to the Neighbourhood Plan such as a Town Council stall at Gala Day and at the Town Show and on the Recreation Day in September. CLLR CONBOY confirmed that a questionnaire would be delivered to every house and every business in Godmanchester and Cllrs were asked whether they would be willing to deliver them or whether an agent should be paid to deliver. It was AGREED that costs would be needed before a decision could be made. Cllr Conboy

CLLR CONBOY confirmed that the stakeholder group had not yet met and all Cllrs were welcome to attend all meetings which were noted on the Town Council website calendar. Cllr Conboy

15/086 FINANCIAL AND ACCOUNTS

15/086.1 The list of payments to be made in Appendix 15/086.1 was APPROVED. The Town Clerk confirmed our insurance renewal was due on 1 June and it was AGREED that the Town Council would take advantage of a 3 year agreement to save around 5% on the premium. A cheque would be raised outside the Town Council meeting for this purpose. Town Clerk

15/086.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 21 May, a copy of salary payments, a copy of the budget report on the year to date and a copy of the monthly bank reconciliation approved by the Deputy Mayor.

15/087 JACK & JILL PRESCHOOL: HIRE CHARGES

CLLR G WILSON confirmed that he had attended a meeting with CLLR CONBOY and Mrs Naylor and Mrs Dear from Jack & Jill to discuss their concerns about the rise in hire charges from 1 April 2015. CLLR WILSON advised a Finance working party would take place on 1 June to discuss this in more detail and a report presented to the June Town Council meeting. All Cllrs were invited to attend. Cllr G Wilson
All Cllrs

15/088 PLAY EQUIPMENT REPAIRS

CLLR TAYLOR presented a report which was noted. It was AGREED that the Town Clerk would place an order with FLP to undertake necessary repairs to play equipment at a cost of £3417.37. Town Clerk

15/089 PROPERTY REPORT

CLLR CAMPBELL presented a report which was noted.

Town Hall: CLLR CAMPBELL confirmed that the quote from the Architect had been broken down into two elements: to draw up the specification and to supervise the work once the contract was underway. It was AGREED, following comments from CLLR CAMPBELL that the work would be supervised by Cllrs, but the quote for drawing up the specification in the sum of £2750 was APPROVED. Town Clerk

QES: CLLR CAMPBELL advised that there was a need to undertake maintenance but also a need to upgrade parts of the building. The Town Clerk had attempted to obtain 3 quotes for the repairs from roofing contractors who specialised in listed buildings but only one quote had been received in November 2014. The quotation had been reviewed by the Architect (with specialist knowledge of listed buildings) and discussed with the Conservation Officer and it was AGREED to accept the quotation from Norman & Underwood. The Town Council noted this was particularly specialist work on a listed building and it was AGREED to accept this quote in the absence of other comparable quotes which was outside normal Financial Regulations procedures. Town Clerk

School Hill Lighting: Discussions had taken place with HDC Lighting Engineers and electricians and a further report would be presented to the June Town Council meeting. It was noted that Cllr Campbell

the Town Council could purchase the lighting units directly in order to be able to reclaim the VAT.

15/090 REVIEW OF PORTFOLIO GROUPS AND MEMBERS

THE MAYOR presented a report and following discussion it was AGREED that the Town Clerk would circulate a revised list of Portfolio membership.

Town Clerk

15/091 GMC LIVING/GMC WEBSITE/GMC FACEBOOK PAGE

The Town Clerk asked for clarification on the agreed procedure for sharing information. THE MAYOR advised there was no separate Facebook Page, and the two outlets for information were the Town Council website and GMC Living. Following discussion it was AGREED that where information should be shared with the public, the Town Clerk would send the information to be uploaded to the Town Council website and GMC Living to CLLR GODLEY and CLLR MALLEY and then send the full information to Town Council members.

District and County Cllrs were asked to make it clear when using these websites when they were posting information in their District or County roles and also to keep fellow Town Cllrs (and Town Clerk) advised. For events being co-ordinated by a Cllr such as the Christmas Market or Recreation Day, it was important to make it clear that the event was hosted by the Town Council.

All Cllrs

15/092 YOUTH COUNCIL LOGO

CLLR CONBOY presented a report which was noted. Following discussion it was AGREED to adopt the proposed Youth Council Logo. CLLR CONBOY confirmed there was a need to keep recruiting for new members to join the Youth Council.

15/093 BIKE MARKING ON RECREATION DAY

CLLR CONBOY presented a report which was noted. Following discussion it was AGREED to purchase 100 bike marking kits to be used on Recreation Day. Priority would be given to Godmanchester residents and non Godmanchester residents would be asked to make a contribution to cover the cost of the kit.

Cllr Conboy

15/094 PERSONNEL

THE MAYOR presented a report which was noted. Following discussion it was AGREED that the Town Council would meet the training costs AND registration fee for the Deputy Town Clerk to study for the Certificate in Local Council Administration (CILCA).

Deputy Town Clerk

THE MAYOR advised that as part of the Deputy Town Clerk's ongoing development in the role, he would act as Clerk for the June Town Council meeting, with the Town Clerk in attendance.

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 18 JUNE 2015 IN THE TOWN HALL STARTING AT 7.30pm

The meeting ended at 21.42pm

Mayor

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

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

<p>QES: External works: roof gully modification; chimney stack repair; installation of french drain 04/15</p>	<p>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. Approval given for Donald Insall to develop proposals for required works. QES survey has taken place and report to Property Portfolio. Budget figure of £25k agreed at April TC meeting</p>
<p>Ownership of Town Council land 03/15</p>	<p>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 sworn March 2015. Verbal update on progress given to TC March 2015</p>
ENVIRONMENT PORTFOLIO	
<p>Survey of Trees 02/15</p>	<p>Survey of all large trees to be undertaken. Contractor to meet on sites 7.4.15</p>
<p>Dispute on position of bench 04/15</p>	<p>Bench on Recreation ground privately owned. Agreed at April TC meeting that bench would be turned round and repaired by TC providing ownership and responsibility passed to Town Council</p>
<p>Amphitheatre of trees on Recreation Ground 04/15</p>	<p>Agreement for working party to be formed to discuss the project in more detail. Approval at April 2015 TC meeting for design costs of £1k</p>
<p>Purchase of additional litter bin for JF 03/15</p>	<p>New bin to be purchased and sited at car park at JF</p>
<p>Dog Fouling 03/15</p>	<p>Environment Portfolio to discuss this issue and put forward proposals on how to tackle problem</p>
BUSINESS PORTFOLIO	
<p>Tourism 04/15</p>	<p>Steering group to be formed. Report to March 2015 TC meeting, verbal update to April TC meeting</p>
<p>Neighbourhood Plan 04/15</p>	<p>Working party to scope role & membership of steering group. Report to November & Jan TC meetings. Verbal update to Feb & March meetings. NP area now designated. Update provided to April TC meeting</p>
<p>Judith's Field Redevelopment 03/15</p>	<p>Timeline agreed in principle. Report to February TC meeting. Agreed to seek legal advice re terms of lease. Not required as lease clear.</p>
<p>Council Business Plan 04/15</p>	<p>Agreed to present the plan to the Annual Town Meeting in May. All Cllrs to contribute to development of the plan. Plan approved at April TC meeting.</p>
<p>Transport matters: 03/15</p>	<p>Letters to neighbouring parishes to seek support in improving guided busway services</p>

UPDATED
MAY 2015

UPDATED
MAY 2015

UPDATED
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UPDATED
MAY 2015

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UPDATED
MAY 2015

CORRESPONDENCE

Mayor

Godmanchester	St George's Day Flag Raising
Godmanchester	St George's Day Service
Godmanchester	School visit to Town Hall
Ely Town Council	Civic Service
Higham Town Council	Civic Dinner
Huntingdon District Council	St George's Day Flag Raising
Huntingdon Town Council	St George's Day Service
Rushden Town Council	Band of RAF Regiment
Rushden Town Council	Civic Dinner
Sandy Town Council	Civic Service
St Ives Town Council	Charity Ball
Wyboston	Young Enterprise of the Year
Wisbech Town Council	Canal Talk
S Spencer	Conduct of Member of the Council
2 nd St Ives Sea Scouts	Re Mayor's Charities

Finance & Planning Portfolio

Navigus Planning	Neighbourhood Plan
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Property Portfolio

Donald Inshall	Quotations
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Environment Portfolio

Seagrave Inspection Services	Annual Inspection of all Play Areas
FLP	Quarterly inspections and quotations
GMCI B	Proposed refurbishment of Former Mill
Global Tree Solutions	Quote to undertake tree survey
S Dunklin	Dog Fouling

Business Portfolio

Planning Inspectorate	Preliminary meeting: A14
Environment Agency	House insurance (e)
H>A	Acknowledgement of letter of 23.2.15
Brampton PC	Busway service
Hemingford Abbots PC	Busway service
HDC	Confirmation of Temp Events Notice (Recreation Day)
Local Gvmt Boundary Commission	Electoral review of Cambridgeshire: Draft recommendations

Copy to all Cllrs

CAPALC bulletin

(E) denotes correspondence received by e-mail

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 21 MAY 2015****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1401813REM	Approval of appearance, landscaping, layout and scale for enabling infrastructure comprising of main vehicular routes, sustainable urban drainage pond, swales and associated landscaping: Land North West of Bearscroft Farm: Town Clerk to advise HDC of Town Council's observations
15/00291/HHFUL	Extension at first floor level to form bedroom and ensuite: 23 Post Street: RECOMMEND APPROVAL - no adverse impact on neighbours or street scene
15/00430/FUL	Proposed demolition of a chimney to the rear 2 storey extension of a dwelling house: 33 West Street: RECOMMEND APPROVAL - not a listed building and removal of the chimney will not be noticed from the front of the building
15/00607/HHFUL	Proposed demolition of existing garage, double storey extension, front porch and rear extension to form enlarged kitchen: 8 The Close: RECOMMEND APPROVAL - no adverse impact on neighbours or street scene
15/00591/HHFUL	Single storey front and rear extension: 26 Silver Street: RECOMMEND APPROVAL - subject to a review of the pitch of the roof to reduce the impact on the neighbour - it would be better to be reversed in direction or changed to a
CCC	Proposed 30mph Speed Limit A1198 Ermine Street - Town Clerk to confirm Town Council's request to extend the 30mph zone further

CORRESPONDENCE

L Craig	Wyton Development (various emails)
HDC	CIL Payments
G Dodgson	Confirmation that SOCG signed
CCC	Revision of Local Validation List for applications for planning permission (e)
Cllr Bates	Response to invitation to attend Town Council meeting
C Kerr	Response re invitation to joint meeting (e)
C Kerr	Response to letter from TC (of 17 April) re Bearscroft and A1198 (e)
W Lusty (Savills)	copy of letter to HDC re Application 1408224COND
G Sylvester	Images of A1198 proposals

