

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE  
TOWN HALL ON THURSDAY 13 DECEMBER 2018**

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

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

3 members of the public were in attendance

**18/206 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

**ACTION**

CLLR VANE PERCY: previous engagement; CLLR G WILSON: holiday; CLLR S WILSON (Deputy Mayor): holiday; CLLR CAMPBELL: holiday

**18/207 DECLARATIONS OF INTEREST**

CLLR UNDERWOOD (as Manager for DISH): Grant application from DISH. CLLR MALLEY (as Governor at St Anne's School): Grant application from PTA of St Anne's School. CLLR HOOKER (Treasurer and Life President of GMC Community Association): Grant application for Picnic in the Park. CLLR MORGAN: Item 18/216 Petition for pedestrian crossing on West Street.

**18/208 MINUTES OF PREVIOUS MEETING**

The Minutes of the Town Council meeting held on 15 November 2018 were duly APPROVED and signed as a complete and accurate record.

**18/209 TOWN MAYOR'S ANNOUNCEMENTS**

THE MAYOR recorded her thanks to everyone who had supported and been involved in the Christmas Market held on 30 November, which would not have been possible without a real team effort.

THE MAYOR had represented the Town on 7 occasions since the last Town Council meeting.

The Town Clerk advised that the Town Office would be open between 9am and noon during Christmas week, but closed on 25<sup>th</sup> and 26<sup>th</sup> December.

**18/210 PUBLIC PARTICIPATION SESSION**

CLLR GRICE (District Cllr for Godmanchester), addressed the Council with regards to item 18/216 on the agenda. As a resident in West Street he had seen the petition on a number of occasions and he thought provision of a pedestrian crossing might be a good thing, as there were issues of speeding and HGVs using West Street, but he understood the Town Council's position and issues of timing together with needing to take a holistic approach to traffic issues in the town.

He had recently been made aware of the list of demands presented to the Town Council with the petition at the beginning of December 2018, and confirmed that having spoken to several of the people who had signed the petition in 2017, they had signed a petition for a crossing, but had not personally made any demands, and he believed the demands did not reflect the majority of opinion from West Street residents.

THE MAYOR confirmed that the MVAS had been received and put in place in West Street that day (13 December 2018) and results would be monitored.

**Cllr Hyams arrived at 19.09**

The Club 800 draw took place.

**18/211 OUTSTANDING ACTIONS**

The report on outstanding actions was noted.

CLLR G WILSON had arranged to meet with a representative from DWH early in January to go through outstanding planning matters relating to the Romans' Edge site.

The Town Clerk would circulate dates and details of the Bridge Arts Festival to all Cllrs.

Town Clerk

### **18/212 CORRESPONDENCE**

The list of correspondence received was noted.

### **18/213 ENVIRONMENT REPORT**

The Town Council noted the regrettable but necessary decision to remove the Plane Tree on the Recreation Ground following reports identifying the tree as being rotten inside and thus potentially dangerous.

A test carried out on a lime tree in the churchyard had confirmed that the tree does not have root rot.

All other items in the report were noted.

### **18/214 COMMUNITY NURSERY**

The report on the Community Nursery was received and the contents noted.

Following discussion it was AGREED the Town Council wished to accept ownership of the site currently occupied by the Community Nursery subject to further discussions and legal agreements being drawn up, and on the understanding that the transfer of ownership would not take place before 1 April 2019. The Town Clerk would confirm this with HDC.

Town Clerk

HDC had also indicated a further parcel of land which lies behind Pavillion Close could also be transferred to the ownership of the Town Council. It was AGREED the Town Clerk would express the Town Council's interest in receiving more detailed information on this site, without commitment at this time.

Town Clerk

A formal separate working party would be formed to take these issues forward.

All Cllrs

### **18/215 PLANNING**

The applications and correspondence set out in Appendix 18/215 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

### **18/216 PETITION FOR PEDESTRIAN CROSSING**

THE MAYOR confirmed that a copy of the petition and accompanying documents had been provided to all Cllrs. THE MAYOR confirmed that the Town Council was not the appropriate authority to deliver provision of a pedestrian crossing and CCC remain the authority responsible for Highways matters. The Town Clerk advised Cllrs that it was up to each Cllr individually to ask for their vote to be recorded if they so wished, and it could not be requested by a member of the public.

The matter was debated and it was AGREED nothing had changed since the matter was last discussed, and the Town Council remained committed to undertaking a full traffic and transport survey of the whole Town once the A14 works had concluded. It was noted that the Mobile Vehicle Activated Sign (MVAS) had been installed in West Street that day and the data gathered would be considered and shared with appropriate authorities. The Town Clerk would write to the resident who had arranged the petition confirming the Town Council's position and advising that no further representations on this issue would be considered.

Town Clerk

### **18/217 PROPERTY REPORT**

The Property Report was received and the contents noted.

It was noted that a meeting had taken place between Town Council representatives, Architect and Contractor regarding the Judith's Field refurbishment project. The start date for the work would be early in April 2018. Once final details had been confirmed and the contract signed, the Town Clerk

would apply to HDC for the S106 funds to be released.

Town Clerk

The Town Clerk would write to Rev Busk to thank him for allowing our Street Orderly to store some equipment in the Vicarage garage.

It was noted that the HDC Conservation Officer had confirmed the Town Council could install an outdoor electric socket on the Town Hall terrace.

### **18/218 FINANCIAL AND ACCOUNTS**

18/218.1 The list of payments to be made was APPROVED.

18/218.2 Councillors noted receipt of the Petty Cash Reconciliation for the period to 13 December, a copy of the budget report on the year to date, and a copy of the monthly bank reconciliation approved by CLLR TAPLIN.

### **18/219 BUSINESS REPORT**

The Business Report and the report on a proposed road closure for Remembrance Day were received and the contents noted. Following a successful and very well attended event on 11 November 2018, it was AGREED the Town Council would put a sum in the budget for a temporary road closure for the Remembrance Day service at the War Memorial for 2019.

It was noted that the review of policies and procedures is ongoing.

The Business Portfolio proposed improvements to the process of annual budget planning and forecasting by recommending that in future each Portfolio would present to the Council on their year to date, any changes required to their section of the budget for the current financial year and any proposals for the following financial year over 3 consecutive months. The example given was: Business Portfolio –September; Environment Portfolio - October; and Property Portfolio – November. It was AGREED to adopt this procedure for the 2019 reviews.

All Cllrs

Production of Town Council newsletters was discussed and clarity sought on who was leading on this and the agreed timetable. It was AGREED that a digital monthly newsletter would be produced at the end of each month, using information provided in the Portfolio Reports submitted for Town Council meetings, together with notes from working party meetings. Each portfolio was asked to include “newsletter” as a monthly agenda item for working party meetings from January onwards. Responsibility for production of the printed newsletters and Annual Report would be a Business Portfolio responsibility and they would gather information and liaise with CLLR MALLEY regarding production. CLLR HYAMS offered to assist with newsletter production. It had been previously AGREED that the Annual Report would be issued in April (before the Annual Town Meeting in May) with two further newsletters being distributed around August and December.

All Cllrs

Business  
Portfolio

### **18/220 GRANT APPLICATIONS**

Six organisations had applied to the Town Council for a grant. Following discussion and consideration it was AGREED to offer sums to four of the applicants. The Town Clerk would advise all applicants, and grants would be paid in January 2019.

Town Clerk

### **18/221 PORCH MUSEUM CHARGING**

It was noted that the Porch Museum is a valuable asset to the town and the Town Council fully supports it. It was proposed and AGREED that for the lifetime of this current Council (elected to May 2022) or until such time as the museum moves to alternative premises, the Town Council would offer a grant to cover the cost of hiring the Queen Elizabeth School for 6 weekends (Saturday/Sunday) each year. Any additional bookings would be paid for at the normal rate. The Town Council would not charge for overnight storage of display material. The grant would be offered directly to the Porch Museum which would be asked to regularise its position with “The Friends of the QES” and seek its own charitable status. The Town Clerk would write to the Chairman of The Friends of the QES, with a copy to the Chairman of the Porch Museum.

Town Clerk

### **18/222 CHRISTMAS MARKET**

A report was received and the contents noted. A proposal was put forward to close The Causeway for a Christmas Street Market over the weekend of 7<sup>th</sup>/8<sup>th</sup> December 2019. The intention would be to

hold a self-supporting event although it was noted several issues would need to be explored and resolved such as parking, road closure, and safety but the Town Council AGREED in principle to support this event and allow up to £5k in the budget for 2019/20.

**18/223 2019-2020 BUDGET**

CLLR TAPLIN presented a report on the possible outturn for 2018/19 together with a draft budget for 2019/20. As the Town Council had agreed to take responsibility for the land currently in use as a Community Nursery, £50k had been added to the budget to cover possible expenditure on this new budget cost based on current HDC funding for it. In order to raise this additional sum, and to balance revenue funding, it was proposed that the precept be increased to £269,160. Following discussion it was AGREED to submit a precept request for £269,160. CLLR MALLEY was not in favour of this increase and voted against this proposal. The Town Clerk would submit the precept request to HDC.

Town Clerk

The Budget for 2019-2020 was approved in principle but further discussion would take place at the January meeting to confirm the detail. The Town Clerk would produce a list of budget lines requiring further information or discussion for each Portfolio to consider and decide upon before setting a final budget.

All Clrs

Town Clerk

The meeting ended at 21.58

Mayor