

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 18 JANUARY 2018**

PRESENT: Mrs S CONBOY (Town Mayor)
Councillors: R TAPLIN (Deputy Mayor); G CAMPBELL; A HOOKER; Ms J MACLEOD; P MALLEY; P MORGAN; Mrs M RADFORD; Ms K SPOWART; D UNDERWOOD; 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

ACTION

18/005 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR WORTHINGTON: prior engagement; CLLR VANE PERCY: unwell; CLLR KING: unwell; CLLR MCINNES: unwell

18/006 DECLARATIONS OF INTEREST

CLLR MALLEY: planning application for 12 Pinfold Lane (applicant known to him); CLLR CAMPBELL: planning applications 43 West Street and 5 Cambridge Road

18/007 MINUTES OF PREVIOUS MEETING

The Minutes of the Town Council meeting held on 14 December 2017 were duly APPROVED and signed as a complete and accurate record. The Minutes of the Town Council meeting held on 8 January 2018 were duly APPROVED and signed as a complete and accurate record.

18/008 PUBLIC PARTICIPATION SESSION

The 800 club draw took place.

18/009 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR had represented the town on 4 occasions since the last meeting. THE MAYOR confirmed the Mayor's Charity Ball would take place on 21 April at Wood Green. All Cllrs would receive an invitation and THE MAYOR asked everyone to help sell tickets for this fund raising event.

All Cllrs

18/010 OUTSTANDING ACTIONS

THE MAYOR confirmed that an additional section had been added to the list of outstanding actions which listed some of the activities undertaken in the Town Office during the month. It was hoped this would provide links and information to portfolio groups.

The Town Clerk would update the outstanding actions list and revise dates for completion where appropriate.

Town Clerk

18/011 CORRESPONDENCE

The list of correspondence received was noted.

It was AGREED that CLLR MALLEY would draft a special edition newsletter for approval at the February Town Council meeting raising awareness of the May election and encouraging residents to consider becoming a Cllr. It was AGREED to hold drop in sessions for residents to

Cllr Malley

find out more about becoming a Cllr which would be held at the Town Hall and Judith's Field.

18/012 FINANCIAL AND ACCOUNTS

18/012.1 The list of payments to be made in Appendix 18/012.1 was APPROVED.

18/012.2 Councillors received a copy of the salary payments, Petty Cash Reconciliation for the period to 18 January, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation approved by the DEPUTY MAYOR, and a quarterly bank reconciliation.

18/013 BUSINESS REPORT

CLLR UNDERWOOD offered his thanks to the Deputy Clerk for her work on several issues being covered in the Business Report.

It was AGREED that the Policy on the Management of Unauthorised Encampment would be adopted with immediate effect, subject to confirmation that this is in line with current advice from the police on how to proceed.

Town Clerk

It was AGREED to adopt the new hire charges for QES with effect from 1 April 2018. It was noted that VAT would be charged in line with the Town Council's decision to opt to tax. It was AGREED that the proposed revised Cemetery charges would be adopted from 1 April 2018.

CLLR UNDERWOOD advised that a formal proposal for use of CIL income would be presented to the Town Council at the March meeting.

Business
Portfolio

CLLR UNDERWOOD reported that HDC had responded to our notice to terminate the CCTV agreement with a request for a meeting to discuss the matter further. CLLR UNDERWOOD would arrange to meet with HDC.

Cllr Underwood

CLLR UNDERWOOD advised that the officers were best placed to provide legal updates and requirements with regard to review of Policies and Procedures and together with the Town Clerk the Business Group would build these reviews into the Business Plan over future years.

Town Clerk/
Business
Portfolio

CLLR UNDERWOOD advised that as the issues relating to Riparian Rights were so complicated and linked to other land ownership discussions, it was AGREED the file would be closed at this time, but when further progress was made with HDC on other matters, it may be possible to explore this again in the future.

CLLR UNDERWOOD reported progress was being made to create a Dementia Friendly Community. Those who had attended a Dementia Friends advice session held prior to this Council meeting were thanked, and CLLR RADFORD confirmed further sessions would be set up following a meeting of the steering group.

CLLR UNDERWOOD proposed that the full Transport Survey, as originally agreed by the Town Council in 2016, should be put on hold until after completion of the A14 as the impact of traffic would not fully be known until then. This was AGREED and it would be added to the Business Plan for consideration in 2022. However, issues relating to parking were already being explored by HDC and it was AGREED that the Town Council would look at undertaking a Parking Survey (already set out in the agreed Transport Survey) in 2019.

Town Clerk

CLLR UNDERWOOD confirmed we were awaiting the outcome to a grant application made in respect of Timebanking. If successful, it was hoped recruitment could go ahead in March with a view to appoint a Timebank Co-ordinator early in April 2018.

Business
Portfolio/
Deputy Clerk

CLLR UNDERWOOD reported future changes on Data Protection legislation were likely to create a need for additional training for staff and Cllrs. It was noted that there may be a need

to vary office hours in order to prepare for the changes ahead.

It was AGREED that CLLR TAPLIN would take on the role of representative for the Town Council on Twinning matters and that in future he would present recommendations to the Town Council in respect of any proposed expenditure together with details of Godmanchester's involvement.

ClIr Taplin

18/014 ENVIRONMENT REPORT

CLLR YOUNG advised that he had been in touch with Canon Nigel Cooper at the Diocese regarding the issue of replanting trees in place of those that had been removed as the PCC and Town Council now considered the churchyard would look better without these replacements.

ClIr Young

It was not clear whether formal approval from the DAC was required and CLLR YOUNG would continue to seek clarification. On review of the HDC permission to remove the trees, it was noted that no planning condition was made in respect of replacement trees.

CLLR HOOKER confirmed that an order had been placed to remove the debris from the area in front of The Causeway in February – date to be confirmed subject to river height etc.

CLLR TAPLIN confirmed he had met with FLP Inspector who had confirmed there had been an overlap between receipt of the recent inspection reports and orders for work being carried out. A current report should be available in the next week.

ClIr Taplin

CLLR TAPLIN reported discussions were ongoing in respect of creation of a Godmanchester flag and a proposal would be presented to the Town Council at the February Town Council meeting.

CLLR HOOKER advised that the Environment Group had taken note of concerns regarding proposed site for bluebell planting and presented a revised drawing. It was AGREED that 2000 bluebells would be planted and carefully monitored to see whether it worked. It was also AGREED to plant 3500 snowdrops and the cost for bulbs of up to £1k was APPROVED. Volunteers would plant the bulbs over the weekend of 24/25 February.

All Cllrs

CLLR HOOKER confirmed two quotes for provision of a bund and bollards at Devana Park had been received with further clarification needed on a third quote. It was AGREED to go ahead with work to provide a grass covered bund and 3 demountable bollards at Devana Park, subject to a maximum figure of £6.2k.

Town Clerk

CLLR HOOKER reported draft letters had been drawn up by a Solicitor in respect of access to Buttermel Meadow from private gardens. It was AGREED that these letters would be sent to the appropriate residents, with further clarification needed in respect of specific cases.

Deputy Clerk

CLLR HOOKER proposed planting Holly and Berberis to form a hedge at the far end of Judith's Field. The cost of £1020 was AGREED and the Town Clerk would place an order for the work to go ahead. CLLR S WILSON would liaise with DWH in respect of their commitment to planting replacement hedging following loss of plants during the building of the footpath.

Town Clerk

The Town Clerk advised that the GMC Brownies had offered to do a litter pick at Judith's Field and would welcome support from Cllrs. Date to be confirmed.

Environment Portfolio

TOWN CLERK'S NOTE: This litter pick will take place in March, and the Environment Group will arrange for a more immediate litter pick at Judith's Field to take place.

18/015 SKATEPARK REPORT

CLLR CAMPBELL reported that a good response had been received to the survey on Skatepark provision. 94 of the 107 responses received had been in favour, with several people offering to help with fund raising. CLLR CAMPBELL had also received advice from HDC and Skatepark

providers and it was proposed that a tender document be sent to 3 companies, seeking tenders within a fixed sum to design and construct a Skatepark facility. This was AGREED. CLLR CAMPBELL confirmed it would be made clear when sending out the tender document that there was no commitment on the part of the Town Council at this stage and we would look at applying for grants for the bulk of the costs which would impact on the time frame for project delivery.

Town Clerk

18/016 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 18/016 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR G WILSON presented a draft response on the latest consultation on the HDC Local Plan for consideration. The contents of the draft were APPROVED and would be submitted as the Town Council's response to the consultation.

Deputy Clerk

18/017 PROPERTY REPORT

CLLR CAMPBELL presented a report which was noted. CLLR CAMPBELL confirmed the latest issue to affect the QES project was the imminent collapse of the ceiling in the small hall, which had implications for the current timescale for completion of the project. It would be necessary to take the ceiling down completely and for H&S reasons, no-one was permitted in the small hall. CLLR CAMPBELL confirmed that there would be a further meeting with the contractor, architect and quantity surveyor to look at the costs and time delays together with new specifications for acoustics. CLLR CAMPBELL confirmed a 3 phase electric supply had been installed in the porch and would have an impact on storage for the Porch Museum.

CLLR CAMPBELL reported that options for future provision of Christmas lights were being explored and proposals would be put forward when more information was available.

Property
Portfolio

CLLR CAMPBELL confirmed the matter had been passed to HDC and the EA had been advised this was the position. No further action at this time for the Town Council.

A further update on the outstanding repairs to the boundary wall between school land and the Non-Conformist Burial Ground would be provided at the next Town Council meeting.

Clr
Worthington

CLLR CAMPBELL advised no further progress had been made between HDC and the Freeman who have joint responsibility and ownership of the Commons in respect of work needed to the trees lining The Avenue. The Town Clerk confirmed a holding reply had been received from the Freeman's Solicitors who had advised they had received further correspondence from HDC. The Town Clerk had written to HDC asking for a copy of the tree report they had indicated would be carried out in September 2017 together with confirmation of when necessary work on the trees would be carried out.

CLLR CAMPBELL advised that work was needed to clear fallen branches from St Mary the Virgin churchyard and further remedial work on some trees was needed. The Town Clerk would obtain quotes and urgent work would be carried out subject to approval by the Environment and Property portfolio groups.

Deputy Clerk

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 15 FEBRUARY 2018 IN THE TOWN HALL STARTING AT 7.30pm

The meeting ended at 21:52

Mayor