

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

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

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

No members of the public were in attendance

18/170 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

ACTION

Mrs M RADFORD: holiday

18/171 DECLARATIONS OF INTEREST

CLLR MALLEY: planning application 18/01990/LBC due to proximity to his office
CLLR THOMAS: planning matter re repainting lines
CLLR VANE PERCY: pecuniary interest in planning application 18/02051/TREE

18/172 MINUTES OF PREVIOUS MEETING

The Minutes of the Town Council meeting held on 20 September 2018 were duly APPROVED and signed as a complete and accurate record.
The Minutes of the Town Council meeting held on 27 September 2018 were duly APPROVED and signed as a complete and accurate record.
The Minutes of the Town Council meeting held on 11 October 2018 were duly APPROVED and signed as a complete and accurate record.

18/173 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR thanked Cllrs and many representatives from community organisations who had attended the Civic Service which had gone well, despite the weather.

THE MAYOR advised that a complaint had been raised by Mr Sheppard regarding the handling of the submission of a petition in September 2017. The Personnel Group had met and responded to Mr Sheppard in writing. THE MAYOR read the following extract from the letter:

"Under item 17/164 with reference to the petition which you had presented to CCC, our minutes state that a copy of the petition had not been provided to the Town Council. Unfortunately at the time of the meeting, the attachment to your email of 11 September addressed to the Town Mayor had been corrupted and could not be opened. The Town Council apologise that we did not contact you at the time to request a further copy, but we saw no reason to do so as at the time this was clearly a matter for the Highways Department."

Mr Sheppard had requested that the minutes from 19 October 2017 be altered but he had been advised that *"The minutes of 19 October 2017 have been duly signed and adopted as a correct record of the statements made at that meeting and cannot therefore be altered. However, by way of clarification, we will ensure the minutes for the meeting to be held on 18 October 2018 refer to the matter and we will confirm that, regrettably, a downloadable copy of the petition had not been provided to the Town Council with your email dated 11 September 2017."*

THE MAYOR offered her personal apology to Mr Sheppard and hoped this would draw the matter to a close.

THE MAYOR referred to an email issued to all Cllrs and staff and hoped it provided a positive and constructive reflection on how we work. It was clear the Town Council was very busy and there was a lot of activity across a range of projects, but it was important that protocols were followed and advice and guidance from the professional office team sought and utilised.

THE MAYOR reported she had represented town on 11 occasions since the last meeting.

THE MAYOR was sad to confirm that Pat Doherty had passed away on 14 October. Pat had been a key figure in the community and had been a Cllr on the reformed Godmanchester Town Council and had served as Mayor and Mayor's Consort. In 2014 his contribution had been recognised when he was made an Honorary Freeman. His funeral would take place on 29 October at 1.30pm in St Mary the Virgin.

THE MAYOR reminded everyone that the Christmas Market and switch-on of the Christmas Tree lights

would take place on Friday 30 November. THE MAYOR would be grateful for assistance to set up during the day, and/or help in evening with marshalling and clearing away. Please contact THE MAYOR directly if you can help.

All Cllrs

THE MAYOR advised that the Deputy Town Clerk would be on leave the following week. THE MAYOR asked all Cllrs to RSVP to the invitation to attend the Civic Dinner on 16 November.

All Cllrs

THE MAYOR reminded Cllrs that they were invited to attend a service at the War Memorial on Sunday 11 November and also that Reverend Busk extended an invitation to the Mayor and Cllrs to attend the Service of Remembrance in St Mary the Virgin Church at 6.30pm on 11 November. The Town Clerk provided details of the morning service and Cllrs were asked to confirm whether they would be attending in respect of both services.

All Cllrs

18/174 PUBLIC PARTICIPATION SESSION

Cllr Campbell arrived at 7.22pm

The Club 800 draw took place.

18/175 OUTSTANDING ACTIONS

The report on outstanding actions was noted.

18/176 CORRESPONDENCE

The list of correspondence received was noted.

THE MAYOR advised that the Corporate Director of HDC had proposed meeting with representatives from the Town Council to discuss issues that may have an impact on the Town Council's budget. The Town Clerk would liaise with all Cllrs when a date had been proposed. **TOWN CLERK'S NOTE: This meeting is now due to take place on Wednesday 7 November 2018.**

All Cllrs

CLLR UNDERWOOD confirmed that he had previously had an interest in the development at Wigmore Farm, but he no longer held that interest.

18/177 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 18/177 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

Following reports that the X3 bus service was to cease CLLR G WILSON was pleased to report that South Cambs District Council and the Mayor of the Combined Authority had provided the necessary funds to keep the service running until March 2019. CLLR IRVING had drafted letters to thank them both as well as a letter to the Head of Public Transport Services for CCC. The Town Clerk would send these letters on behalf of the Town Council.

Cllr Irving/
Town Clerk

The Town Clerk would report faded line markings to the Highways Department for the junction of West Street with Old Court Hall and also the disabled parking bay markings at 18a The Causeway.

Town Clerk

CLLR G WILSON advised he had attended HDC's Development Management Committee on 15 October in respect of application 18/00532/OUT. He had confirmed the Town Council's view that the contribution offered by the developer in exchange for a new direct access to Judith's Field rather than making provision for a green space on the site, was too low. HDC had confirmed the sum was in line with supplementary planning guidance calculations, although it was recognised the value to the developer would be significantly more than the sum proposed.

Cllr G Wilson and Cllr S Wilson left at 8.02pm

18/178 PROPERTY REPORT

CLLR CAMPBELL presented a report the contents of which were noted. The Property Portfolio had been exploring options for a disabled access ramp to the Town Hall but it was noted that access was not the only issue, and a wheelchair user would still not have access to the Town Office (due to layout and existing furniture) or to disabled toilet facilities. The current arrangement is that anyone unable to access the Town Hall would contact the Town Clerk who will make an appointment to meet them in the QES which has level access and disabled toilet facilities. This arrangement would also apply to anyone unable to attend a Town Council meeting and the Town Council would hold the meeting in the QES. It was suggested that the Town Council should consider holding all meetings in the QES which not only had level access suitable for all residents to attend but also had AV facilities to enable Cllrs to view documents related to planning matters or other agenda items.

The Town Clerk confirmed there was a regular booking in the large hall on Thursdays which played quite loud music which could be distracting. It was AGREED the Town Council did not want to lose

income or cancel existing bookings of the hall, but it was in favour of making Town Council meetings more accessible to the public. It was AGREED that subject to availability of the small hall in the QES, Town Council meetings would be held in the QES when possible.

CLLR CAMPBELL confirmed that portable ramps to provide wheelchair access to the Town Hall had been considered, but as explained above, it would not provide the resident with access to the Town Office nor disabled toilet facilities. It was noted that the Town Council was not in breach of any DDA regulations as it was not compelled to provide access to the building since suitable alternative arrangements for a member of the public to access Town Council services and advice was in place. It was therefore AGREED not to pursue purchase of portable ramps.

CLLR CAMPBELL reported that the contractor chosen to carry out the work at Judith's Field had not been appointed yet, due to the lack of clarity from HDC on when the S106 funds would be received.

18/179 FINANCIAL AND ACCOUNTS

18/179.1 The list of payments to be made was APPROVED. The Town Clerk asked for clarification in respect of expenses claimed by the Mayor for representing the town in Wertheim am Main and it was AGREED these would be met from the Twinning Budget. The invoice presented from Donald Insall Associates would not be paid until further clarification had been obtained about what this invoice was for. Cllr Campbell would investigate.

Cllr Campbell

18/179.2 Councillors noted receipt of the Petty Cash Reconciliation for the period to 20 September, a copy of the budget report on the year to date, and a copy of the monthly bank reconciliation approved by the DEPUTY MAYOR.

18/179.3 The Town Clerk confirmed the external Auditor, PKF Littlejohn had approved the end of year accounts to 31 March 2018 without further comment -; this year's fees were higher because of the higher turnover due to the QES works. A notice advising closure of the audit would be displayed together with the accounts. The Town Clerk was thanked and congratulated on another successful audit.

18/180 BUSINESS REPORT

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

It was AGREED that the Town Clerk would make enquiries about a Town Council credit card to be held in the Town Office to be used for approved expenditure where the supplier required payment in advance of the supply of goods or services. The Town Clerk, Deputy Clerk and Mayor had all purchased items using their personal credit cards in the past, but it was AGREED they should not be expected to use personal accounts for Town Council purchases. Further details will be confirmed once a card provider had been found.

Town Clerk

It was AGREED that the Town Council would produce an Annual Report (late April) and two further newsletters each year for delivery to all households. The Town Clerk would make enquiries about costs for delivery. It was also AGREED that a single page on-line newsletter would be produced each month using information from working party meetings and Town Council meetings. CLLR MALLEY would produce these and the Town Office would post copies on the website and Town Council noticeboards.

Town Clerk

Cllr Malley

The Town Council were reminded that a road closure would be in place on Remembrance Sunday from 10.30am to 11.30am. The Town Council may be asked to provide a road closure for future services and, as this was a Highways matter, the Planning Group were advised they would need to consider it as a budget item in future.

Planning
Portfolio

CLLR UNDERWOOD reported that progress was being made to update and create policies and procedures. A members' only area had been created on the Town Council website and draft policies would be made available for comment prior to final presentation to the Council for approval. Standing Orders would be available for comment shortly.

18/181 PORCH MUSEUM CHARGING

CLLR WORTHINGTON advised that since preparing and circulating the report on Porch Museum charging comments had been made by Kate Hadley from the Porch Museum which raised issues which needed to be explored. CLLR VANE PERCY reminded Cllrs that the Porch Museum was a sub-committee of the Friends of the QES and that the Town Council should be liaising with the main group. It was AGREED to defer this item to a future Town Council meeting.

Business
Portfolio

18/182 REPORT FROM COUNTY AND DISTRICT COUNCILLORS

A brief update on District Council issues was provided.

18/182 ENVIRONMENT REPORT

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

The footpath on the old stretch of London Road leading to a dropped kerb opposite Bearscroft Lane had become excessively overgrown. CCC had confirmed it would be cut back, but CLLR HOOKER expressed great concern about the safety of pedestrians crossing the road to access Bearscroft Lane and GMC Rovers football ground. The Town Clerk would invite County, District and Town Cllrs to meet Jo Challis, Highways Manager at the site to explore safety options.

Town Clerk

CLLR HYAMS read a statement about the level access sign to be installed adjacent to the Chinese Bridge. He had been frustrated by the length of time that had passed without the sign being approved, purchased and installed. The Environment Portfolio would follow this matter up.

**Environment
Portfolio**

The meeting ended at 21.44

Mayor