

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 16 MARCH 2017**

PRESENT: P MORGAN: Town Mayor;
Councillors: Mrs S CONBOY (Deputy Mayor) G CAMPBELL; A HOOKER; D KING; Ms J MACLEOD; P MALLEY; A McINNES ;
Mrs M RADFORD; Ms K SPOWART; D UNDERWOOD; C VANE PERCY; G WILSON; Mrs S WILSON; J YOUNG

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

No members of the public were in attendance

17/030 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

ACTION

CLLR TAPLIN: holiday; CLLR WORTHINGTON: absent

17/031 DECLARATIONS OF INTEREST

CLLR MALLEY: planning application for 23 Bluegate, as advised applicant; CLLR HOOKER: planning application for 30 Crowhill, as family member owns house.

17/032 MINUTES OF PREVIOUS MEETING

The Minutes of the Town Council meeting held on 16 February 2017 were duly APPROVED and signed as a complete and accurate record.

17/033 PUBLIC PARTICIPATION SESSION

The monthly draw for the 800 club took place.

17/034 TOWN MAYORS ANNOUNCEMENTS

THE MAYOR has represented the town on 7 occasions since the last meeting.
THE MAYOR was delighted to see that work on all street lights had now been completed.

Cllr Vane Percy arrived at 19:39

THE MAYOR thanked CLLR S WILSON and GMCiB team for the purchase and installation of 3 picnic tables now sited on Queens Walk. The Town Clerk had formally thanked Mr Thackray and GMCiB for their donation.

THE MAYOR thanked CLLR CAMPBELL for planting 13 new trees on the Recreation Ground. Two members of the Youth Council had attended and had helped to plant the last of these trees.

THE MAYOR confirmed the office would be closed on 17 March for staff training and the Town Clerk would be on holiday the following week.

THE MAYOR confirmed nomination papers had been provided to all Cllrs for the role of Mayor and Deputy Mayor for the year 2017-2018. These should be returned to the Town Clerk by noon on 12 April.

All Cllrs

THE MAYOR reminded Cllrs that the Annual Town Meeting would take place on 2 May and prior to that meeting the Annual Report would need to be produced. Portfolio Groups were asked to submit a report to the Town Clerk for the Annual Meeting with a copy to CLLR MALLEY who would draft the Annual Report for circulation to all. It was noted and AGREED that the final approval of the Annual Report would be made by THE MAYOR, CLLR MALLEY and the Town Clerk as it would need to be approved, printed and distributed by the end of April.

All Cllrs

THE MAYOR asked all Cllrs to RSVP to his invitation to a Civic lunch as soon as possible.

All Cllrs

17/035 OUTSTANDING MATTERS

CLLR WORTHINGTON and CLLR G WILSON noted they needed to draft a letter to the Academy Trust and CCC in respect of the school boundary wall.

Cllr G Wilson/
Cllr Worthington

CLLR CONBOY confirmed a recommendation in respect of provision of a standpipe on the Recreation Ground would be put forward in April.

CLLR G WILSON confirmed the Town Clerk had made enquiries through HDC about expected CIL income, asking for confirmation on sums to be received and anticipated dates for

Environment
Portfolio

receipt.

CLLR UNDERWOOD confirmed all Portfolio Groups were working on the Business Plan and it was moving forward.

17/036 CORRESPONDENCE

The list of correspondence received was noted.

The Town Clerk would respond to a letter from K Brocklebank requesting a refund part of the fees paid for a cemetery plot, to confirm the Town Council had correctly applied the fees in place at the time of purchase and a refund would not be made. The Business Portfolio would review all charges in place and make further recommendations to the Council.

Town Clerk

Business Portfolio

The Environment Portfolio would respond to the issue of whether or not to renew the Legionella Monitoring contract for the QES.

Environment
Portfolio

CLLR UNDERWOOD confirmed that the Business Portfolio recommended Godmanchester Town Council continue with CAPALC membership when the temporary membership ended. This was AGREED.

The Senior Citizens had asked the Town Council to pay the Council Tax demand for the period to 31 March 2017 following the recent re-valuation of the Town Hall. It was AGREED to ask the Senior Citizens for copies of all their utility bills so a further assessment of the contribution from the Town Council in respect of all utilities could be made.

Town Clerk

Clr Spowart arrived at 20:05

17/037 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 17/037 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR UNDERWOOD reported that Mick George had proposed using the former golf course at the Hemingfords as a waste disposal site. The Town Council had not been consulted and CLLR G WILSON confirmed he would investigate.

Clr G Wilson

17/038 NEIGHBOURHOOD PLAN

CLLR CONBOY presented a report and outlined the changes for Cllrs to note. Cllrs AGREED to the changes made so far and confirmed they were happy that the Steering Group continued to review the document in order to progress to formal consultation.

17/039 FINANCIAL AND ACCOUNTS

17/039.1 The list of payments to be made in Appendix 17/039.1 was APPROVED. CLLR MALLEY advised that one cheque was incorrect and a new cheque was drawn.

17/039.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 16 March, 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 Mayor.

17/039.3 The Town Clerk confirmed that Mijan Consulting had been appointed to act as internal auditor for the year 2017/18. An internal audit would be carried out on 10 April.

17/040 GRANT REQUEST: HUNTINGDON YOUTH THEATRE

CLLR SPOWART advised Huntingdon Youth Theatre had been invited to visit Wertheim and four members from Godmanchester would be attending. It was AGREED to make a grant to HYT in the sum of £400. A cheque would be drawn following the meeting.

Town Clerk

17/041 PROPERTY REPORT

CLLR CAMPBELL presented a report, the contents of which were noted.

CLLR CAMPBELL advised that

- the application to WREN for a grant towards the QES refurbishment had been submitted but further information had been requested.

- the inlays for Mayoral Board were underway and the Town Clerk confirmed final proofs would be provided before going ahead.
- a Deed dated 1951 stated the sluice at the Mill Steps area belonged to the Town Council. An asset report commissioned by the Environment Agency had confirmed the sluice was in poor condition and CLLR CAMPBELL had arranged a meeting with EA representatives to discuss a way forward.
- further discussions and costs for a new Town Noticeboard to replace the existing noticeboard would take place.
- following requests from members of the public, yellow paint had been applied to the step edges to and from the Chinese Bridge, some residents had expressed negative views about the appearance, but it was noted the brightness of the paint would fade, and had helped define the step edges for those with sight impairment
- the fingerpost at the junction of West Street and Old Court Hall was looking worn and in need of refurbishment. Enquiries would be made through CCC

Town Clerk

17/042 ENVIRONMENT REPORT

CLLR CONBOY presented a report which was noted.

CLLR CAMPBELL AND CLLR SPOWART had met with a representative from HDC who had provided good advice regarding provision of a skate-park. A working group would be set up to get the project started and it may be possible to apply for a grant towards the costs.

Environment
Portfolio

CLLR CONBOY advised memorial testing would be dealt with through the Property Portfolio.

Fergusons had provided a quote for watering recently planted trees on the Recreation Ground and at Judith's Field. It was AGREED to accept the quote in the sum of £1500. The regime would start on 1 April.

Town Clerk

Removal of 4 lime trees in the Churchyard had been discussed with the PCC, HDC and the Diocese of Ely and agreement had been given for the trees to be removed. It was AGREED if work could go ahead before the end of March the Town Clerk could appoint the contractor first available to carry out the work, subject to a maximum cost of £2520.

Town Clerk

17/043 HEALTH & SAFETY

A Health & Safety report was received and it was noted that the Annual Risk Assessments on property, play equipment and administration would be carried out during March. These risk assessments would be used to update the Risk Register. The Town Clerk reminded Cllrs that an audit check on receipts should be carried out by Cllrs from time to time and CLLR G WILSON AGREED to carry out the next check.

Cllr G Wilson

It was noted that the Health & Safety Policy would be revised following completion of all Risk Assessments.

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 following item of business, the Press and Public were excluded from the meeting

17/044 PERSONNEL: OFFICE RESTRUCTURING

The Town Clerk advised the Council that as contents of the report to be discussed did not refer to any individual member of staff by name nor were any current or future salaries to be discussed as part of the report, she did not consider it appropriate that she left the room during the discussion. CLLR UNDERWOOD fundamentally disagreed and considered as it may affect staff that the Town Clerk should leave the room during the discussion. THE MAYOR asked that Cllrs voted on whether the Clerk should remain or not. A vote was taken and the Town Clerk left the room.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC. It was resolved that the confidential business having been concluded, that the Press and Public be re-admitted to the meeting.

The Town Clerk returned to the room. CLLR RADFORD confirmed the Town Council had AGREED to the need to restructure. The Town Council had AGREED to the principles of

restructuring and had AGREED the direction of travel and the way future discussions would go and had AGREED further meetings and discussions would take place. A Business Portfolio meeting would take place on 6 April at 7.30pm.

TOWN CLERK'S NOTE: Cllr Underwood confirmed after the close of the meeting that the Council had also noted the change to the Nationally Agreed pay-scales for the Town Clerk and Deputy Town Clerk with effect from 1 April 2017. The Town Clerk's hourly rate would increase by 22p per hour and the Deputy Town Clerk's hourly rate would increase by 15p per hour.

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 20 APRIL 2017 IN THE TOWN HALL STARTING AT 7.30pm

The meeting ended at 22.01pm

Mayor

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