

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD IN THE
QUEEN ELIZABETH SCHOOL ON THURSDAY 16 JULY 2015

PRESENT: D UNDERWOOD: Town Mayor;
Councillors: P MORGAN (Deputy Mayor) G CAMPBELL; M COHEN; Mrs S CONBOY; P GODLEY; Ms J
MACLEOD; P MALLEY; A McINNES; D TAYLOR; Mrs K SPOWART; G WILSON; Mrs S
WILSON; Mrs S WORTHINGTON;

Deputy Town Clerk: Mr M NEWMAN
Mace Bearer: Mr M WILLIAMS

2 members of the public were in attendance

ACTION

15/113 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

Cllr COXHEAD Previous engagement. Cllr PAULEY working. Cllr VANE PERCY Personal reasons

15/114 DECLARATIONS OF INTEREST

No new declarations of interest

15/115 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 18 June 2015 were duly APPROVED and signed as a complete and accurate record.

15/116 PUBLIC PARTICIPATION SESSION

The monthly draw for the 800 club took place.

Mr JOHN THACKRAY Godmanchester In Bloom addressed the Town Council with regards to the development of the Mill Yard Steps.

15/117 TOWN MAYOR'S ANNOUNCEMENTS

The MAYOR had represented the Town on 10 occasions.

The MAYOR stated that there were 55 garages participating in the Charity Garage sale and that he would like to thank all those for their support, especially Cllr GODLEY for his work on the Town Council Website.

The MAYOR announced the resignation of the DEPUTY TOWN CLERK, with his final day of appointment being Friday 14th August 2015. The MAYOR wished the DEPUTY TOWN CLERK all the very best for the next stage of his career.

15/118 TOWN CLERK'S REPORT ON MATTERS ARISING

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

Cllr G WILSON stated could the full price of purchasing the Financial Software package be placed on the minutes. Full cost details of mileage for installation and training to be obtained. It was also agreed to go outside the financial regulations for the package it is was a specialist purchase by the Town Council.

Deputy Town
Clerk

Cllr TAYLOR reported the quote for the Legionella Inspection had been received from Nemco Utilities for £614.40 including VAT. It was agreed the Town Council would accept this quote outside its Financial regulations as it was a specialism. The cost would come under the Town Hall Budget for Minor Repairs and Maintenance.

Cllr CAMPBELL advised that he was in the process of obtaining quotes for the new boiler in the Town Hall which would be brought back to Council and once the boiler had been fitted it would negate the Legionella Checks.

Cllr WORTHINGTON stated the Town Council should not accept full financial responsibility for these checks. A letter will be drafted to advise the Senior Citizens of the Legionella checks and advised of their responsibilities to carry out regular maintenance within the Contract.

Deputy Town
Clerk

It was agreed that the Town Council would give Fergusons clear instruction with regard to the nettles on the Recreation Ground and that additional charges would be incurred

Deputy Town
Clerk

Cllr TAYLOR advised that Dog fouling leaflets had been obtained and distributed in the Town to the cost of £47.00p. This money would be taken from the Communication Budget. Cllr TAYLOR also thanked the TOWN CLERK for her excellent letter to a complainant regarding Dog Fouling at Judith's Field.

It was agreed the Budget for the School Hill Lighting would be allowed to overrun.

Cllr TAYLOR reported there may be a delay in the commencement date for the new play equipment for the Shrubland but he will keep the Town Council informed.

Cllr CONBOY reported that the Gala day was a success and over 60 responses had been received for the Neighbourhood Plan.

Cllr CONBOY reported that 30 Organisations were to be represented at the forthcoming Recreation Day and will provide free activities.

15/119 CORRESPONDENCE

The list of correspondence received was noted.

15/120 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 15/120 were considered. The Deputy Town Clerk would advise HDC of the Council's recommendations.

Cllr S WILSON reported there had been a meeting with Ken Armstrong, David Wilson Homes. Work would commence on A1198 at the end of August beginning of September 2015. There would be some overnight working. This was decided without consultation. The first occupancy would be May/June 2016. Further updates would be placed on the Town Council website with links to Godmanchester Living on Facebook.

Request was to be made to contact David Wilson Homes to ascertain if there are other developments with similar housing to Bearscroft nearby so that they may be inspected.

Deputy Town
Clerk

David Wilson Homes are also completing feasibility/costing survey for the footpath along the A1198.

15/121 FINANCIAL AND ACCOUNTS

15/121.1 The list of payments to be made in Appendix 15/121.1 was APPROVED.

15/121.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 16 July, 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.

15/122 Old Mill Yards Steps

Cllr MORGAN presented a report which was received and noted.

It was agreed in principle that the development was a desirable project to improve the area.

It was agreed that in conjunction with Godmanchester In Bloom the Town Council would carry out a feasibility study into the practicalities and costings for the development of the Mill Yard Steps at the earliest opportunity.

15/123 Health & Safety Report

Cllr COHEN presented a report which was received and noted.

15/124 Property Report

Cllr CAMPBELL presented a report which was received and noted.

It was agreed to accept the quote of Mike Yelland Associates Ltd for £800.00 plus VAT for the production of costings for the Queen Elizabeth School, on the condition survey and schedule of works previously produced by the architects. This quote has already been considered under the budget for the Queen Elizabeth School. Cllr Campbell would notify Mike Yelland Associate Ltd.

Cllr CAMPBELL

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 20 AUGUST 2015 IN THE TOWN HALL STARTING AT 7.30pm

The meeting ended at 8.52 pm

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 18 JUNE 2015

MATTER ARISING	CURRENT POSITION
Finance Software Package	Agreed to purchase the Omega Finance Software through RBS Software Solutions at a cost of £1981 plus three days training £399 and 45p per mile mileage. The training is to commence 3rd August 2015
Legionella Inspection Town Hall	Agreed the Town Council would re-instate the Legionella monitoring at Town Hall. Quote being obtained from NEMCO
Mill Yard Steps	Letter from GMCiB sent to Town Council re the Mill Yard Steps. To be discussed at July Town Council meeting.

MATTERS ARISING FROM PREVIOUS MEETINGS

MATTER ARISING CURRENT POSITION

DSLAM Cabinet (Town Clerk) 03/15	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. Cllr G Wilson to follow up with cross party support from HDC and CCC Cllrs.
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FINANCE AND PLANNING PORTFOLIO

PROPERTY PORTFOLIO

Town Hall: Office Accommodation 05/15	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. Budget figure agreed April 2015 £20500. Agreed May 2015 TC Architect work to be supervised by Councillors. Quote £2750 approved.
London Road Cemetery: Repairs to headstones 01/15	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
Town Hall: Advice re EA works on Town Hall 03/15	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. Agreed at March TC meeting that Property Portfolio would reconsider matter.

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

QES: External works: roof gully modification; chimney stack repair; installation of french drain 05/15	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. Report to May TC Norman Underwood quote accepted. Exceptional circumstances noted.	
Improved lighting for School Hill area 06/15	Agreement to proceed with scheme for improved lighting for QES/TH and car park area at a cost of £5k. New figure £8641.45 approved. Adjustment to budget to be discussed July 2015	Updated
Ownership of Town Council land 03/15	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	
ENVIRONMENT PORTFOLIO		
Survey of Trees 06/15	Survey of all large trees to be undertaken. Contractor to meet on sites 7.4.15. Further information provided to Environment Portfolio. Global Solutions are conducting the survey 5th - 6th August.	Updated
Dispute on position of bench 04/15	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	
Amphitheatre of trees on Recreation Ground 04/15	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	
Shrubland Play Equipment 6/15	It was agreed the contract for provision of new play equipment would be given to Fenland Leisure Products at a cost of £22286.50p + VAT. Order placed and work is expected to be completed prior to Recreation Day	Updated
Dog Fouling 06/15	Environment Portfolio discussed this issue and put forward proposals to June meeting. Agreed to distribute leaflets to all households and put new signage up in areas most affected.	Updated
BUSINESS PORTFOLIO		
Tourism 04/15	Steering group to be formed. Report to March 2015 TC meeting, verbal update to April TC meeting. Looking at sourcing Town Map. WP meeting to take place 20th July	

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

Neighbourhood Plan 06/15	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. It was agreed the contract with Navigus would be signed.
Judith's Field Redevelopment 03/15	Timeline agreed in principle. Report to February TC meeting. Agreed to seek legal advice re terms of lease. Not required as lease clear. WP Meeting to take place 27th July 2015
Council Business Plan 04/15	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.
Transport matters: 03/15	Letters sent to neighbouring parishes to seek support in improving guided busway services. Letters confirming support received.
Disabled parking space/parking audit 04/15	Town Clerk to ask for repainting of space at One Stop. CCC to be asked to carry out audit of parking provision in GMC. Town Clerk has written to CCC re parking audit. Business group to report to August meeting
Designating Godmanchester as a "post" town 04/15	Business/Tourism group to liaise with Canon Jonathan Young in first instance

Updated

Updated

CORRESPONDENCE

Mayor

Godmanchester	Armed Forces Flag Raising Ceremony
Godmanchester	St Mary's Church Fete
Godmanchester	Porch Museum VE Day
Godmanchester	Wood Green Presidents Day
Cambridge	Army Cadets Briefing for Civic Leaders
Ely City Council	Royal Anglian Regiment Commemoration Service
High Sherriff	Summer Reception
Hunts District Council	Armed Forces Flag Raising Ceremony
Huntingdon	Hunts Blind Society AGM
Hunts Regional College	End of Year Show
Huntingdon Town Council	Civic Service
St Ives	Cambridgeshire Community Fair
St Ives Town Council	Civic Service
Peterborough City Council	Civic Service

Finance & Planning Portfolio

Adrian Hames WSP Group	East Coast Main Line Project
The Pension Regulators	PAYE Reference
Rohan Wilson Sustrans	Cycling in Godmanchester

Property Portfolio

Donald Insall Associates	Alterations to Town Hall
Moore Electrical	Quote for works requested – Town Hall & QES
Copleys Solicitors	Title to land at War Memorial Green Godmanchester
Nemco Utilities	Legionella Quote Programme for Town Hall

Environment Portfolio

Fergusons	Additional Work Recreation Ground/Cemetery/ Buttermel Meadow
Godmanchester In Bloom	Proposed Refurbishment of Site of Former Mill

Business Portfolio

Whippet Coaches	Adjustments to Route 5 and loss of link between Godmanchester and St Ives.
HDC	Gambling Act 2005 – Draft Statement of Principles
HDC	Licensing Act – Draft Statement of Licensing Policy
Geoff Dodgson	A14 Statement of Common Ground

Copy to all Cllrs

(E) denotes correspondence received by e-mail

HDC -Shared CCTV Service Report for June 2015.
Passenger Transport - Stagecoach & Whippet July Notification Chart

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 16 JULY 2015****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
15/00841/HHFUL	<p data-bbox="443 481 1332 593">Dormer Window to front of dwelling - 8 Middlemiss View Godmanchester Recommend approval. Minimal impact on neighbouring properties and appropriate for street scene</p> <p data-bbox="443 616 1332 712">We assume the 5 velux windows to the rear of the property will be subject to permitted development part 3 conditions- obscure glazed and non opening.</p>

CORRESPONDENCE

Harlequin Group	Pre -Application for proposed '4G' Base at Offord Road
Ken Armstrong DWH	Archaeologist Report - Bearscoft
Ken Armstrong DWH	Feasibility Study for Footpath A1198

		TOTAL RECEIPTS	£ 3,772.53	£ -	£ 3,772.53
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