

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE  
TOWN HALL ON THURSDAY 16 AUGUST 2018**

PRESENT: Mrs S CONBOY (Town Mayor)  
Councillors: Mrs S WILSON (Deputy Mayor); G CAMPBELL; A HOOKER; C HYAMS; R MAHMOOD; P MORGAN, Mrs M RADFORD; R TAPLIN; C THOMAS; D UNDERWOOD; G WILSON; J YOUNG

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

4 members of the public were in attendance

**18/121 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

**ACTION**

CLLR MALLEY: holiday; CLLR VANE PERCY: holiday; CLLR WORTHINGTON: previous engagement.

**18/122 DECLARATIONS OF INTEREST**

CLLR UNDERWOOD: planning application in Fishers Way (proximity to home address); CLLR TAPLIN: planning application in Cambridge Road (proximity to home address).

**18/123 MINUTES OF PREVIOUS MEETING**

The Minutes of the Annual Town Council meeting held on 19 July 2018 were duly APPROVED and signed as a complete and accurate record.

**18/124 TOWN MAYOR'S ANNOUNCEMENTS**

THE MAYOR reported she had represented the town on one occasion since the last meeting and had the pleasure of going to Wertheim.

THE MAYOR asked for agreement to hold a Christmas Market in the QES on 30 November, with a formal detailed report to be presented to the Town Council in September. This was AGREED.

Cllr Conboy

THE MAYOR announced that Ken Diffey, Organist and Choirmaster for St Mary had stepped down from his role due to ill health. A letter had been sent on behalf of the Town Council to thank him for his services over many years and to wish him well for the future.

**18/125 PUBLIC PARTICIPATION SESSION**

Mr Thackray addressed the Town Council on behalf of GMCiB. He reported that negotiations had taken place and agreement reached for heavy farm traffic to use the access road onto the A1198 which would result in a significant reduction in the number of farm vehicles using Silver Street. THE MAYOR thanked Mr Thackray and asked him to pass thanks to the farmers as this would be of great benefit to the town.

Mr Thackray advised that GMCiB would be sponsored by a plumbing firm from 1 September 2018.

Mr Thackray was pleased to report on the community involvement with individual streets forming small "in bloom" groups. He hoped this initiative would be developed.

He advised that the Community Association had made a donation to GMCiB which would provide another planter in Ermine Street. GMCiB would plant, water and maintain this planter.

Mr Thackray thanked the DEPUTY MAYOR, CLLR SARAH WILSON for organising a very successful Open Gardens event. £4k had been raised and it was intended that half would be donated to the Town Council for provision of seats. Mr Thackray advised that CLLR S WILSON was stepping down from organising this event and he thanked her for all her hard

work.

The Club 800 draw took place.

### **18/126 CASUAL VACANCY FOR TOWN COUNCILLOR**

Three candidates were given the opportunity to address the Town Council to outline their reasons for applying to fill the casual vacancy, and Cllrs were given the opportunity to ask questions. THE MAYOR confirmed a closed discussion would take place at the end of the meeting and candidates would be advised of the outcome the following day. They were all thanked for attending and for putting themselves forward.

### **18/127 OUTSTANDING ACTIONS**

The report on outstanding actions was noted.

CLLR S WILSON confirmed the hinges on the gate from Judith's Field onto the A1198 had been repaired again, but paperwork for the PPA was still outstanding.  
CLLR TAPLIN asked about progress on registering Town Council land. The Town Clerk invited him to call into the town office to see whether he could assist to progress this matter.  
The Business and Finance group would need to resolve the location of signage advising the presence of CCTV on school hill, as the previous sign was fixed to a pole owned by HDC.

Cllr Taplin

Business &  
Finance  
Portfolio

### **18/128 CORRESPONDENCE**

The list of correspondence received was noted.

A response to the email from Mr Sheppard would be sent to confirm the Town Council would consider the points raised.

Town Clerk

### **18/129 ENVIRONMENT REPORT**

CLLR HOOKER confirmed GTS had undertaken and presented a triennial report on trees located on the Recreation Ground, War Memorial, Devana Park and St Mary the Virgin churchyard. It had identified trees requiring immediate attention and quotes had been obtained. It was AGREED to accept the quote from GTS in the sum £5490 to carry out the required work. This would come from the Environment Portfolio tree budget. The work would be carried out in Autumn together with further pollarding of willows on Queen's Walk.

CLLR HOOKER presented a proposal including a detailed method statement for the Pollarding Society to carry out clearance of deadwood in the Osier Beds in September. This was AGREED and the Pollarding Society were thanked for agreeing to carry out this work.

### **18/130 COMMUNITY POPPY DISPLAY**

CLLR HOOKER presented a report which was noted. Following discussion it was AGREED the Town Council would give permission for the Community Poppy Display to be fixed to the Town Hall wall by 4-5 vine eyes and the display would be installed at the beginning of September to be removed by 18 November. It was noted the original supporting structure would have obstructed access to equipment for the Street Orderly.

### **18/131 RESUBMITTED REQUEST FOR COMMEMORATIVE BENCH**

CLLR HOOKER advised a further request had been made by Mr Leivers on behalf of the Stirling fund for a commemorative bench to be installed. Having reviewed the Town Council's policy on Memorial Trees and Benches it was AGREED a metal bench could be sited on Queen's Walk, which is not prone to flooding. It was AGREED that Mr Leivers had

provided sufficient information on how the costs would be met to reassure the Town Council that there would be no cost to the Town Council. It was noted that the design of the bench was not in keeping with the Council's policy, however, as this was requested to mark a one in 100 year event, the Town Council AGREED to make an exception on this occasion. It was therefore RESOLVED that the Town Clerk would write to Mr Leivers to confirm the style and location for the bench had been APPROVED. The Town Clerk would place an order once all details were available.

Town Clerk

Town Clerk

### **18/132 PLANNING APPLICATIONS AND CORRESPONDENCE**

The applications and correspondence set out in Appendix 18/132 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR G WILSON advised correspondence had been received from residents in respect of improving access across the A1198, parking on the pavement on The Causeway and issues on parking on London Road. CLLR G WILSON had drafted responses which the Town Clerk would send.

Town Clerk

### **18/133 PROPERTY REPORT**

CLLR CAMPBELL presented a report which was noted. He advised defects resulting from the QES refurbishment were still being resolved. Installation of ceiling fans in the QES had been considered and the temperature in the QES and resulting need for fans would be monitored. CLLR CAMPBELL confirmed a new lock would be provided for the QES front door to enable hirers to secure the building if they were to leave before the Facilities Assistant attended. CLLR CAMPBELL confirmed a report on JF refurbishment would be brought to the September meeting.

It was AGREED to purchase a fireproof cupboard for the Town Office at a cost of £540. It was AGREED to instruct Moore Electrical to move the floodlight on the Town Hall to a central position at a cost of £165.

Town Clerk

Town Clerk

CLLR CAMPBELL confirmed the Property Portfolio would look into provision of a portable disabled ramp to provide access to the Town Hall, signage for disabled access to the Recreation Ground, and would also look at layout and possible furniture costs for the upstairs office and would report back to the Town Council the following month.

Property  
Portfolio

CLLR TAPLIN reported that the isolator for the electricity supply to the Judith's Field building was in urgent need of maintenance to clear the area around it, ease hinges, clear debris and ensure the unit was secured. The Town Clerk would action this.

Town Clerk

### **18/134 FINANCIAL AND ACCOUNTS**

18/134.1 The list of payments to be made in Appendix 18/134.1 was APPROVED.  
18/134.2 Councillors noted receipt of a copy of the salary payments, Petty Cash Reconciliation for the period to 16 August, a copy of the budget report on the year to date, and a copy of the monthly bank reconciliation approved by the DEPUTY MAYOR.

Town Clerk

### **18/135 REVIEW OF PORTFOLIO MEMBERSHIP**

THE MAYOR advised that changes to the membership of Portfolio Groups would not normally happen at this point in the term of office. Following discussion, membership of each group was confirmed and THE MAYOR asked each group to meet to establish who would take on which role, and decide how they would manage their workload. A list of all the schedule portfolio meetings had been circulated to all Cllrs. Following review of portfolio membership, if meetings needed to be rearranged, please liaise with the Town Office to establish availability of meeting rooms.

All Cllrs

## **18/136 BUSINESS REPORT**

CLLR UNDERWOOD presented a report which was noted.

It was AGREED to defer consideration of draft policy documents until next month. CLLR UNDERWOOD would liaise with the Town Clerk to prioritise production of policies going forward.

It was AGREED to appoint Canalbs as the Town Council's internal auditor for the year 2018/2019.

It was AGREED the Town Council did not want to pursue the possibility of having name badges.

It was noted that the LHI bid for 2019/2020 had been submitted by the deadline of 31 July.

CLLr  
Underwood/  
Town Clerk

Town Clerk

## **18/137 TWINNING REPORT**

CLLR TAPLIN presented a report which was noted. The Town Council was asked to note Godmanchester's history of twinning and our equal status with Huntingdon Town Council: DULY NOTED.

It was proposed that a budgeted sum should be available, roughly equivalent to 25% of that provided by Huntingdon TC, to support either a UK-hosted Youth Festival, or to contribute to the costs of Godmanchester pupils when selected to attend Youth Festivals in twin towns. In practice the latter situation has worked out at £250 per pupil (maximum £1250 in any year).

It was proposed that the Town Council should fully fund any official civic visit to a twin town for up to two persons at any time, when the invitation has been issued by the civic administration of said twin town (ie from a Mayor or equivalent, not a twinning organisation). This would normally be the Mayor, accompanied by his/her consort if the occasion so requires. (maximum £600 in any year).

It was proposed that conversely, where an official delegation visits the UK on a reciprocal visit, Godmanchester should be prepared to provide suitable hosting for a civic event equal to that provided by Huntingdon TC. This would typically be a main meal on one day, plus the economic cost of the meeting location (eg in QES). (up to £700 in any year).

It was proposed that there may be ad hoc events which it would be appropriate to support to further the aims of twinning. (Costs unknown and would have to be agreed in advance).

These proposals were all duly AGREED.

The Town Council was asked to agree to provide £300 to support the Annual Business Meeting which is due to be held in the QES on 2 October 2018. This was AGREED.

## **18/138 TWINNING: BRIDGE ARTS FESTIVAL – YARNBOMBING SUPPORT**

CLLR TAPLIN presented a report which was noted. Following discussion it was AGREED the Town Council would give permission for Yarnbombing in the School Hill area on bollards and seats. The Chinese Bridge was not included in this permission. Yarnbombing would take place in the week before and week after the Bridge Arts Festival in April 2019.

## **18/139 REPORT FROM COUNTY AND DISTRICT COUNCILLORS**

A report from District and County Cllrs was received and noted.

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC: To resolve 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**

**18/140 DISCUSSION TO CO-OPT TO FILL CASUAL VACANCY**

Following discussion and a vote by secret ballot, Peter Irving would be invited to join the Town Council to fill the casual vacancy. The Town Clerk would also write to the other two candidates and advise HDC of the appointment to fill the casual vacancy.

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

**THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 16 AUGUST 2018 IN THE TOWN HALL STARTING AT 7.30pm**

The meeting ended at 22:03

Mayor