

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
QUEEN ELIZABETH SCHOOL ON THURSDAY 15 OCTOBER 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; Ms K SPOWART; D TAYLOR; G WILSON; Mrs S
WILSON;

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

1 member of the public were in attendance

15/164 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

ACTION

CLLR COXHEAD: previous engagement; CLLR PAULEY: work commitment; CLLR VANE PERCY:
illness of family member; CLLR WORTHINGTON: previous engagement;

15/165 DECLARATIONS OF INTEREST

THE MAYOR confirmed that all Cllrs have a non-pecuniary interest in respect of the proposals to be discussed for the Town Hall. It was proposed and RESOLVED that a general dispensation would be noted in respect of all votes to be taken in relation to the Town Hall. THE MAYOR declared an interest in a planning application in Fishers Way, THE DEPUTY MAYOR declared an interest in a planning application for The Chestnuts, and CLLR CAMPBELL declared an interest in relation to the appointment of an Architect for the JF refurbishment project.

15/166 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 17 September 2015 were duly APPROVED and signed as a complete and accurate record.

15/167 PUBLIC PARTICIPATION SESSION

The monthly draw for the 800 club took place.

15/168 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR reminded all Cllrs that it was an extremely full agenda and those delivering reports need only highlight the recommendations and summary.

THE MAYOR advised he had represented the town on 10 occasions since the last meeting. One highlight had been a visit to a Mayoral function in Greenwich on the Cutty Sark (which had been at the Mayor's personal expense). THE MAYOR was pleased that the Mayor and Deputy Mayor of Greenwich had been guests at the Godmanchester Civic Service.

THE MAYOR thanked all Cllrs who had been able to attend the Civic Service and reminded Cllrs that the Remembrance Day Services would take place on 8th November. Town Clerk would provide details.

All Cllrs

Town Clerk

THE MAYOR confirmed that Mrs Victoria Pryce had been offered the position of Deputy Town Clerk following recent interviews. She would join the Town Council on 2 November.

THE MAYOR advised that the Town office would be closed between 21 and 23 October as the new boiler for the Town Hall was being installed.

THE MAYOR reminded Cllrs that he would be holding a charity fund raising quiz on 14 November. Cllrs were asked to rsvp to the invitation to take part if they had not done so already.

All Cllrs

THE MAYOR reported that at the Civic Service, he had been delighted to congratulate the Town Clerk on completing 10 years' service to the Town Council. He was pleased to repeat the thanks today on behalf of Cllrs past and present and from members of the public for her outstanding service, which had included attending and being Clerk for 141 of 142 Town Council meetings in the past 10 years.

15/169 TOWN CLERK'S REPORT ON MATTERS ARISING

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

CLLR COHEN confirmed that further quotes had been received in respect of work to the trees on the Recreation Ground. The Town Council had previously AGREED that work could be carried out subject to a maximum cost of £4710. John Talbot had presented the lowest quotation and it was AGREED he would be engaged to carry out the work at a cost of £2725 + VAT.

Town Clerk

CLLR G WILSON confirmed he would have one last attempt at getting a response from our MP, with the help of Laine Kadic, HDC District Cllr for Godmanchester, on the issue of the DSLAM cabinet located at the junction of Cambridge Road, The Causeway and Post Street. The item would be removed from the schedule.

Cllr G Wilson

The Business Portfolio had not presented the robust plan on Tourism scheduled to be delivered in October and were asked to hasten this matter together with outstanding issue of Godmanchester being designated as a Post Town.

Business
Portfolio

THE MAYOR reminded Cllrs that if they were corresponding with external agencies that the Town Office should be copied into correspondence. Cllrs were also reminded that they did not have the authority to commit the Town Council to any action or decision and if meetings were taking place, it may be appropriate for the Clerk or Deputy Clerk to attend.

All Cllrs

THE MAYOR reported that on the day of the Civic Service the public footpath on the Recreation Ground had been blocked off, as an angling competition had been taking place. The path was unusable and the Town Council had not been advised in advance that this completion would be taking place. THE MAYOR would be looking into who had given the anglers permission to block the public right of way, and also make further enquiries about the extent of Riparian rights.

Mayor

CLLR CONBOY confirmed the Christmas Market would take place again on 4 December following the same format as last year. Marshalls were needed to run the event safely – please let CLLR CONBOY know if you can help. It was proposed that a much larger Christmas tree be provided this year and the Freemen of Godmanchester and Business in Godmanchester (BIG) had AGREED to pay for the cost of a 25ft tree. It would be necessary to install a pipe in the ground at the front of the QES to secure the trunk of the tree and it was AGREED that G R Rice Builders, would be engaged to carry out the job. These costs would also be covered within the current budget for the Christmas event or met by the Freemen and BIG. The Town Council AGREED to the installation of a 25ft tree and for a pipe to be installed on the basis that there would be no additional costs to the Town Council.

All Cllrs

Town Clerk

15/170 CORRESPONDENCE

The list of correspondence received was noted.

CLLR COHEN confirmed that the Commonwealth War Graves Commission had written to advice that they were no longer paying an annual grant of £30 towards the upkeep of war

graves.

Town Clerk would respond to a letter from HDC requesting information about who provided play equipment inspection and maintenance services.

Town Clerk

CLLR G WILSON confirmed that any complaints relating to the new street lighting could be referred to either him or CLLR CONBOY. Only one person had been in touch so far.

The Town Clerk confirmed that Nemco Utilities had been asked for additional information in respect of the Legionella Monitoring contract and recommendation for a further risk assessment.

Town Clerk

HDC had confirmed that they would not be undertaking any maintenance on the Ouse Valley Way. Town Clerk had requested further information about what this would mean for the Town Council.

15/171 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 15/155 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR S WILSON advised that Godmanchester Primary School had been involved in a competition to name the Bearscroft site for marketing purposes. They had proposed Roman's Edge and CLLR S WILSON had just asked for clarification from David Wilson Homes about where the apostrophe should be.

Two planning applications had been received which would be discussed at the Town Council meeting the following week. CLLR CONBOY would lead on these items as CLLR S WILSON would not be present at the meeting.

Cllr Conboy

15/172.1 FINANCIAL AND ACCOUNTS

15/172.1 The list of payments to be made in Appendix 15/172.1 was APPROVED.

15/172.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 15 October, 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.

Cllrs were reminded that a Town Council meeting would take place on 22 October to discuss the budget and precept for 2016/17.

All Cllrs

15/173 NEIGHBOURHOOD PLAN

CLLR CONBOY presented a report which was noted. Cllrs were invited to attend forthcoming stakeholder meetings which would take place on 20th and 21st November.

All Cllrs

15/174 JUDITH'S FIELD SHRUBLAND

CLLR COHEN presented a report which was noted. It was AGREED to provide additional fencing together with temporary anti-climb Heras fencing alongside the A1198 at a cost of up to £590. It was AGREED to cut back the hedging to create a wider opening into the newly created play area at the rear of Judith's Field at a cost of £390. It was AGREED that Pyracantha would be planted along the wooden fence at a cost of £420 and 3000 spring flowering crocus bulbs would be planted to enhance the area at a cost of up to £300.

Town Clerk

Town Clerk

CLLR COHEN confirmed that the slide would be installed early in November.

In addition, CLLR COHEN advised the rails around the children's play area in Queen's Walk needed urgent replacement. It was AGREED that Ferguson's quote from last year would be

Town Clerk

accepted in the sum of £3500.

It was AGREED to spend up to £50 on bulbs and plants for the area to the rear of the Town Hall.

Clr Cohen

15/175 TREES AT LONDON ROAD CEMETERY

It was AGREED that two trees would be removed from the Cemetery at a cost of £160.

Town Clerk

15/176 HEALTH AND SAFETY

A Health & Safety report was received and the contents and processes were noted. Those involved were thanked for their involvement.

15/177 MILL STEPS

THE MAYOR confirmed that progress was being made. It was AGREED that in addition to the quote received from David Stokes through GMCiB, further comparable quotations would be sought.

Mayor

15/178 PROPERTY

CLLR CAMPBELL confirmed that the boiler would be installed by the end of the month and the sockets and lighting would be installed in the ante chamber once the cupboards in the ante chamber had been moved into the Senior Citizens storeroom. Three contractors would be invited to tender for the building works and would be provided with drawings and a schedule of works.

Clr Campbell/
Town Clerk

CLLR CAMPBELL reported that a budget costing for works at the QES was expected shortly and would be discussed in more detail at the November Town Council meeting.

CLLR CAMPBELL confirmed the curtains and new curtain track would be installed in the small hall, QES in the next two weeks.

15/179 TRANSPORT MATTERS: LOCAL HIGHWAY IMPROVEMENT BID (LHI)

THE MAYOR stated that at the August Town Council meeting the Town Council had made a definite decision to submit a LHI bid for a road safety audit. He expressed concern that a conflicting paper was presented at the September Town Council meeting and a further report was presented at this meeting. It was AGREED to consider the paper presented at the October meeting.

A proposal to install double yellow lines to prevent parking either side of the entrance to the Co-op was discussed. A cost of around £2k was anticipated for the works which would include a Traffic Regulation Order. The Co-op and near-by residents who would be affected by this proposal had not been asked for their views and these would be sought. It may be possible for the Town Council to fund this scheme once a full quotation had been received. Business Group would progress these enquiries.

Business
Portfolio

Following discussion it was AGREED and confirmed that the LHI Bid for 2016/17 would be for a road safety audit of Godmanchester. The deadline for the submission was 2 November and the Business Portfolio group would put forward the completed bid application to the Budget meeting to be held on 22 October for Town Council approval.

Business
Portfolio

15/180 BETTS CLOSE: PROVISION OF FORMAL PARKING

CLLR SPOWART reported that a positive meeting with CCC had taken place to discuss parking improvements at Betts Close. A quote would be provided for the full project to

Business
Portfolio

include drawings and completion of the project. The Town Council was keen to move this project forward and looks forward to receiving a detailed specification and full costings.

15/181 RE-ESTABLISHING BUS ROUTE

CLLR CONBOY presented a report which was noted.

It was AGREED that the Town Council would write to CCC to express concern at the loss of service to stops on Meadow Way, Anderson Crescent, Hilsden Drive, Kisby Avenue and Pettit Road and request that the tender relating to the Bearscroft S106 money for bus services seeks to re-establish some of all this route. It was AGREED that the Town Council write to CCC regarding parking issues which prevented bus providers operating on this route.

Town Clerk

15/182 BUS SHELTERS IN GODMANCHESTER

CLLR CONBOY presented a report which was noted. Following discussion it was AGREED that no action would be taken until the re-routing issue had been progressed.

15/183 PARKING ISSUES: LIAISON WITH HDC

CLLR CONBOY presented a report which was noted. It was AGREED the Mayor would write to HDC expressing the concerns of the Town Council relating to parking issues in Godmanchester.

Mayor

15/184 JUDITH'S FIELD REVAMP OF BUILDING

A report was presented and noted. It was AGREED to obtain quotes for a feasibility study to provide a guide as to what could be achieved spending just the S106 money allocated to Judith's Field, and what could be achieved by match funding or by increasing the budget. This would be a stand alone project and would be used as a basis for contractors to tender for the job. Outside toilets were one of the key issues for consideration.

Mayor

15/185 YOUTH COUNCIL

CLLR CONBOY presented a report which was noted. She expressed her thanks to everyone who had been involved in the Recreation Day, which had been a great success.

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 22 OCTOBER 2015 IN THE QUEEN ELIZABETH SCHOOL STARTING AT 7.30pm

The meeting ended at 21.40 pm

Mayor

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

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

MATTER ARISING**CURRENT POSITION**

| | | |
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| 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. | |
| FINANCE AND PLANNING PORTFOLIO | | |
| Neighbourhood Plan 10/15 | 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. Report due to October TC meeting | UPDATED OCT 2015 |
| PROPERTY PORTFOLIO | | |
| Town Hall: Office Accommodation 10/15 | 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. Further report to August and Sept TC meeting. LBC application submitted October 2015 | UPDATED OCT 2015 |
| London Road Cemetery: Repairs to headstones 10/15 | 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. Chased London House Signs again Aug & Sept 2015. Signs Received - to be installed and matter closed. | UPDATED OCT 2015 |
| QES: External works: roof gully modification; chimney stack repair; installation of french drain 10/15 | 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. Work scheduled to take place commencing 21 Sept. Repairs completed October 2015. Remove from Schedule? | UPDATED OCT 2015 |

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

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| Improved lighting for School Hill area 10/15 | 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. Further update to TC in August TC meeting . Work scheduled to take place w.c 14 Sept. Work complete. Remove from Schedule? | UPDATED OCT 2015 |
| Ownership of Town Council land 08/15 | 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. Letter from Copleys received. Property WP to advise on next steps. | |
| ENVIRONMENT PORTFOLIO | | |
| Survey of Trees 10/15 | Survey of all large trees to be undertaken. Contractor to meet on sites 7.4.15. Further information provided to Enviroment Portfolio. Global Soutlions are conducting the survey 10th - 11th August. Report to September TC meeting. Quotes requested. Approval given subject to max of £4710 being spent. | UPDATED OCT 2015 |
| Amphitheatre of trees on Recreation Ground 09/15 | 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. Masterplan and proposal received. Update to September TC meeting. | |
| Shrubland Play Equipment 10/15 | It was agrreed 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. Update to August TC meeting. Report due to October TC meeting | UPDATED OCT 2015 |
| Mill Yard Steps 10/15 | Letter from GMCiB sent to Town Council re the Mill Yard Steps. Discussed at July TC meeting. Further information to be gathered to ensure progress. Report due to October TC meeting. | UPDATED OCT 2015 |
| BUSINESS PORTFOLIO | | |
| Tourism 09/15 | 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. Further report to August TC meeting. A robust plan would be presented to the October TC meeting. | |
| Judith's Field Redevelopment 10/15 | 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. Further report to August TC meeting. Report due to October TC meeting | UPDATED OCT 2015 |
| Council Business Plan 08/15 | 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. Further report to August TC meeting | |
| Transport matters: 08/15 | Letters sent to neighbouring parishes to seek support in improving guided busway services. Letters confirming support received. Further report to August TC meeting. | |

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

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| Disabled parking space/parking audit 08/15 | 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. Agreed to submit bid for LHI for road safety audit. |
| Designating Godmanchester as a "post" town 04/15 | Business/Tourism group to liaise with Canon Jonathan Young in first instance |

CORRESPONDENCE

Mayor

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| East Northants | Civic Service |
| HDC | Battle of Britain flag raising ceremony |
| Mayor of St Neots | Freedom march |
| Huntingdon Town Council | Good Old Days |
| Mayor of Peterborough | Edith Cavell Commemoration |
| South Cambs DC | Reception |
| Hunts Post | Business Awards |
| East Cambs | Civic Service |
| Speakability | Annual tea party |
| Mayor of Downham Market | "At home" |
| East Northants | Talent competition |
| Rural Cambs CAB | AGM |
| DISH | AGM |
| Friends of QES | Museum event |
| GMCCA | Judging of Guys: 5 November |
| Huntingdon Town Council | Remembrance Day parade |
| USAF | Social event: "the Cheatles" RAF Alconbury |
| G Richardson | Reference: V Pryce |
| N Collard | Reference: V Pryce |
| Province Northants & H'don | Carol Service |

Finance & Planning Portfolio

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| Cambs & Counties Bank | Statement advising interest earned |
| HDC | Precept request |
| J Cooke | Street lighting: Town Bridge |
| CCC | Street Lighting (sent to CCC Cllr Wilson) |

Property Portfolio

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| Donald Insall Associates | Copy of Listed Building Consent planning application |
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Environment Portfolio

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| HDC | Play equipment inspections |
| Fergusons | Quotes |
| Comm War Graves Comm | Termination of grant |
| HDC | Maintenance of Ouse Valley Way |
| FLP | Quote for repairs |
| Nemco Utilities | Renewal of Legionella Monitoring Programme |

Business Portfolio

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| G Dodgson | Statement of Common Ground |
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Copy to all Cllrs

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| NHS Trust | Annual Report (e) |
| Highways England | Display of notice regarding A14 Cambridge to Huntingdon improvement scheme |
| HDC | CCTV report |

(E) denotes correspondence received by e-mail

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 15 OCTOBER 2015****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

| Application No | Detail |
|----------------|--|
| 15/01621/LBC | Alterations to provide a Town Council office on the Ground Floor including replacement of existing roof-light and construction of new glazed screen. 1 Post Street: RECOMMEND APPROVAL the internal alterations will be an improvement to this listed building which is currently "tired" and in need of updating. Blocking of the opening in the council chambers removes later alterations and restores the original form. External appearance will be enhanced and updated in sympathy with the current building. The current modern skylight will be replaced with a conservation roof light. |
| 15/01526/HHFUL | Front and rear extensions. New enlarged, altered window and door openings to front and sides. New window profiles. Internal alterations: 33 London Road: RECOMMEND APPROVAL subject to HDC being aware and content about the loss of parking in the existing front garden, which is currently used on a daily basis. As the driveway is communal this represents loss of any off road parking except inside the garage. The planning application says "no loss of parking" but we query this. |
| 15/01616/TREE | Cut leaf beech, raise crown, lateral prune away from buildings and deadwood: 21 Post Street: RECOMMEND APPROVAL |
| 15/01618/TREE | Two ash trees to be felled: The Chestnuts, West Street20/10/2015 RECOMMEND APPROVAL |
| 15/01611/HHFUL | Two storey rear extension: 12 Fishers Way20/10/2015 RECOMMEND REFUSAL the Town Council has serious concerns about the loss of amenity to 14 Fishers Way. In particular the proposed ground floor window which opens directly onto the neighbour's driveway. |

CORRESPONDENCE

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| HDC | Street Naming wind farm site. |
| Curtain & Co | Re tour of existing Crest Nicholson developments |
| CCC | Corpus Christi Lane (email to Cllr G Wilson: CCC) |
| M Arch | Corpus Christi Lane proposed development |
| HDC | DMP - 21 September |
| Planning Inspectorate | Hearing dates A14 (copy Business Portfolio) |
| Curtain & Co | Details of public exhibition: 17-18 October - H'don Library |
| DWH | Marketing of Bearscroft site |

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|--|----------------|-----------------------|--------------------|------------|--------------------|
| | Recreation Day | Stalls | £ 60.00 | | £ 60.00 |
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| | | TOTAL RECEIPTS | £ 83,214.81 | £ - | £ 83,214.81 |