

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 15 FEBRUARY 2018**

PRESENT: Mrs S CONBOY (Town Mayor)

Councillors: R TAPLIN (Deputy Mayor); G CAMPBELL; A HOOKER; D KING; P MALLEY; A McINNES; P MORGAN; Mrs M RADFORD; Ms K SPOWART; C VANE PERCY; G WILSON; Mrs S WILSON; Mrs S WORTHINGTON; J YOUNG

Town Clerk: Mrs M CRAMPTON

Mace Bearer: Mr M WILLIAMS

2 members of the public were in attendance

DRAFT

18/018 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR UNDERWOOD: holiday; CLLR MACLEOD; unwell

18/019 DECLARATIONS OF INTEREST

CLLR VANE PERCY: any discussion regarding the Mill Steps.

18/020 MINUTES OF PREVIOUS MEETING

The Minutes of the Town Council meeting held on 18 January 2018 were duly APPROVED and signed as a complete and accurate record.

18/021 PUBLIC PARTICIPATION SESSION

THE MAYOR was delighted to present Mr Keith Gabb with a badge to denote his status as Honorary Freeman of Godmanchester.

PCSO Shiralee George attended the meeting to introduce herself as the PCSO for Godmanchester.

The 800 club draw took place.

18/022 PETITION REGARDING PARKING ON THE CAUSEWAY

CLLR G WILSON reported that a Petition containing 356 signatures had been presented to the Town Council, seeking action to introduce limited waiting for parking on The Causeway. Cllrs were advised that the Town Council do not have authority to apply or enforce parking restrictions and the matter should be referred to CCC. CLLR G WILSON also confirmed that the Town Council had previously agreed to undertake a parking survey of the whole town in 2019 and until the results of the survey were known, the Town Council was reluctant to take further action on an individual request presented to them. The Town Clerk would write to the petition organiser to confirm these details.

Town Clerk

18/023 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR had represented the Town on 5 occasions since the last meeting, however THE MAYOR was sad to report she had missed taking part in the Chain Gang Pancake Day race as she had arrived 3 minutes late!

THE MAYOR reminded everyone that the Mayor's Charity Ball would take place on 21 April and tickets were available through the Town Office. The invitation was open to all, so Cllrs were encouraged to invite family, friends, neighbours and to spread the word.

All Cllrs

18/024 OUTSTANDING ACTIONS

The contents of the outstanding actions report was noted.

CLLR S WILSON confirmed that a meeting between CLLRS S WILSON and CLLR MALLEY together with Edmund Fox of DWH had taken place to discuss the design and location of the additional entrance to Judith's Field. Mr Fox had confirmed DWH would provide and install the gate and also draw up the legal Permissive Path Agreement required by the owners of Judith's Field at no cost to the Town Council. It was hoped the new gate would be installed within 6 weeks. CLLR S WILSON had also raised concerns about the slope from the school site down to the A1198 which would endanger children unable to stop before reaching the road.

Mr Fox had confirmed barriers would be installed the following week and CLLR S WILSON would monitor the situation to ensure the safety concerns had been resolved.

Clr S Wilson

It was AGREED to remove the Trees on The Avenue from the outstanding actions list as responsibility had been established as belonging to HDC and the Freeman of Godmanchester. The Town Clerk would continue to liaise with HDC and the Freeman's Solicitor regarding essential tree maintenance.

Town Clerk

18/025 CORRESPONDENCE

The list of correspondence received was noted.

THE MAYOR reported that H>A had invited representatives from Godmanchester Town Council to attend a meeting on 20 February to start planning for an Arts Festival which would take place in April 2019. CLLR TAPLIN would be leading on behalf of the Town Council and the Town Office would also support.

THE MAYOR reported that enquiries had been made through HDC in respect of the S106 Agreement for the Roman's Edge development, asking for evidence that the health provision had been actively marketed for 18 months in line with terms of the agreement.

CLLRS had been made aware of an informal information event on a possible Godmanchester Secondary Academy. The event would be held on Tuesday 20 February between 3.30pm – 7pm at the Godmanchester Bridge Academy on Roman's Edge.

All Clrs

18/026 PROPERTY REPORT

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

It was AGREED to place an order with N O'Connor for repairs to the Town Hall brickwork at a cost of £1180.

Town Clerk

CLLR CAMPBELL confirmed that a third quote for wireless fire alarm systems would be obtained and the Town Council would be presented with details and a recommendation at the next meeting.

Property Portfolio

CLLR CAMPBELL advised that proposals to make better use of the space in the upstairs office would be considered in the next financial year.

Property Portfolio

CLLR CAMPBELL reported that there were still some issues to be resolved between the Architect and contractor, and the likely end date for the contract would be at the end of March. Following further issues with the new floor in the large hall the latest cost prediction had risen to £342k. It was suggested that the official opening of the QES would take place in mid July. Further details to be considered.

Property Portfolio

CLLR WORTHINGTON reported that the issue of repairs to the wall between the Godmanchester Academy and the Non Conformist Burial Ground had still not been resolved. The Deputy Clerk would obtain copies of further leases between CCC and Academies to establish whether the wording was standard or whether the lease with Godmanchester Academy had included specific wording.

Deputy Town Clerk

18/027 FINANCIAL AND ACCOUNTS

18/027.1 The list of payments to be made in Appendix 18/027.1 was APPROVED.

18/027.2 Councillors received a copy of the salary payments, Petty Cash Reconciliation for

Town Clerk

the period to 15 February, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation approved by the DEPUTY MAYOR.

18/027.3 It was AGREED to reimburse the Mayor for expenses incurred during a trip to Szentendre. The cost of £75 would be taken from the Twinning budget.

18/028 DEMENTIA FRIENDLY COMMUNITY

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

18/029 POLICY AND PROCEDURE

18/029.1 The following documents have been put into a standard format and the contents of these documents was noted:

- Cllr contact details -
- HDC & CCC contact details (Cllr Shellens to be removed as he is no longer CCC for Godmanchester)
- Allotment Association contact details
- Twinning contact details
- Council and staff structure
- Meeting schedule for 2018
- Photograph of Town Council (it was noted this photograph is not current and an up to date photograph would be taken before the following Town Council meeting.
- History of the Town
- Town Map (it was noted this map does not include streets on Romans' Edge. A new map will be provided when it becomes available)
-

18/029.2 The following documents have been previously approved by the Town Council and it was noted that they have been put into a standard format without change:

- Financial Regulations
- Standing Orders
- Gifts and Hospitality
- Memorial Trees and Benches : The Town Clerk would ensure the plans were also included with the Policy and a note added to the Policy referring to the plans
- Unauthorised Encampment
- Flag Policy
- Equality
- Safeguarding
- Trees

It was AGREED the Transport Vision document should be reviewed. CLLR TAPLIN had already made a start and had provided recommendations for changes. It would be further reviewed by the Planning Portfolio in line with the agreed Neighbourhood Plan.

Planning
Portfolio

18/029.3 The Town Council formally adopted the following Town Council Policies with effect from 15 February 2018:

- Neighbourhood Plan planning policies
- Code of Conduct
- Whistleblowing
- Use of Town Council Noticeboards
- Use of Land
- Membership of outside bodies

18/030 NEWSLETTER

CLLR MALLEY presented the draft newsletter for discussion together with a poster and a brief

job description in the same style. Following suggestions for minor alterations all documents were APPROVED. Cllrs were asked to get these leaflets delivered by the first weekend in March at the latest as drop in sessions to be held on 8th and 10th March would be advertised in the newsletter. Cllrs were asked to let the Town Clerk know which of the drop in sessions they would be able to attend.

Cllr Malley/
Town Clerk

All Cllrs

Posters would be displayed on current Town Council noticeboards together with the new noticeboard outside the Co-op on Romans' Edge.

Town Clerk

CLLR MALLEY advised he would like to hold a communications working group meeting to introduce more regular electronic/web based newsletters. Further details to follow.

Cllr Malley

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 remainder of the business, the Press and Public be excluded from the meeting.

The Town Clerk and Mace Bearer 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, the Press and Public be re-admitted to the meeting.

The Town Clerk and Mace Bearer returned to the room and the following minute was recorded.

18/031 PERSONNEL

It was AGREED that the Admin Assistant would increase her hours of work from 12 per week to 16 per week with effect from 1 February 2018.

It was AGREED to pay the Town Clerk, Deputy Town Clerk and Admin Assistant one incremental scale point increase following satisfactory annual appraisals. Town Clerk would be paid at LC3 scp 43, Deputy Clerk would be paid at LC3 scp 33, Admin Assistant would be paid at LC1 scp 23.

It was AGREED to pay the Facilities Assistants and Street Orderly at £9.50 per hour.

It was AGREED that the Staff Appraisal Policy should be formally adopted with immediate effect.

18/032 STAFF PENSION SCHEME

It was AGREED that the employer contribution for the pensions of the Town Clerk and Deputy Town Clerk would rise to 3% of qualifying salary from 6 April 2018. The Town Clerk confirmed that the Administrative Assistant, who does not currently meet the criteria for auto-enrolment in the pension scheme but has the right to join the scheme if she so wishes, has decided she does not want to do so at the present time.

18/033 ENVIRONMENT REPORT

CLLR HOOKER presented a report the contents of which were noted.

Deputy Clerk

It was AGREED to place an order with FLP for essential play equipment repairs at a cost of up to £1k. Deputy Clerk to ensure there was no overlap with previously placed orders.

CLLR TAPLIN had confirmed a design and placed an order for a new Godmanchester Town Flag. All Cllrs were reminded that decisions must be made by the Full Council and orders

must be placed through the Town Office. Following discussion it was AGREED to accept the flag presented by CLLR TAPLIN at a cost of £232.22

Deputy Clerk

It was AGREED the purchase of the Flag would be promoted on the website and GMC Living and it would be raised for the first time on 8th March at 10am.

Deputy Clerk

It was noted that a further report was being compiled by the Deputy Clerk regarding gates onto Buttermel and this matter would be brought to a conclusion at the next meeting.

CLLR HOOKER proposed installation of a beech hedge at Judith's Field on the Roman Way side of the field. It was AGREED to defer this item until the next financial year, however CLLR S WILSON raised concerns about the safety of the fence between the field and the A1198. The Environment Portfolio would hold an urgent site meeting at Judith's Field to discuss the way forward with proposals and costs being presented to the next Town Council meeting.

Environment
Portfolio

Cllr Hooker/Cllr
Vane Percy

It was AGREED to spend up to £40 on wire for supporting Pyracantha plants, however other options would be discussed before incurring this expenditure.

18/034 PLANNING APPLICATIONS AND CORRESPONDENCE

Town Clerk

The applications and correspondence set out in Appendix 18/034 were considered. The Town Clerk would advise HDC of the Council's recommendations.

18/035 WELCOME PACK/LETTER

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

Cllr Vane Percy left at 21:37

Following discussion it was AGREED the Town Council would produce a brief welcome letter. CLLR MALLEY would edit the document so that it was in the same style as current recent communications. The cost of £255.25 for printing was AGREED and an order placed as soon as possible. An up to date banner style photograph would also be obtained.

Cllr Malley/
Town Clerk

Town
Clerk/Mayor

CLLR HOOKER suggested the Town Council might want to have a greater input to the Bridge Magazine this year and the Town Clerk would liaise with him and THE MAYOR on the content.

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

The meeting ended at 21:53

Mayor