

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 17 JANUARY 2019**

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

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

2 members of the public were in attendance

19/001 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

ACTION

CLLR MORGAN: previous engagement; CLLR THOMAS: holiday.

19/002 DECLARATIONS OF INTEREST

CLLR G WILSON confirmed he would not take part in discussions on items relating to Mill Steps and river dredging as he is employed by the EA. CLLR VANE PERCY: planning application for Island Hall. (CLLR VANE PERCY remained present but did not speak during this item.)

19/003 MINUTES OF PREVIOUS MEETING

CLLR HYAMS requested that the minutes of the meeting held on 13 December be altered to include reference to his statement in response to the request for a crossing on West Street. The Town Clerk advised that minutes of the meeting were not a verbatim report and only included relevant details on the decisions made by the Town Council. THE MAYOR put forward CLLR HYAMS motion that the minutes be changed to include CLLR HYAMS statement. The Council did not support this motion and it was denied. THE MAYOR asked for a vote to accept the Minutes of the Town Council meeting held on 13 December 2018. With the exception of CLLR HYAMS all were in favour and the minutes were duly APPROVED and signed as a complete and accurate record.

CLLR HYAMS also raised an issue about the Town Clerk forwarding an email, sent by CLLR HYAMS to the Mayor, Town Clerk and Chair of the Business Portfolio, to other members of the Business Portfolio without his permission. CLLR HYAMS considered the action of the Town Clerk had breached GDPR and he had reported the matter as an official complaint to the statutory body (Office of Information Commissioner). CLLR WORTHINGTON said the Town Clerk's action did not contravene GDPR as no personal data had been compromised and by reporting an issue that did not meet the criteria, CLLR HYAMS could have brought the Town Council into disrepute. This was a very serious matter and CLLR WORTHINGTON very much regretted CLLR HYAMS actions. This was echoed by CLLR TAPLIN.

19/004 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR thanked everyone who had supported the Christmas Market, and particularly thanked CLLR MALLEY and MJC Tree Care for duly removing the Christmas Tree.

THE MAYOR advised she had represented the town on 4 occasions since the last meeting.

19/005 PUBLIC PARTICIPATION SESSION

Mr Williams, Mace Bearer, was pleased to introduce Stephen Wakeman who had agreed to stand in as Deputy Mace Bearer on the occasions when Mr Williams was unavailable.

The Club 800 draw took place.

19/006 OUTSTANDING ACTIONS

The report on outstanding actions was noted.

19/006.1 Cllrs noted receipt of the first set of data from the MVAS (Mobile Vehicle activated Sign)

which had recorded 3 weeks of vehicle movement on West Street inbound to Godmanchester. CLLR MALLEY reported that there may be some shock at the highest speed recorded, but it was possible that this was an emergency vehicle. In terms of overall data gathered, the 85th percentile indicated there was not a major issue with speeding vehicles as only 10% were exceeding the 30mph limit. The camera had subsequently been turned to face traffic leaving Godmanchester and the data gathered would be circulated for Cllrs when available.

19/007 CORRESPONDENCE

The list of correspondence received was noted.

The Town Clerk confirmed the contract for the refurbishment of Judith's Field had been signed and an application would be made to HDC for release of S106 money towards the project.

Town Clerk

CLLR G WILSON reported that Hinchingsbrooke School had proposed changes to the catchment boundaries for admissions. The Town Council had not been included in the consultation process and it was AGREED that the Town Clerk would write to the Governors and Trustees for the Academy expressing concern and to ask that the Town Council be included in future consultations.

Town Clerk

19/008 FINANCIAL AND ACCOUNTS

19/008.1 The list of payments to be made was APPROVED.

19/008.2 Councillors noted receipt of the Petty Cash Reconciliation for the period to 17 January, a copy of the budget report on the year to date, and a copy of the monthly bank reconciliation approved by the Deputy Mayor. The Town Clerk advised that the bank reconciliation now showed the amount of CIL funds held as part of the overall bank balance held.

19/009 2019-20 BUDGET

CLLR TAPLIN presented a report and copy of the updated draft budget. He advised that CIL funds could not be used retrospectively, or allocated before money is received so CIL funds could not be retrospectively applied to some of the QES refurbishment project, which had resulted in a higher than anticipated CIL balance. As CIL could be allocated to the Judith's Field refurbishment project CLLR TAPLIN recommended that the Public Works Loan (previously agreed by the Town Council) was no longer required, and this would avoid interest payments and the need for a repayment reserve. It was AGREED the Town Council would NOT apply for a Public Works Loan.

Following discussion on various budget lines the draft budget for 2019-2020 was AGREED.

19/010 BUSINESS REPORT

CLLR UNDERWOOD presented a report, the contents of which were noted. Following approval of the 2019-20 Budget, it was AGREED the Town Clerk would write to the Community Association to confirm a grant of £2000 would be available for gala weekend, and to request further details of how the Community Association would use this sum.

Town Clerk

Canalbs had carried out the first part of an internal audit and presented a report to the Town Council which included some recommendations for consideration on level of reserves, style of minutes, keeping a signed copy of the agenda of Town Council meetings. The Business Group would review the current level of general reserves held and bring recommendations to a future Town Council meeting. The internal auditor had recommended removing references to individuals in the minutes but it was AGREED the way the Town Clerk had written minutes over the years was preferable and names would be included where necessary and appropriate. It was AGREED that THE MAYOR would sign a copy of the Agenda for the current meeting at the time the Minutes of the previous meeting were approved and the signed copy would be kept with all reports presented in support of agenda items.

Business
Portfolio

Town Mayor

Cllrs were reminded that emails designated @gmccouncil.com are official email addresses for council business and conversations between councillors should normally be copied to the Town Clerk to help ensure transparency and to enable the Town Clerk to advise or forward the email if it assists the discussion. Cllrs were also reminded that any Freedom of Information requests related to subject matter and not to a specific email account, so Cllrs would be required to provide details of ALL items

All Cllrs

exchanged from any email account in relation to a FOI subject request.

Town Clerk

It was AGREED to make a donation of £50 to the Poppy Appeal in respect of wreaths provided in November 2018. Unfortunately there had been errors and the Town Council had not received what they had ordered.

CLLR UNDERWOOD reported that 11 Cllrs had attended a meeting to discuss the next steps in the transfer of the Community Nursery from HDC to the Town Council. A recommendation would be presented to the March Town Council meeting. CLLR UNDERWOOD had AGREED to chair the group in the short term. Until all details were confirmed, it remained the Town Council's intention in principle to transfer ownership of the Community Nursery from HDC to the Town Council, but this would be subject to all legal agreements being in place.

With reference to land adjacent to the Community Nursery site, which might also be available to transfer from HDC to the Town Council, further information would be requested to assist the Town Council in developing discussions. At this point no commitment had been given but interest had been expressed.

CLLR VANE PERCY arrived at 8.06pm

19/011 POLICY AND PROCEDURE

CLLR S WILSON presented a report the contents of which were noted. It was AGREED to adopt the revised Standing Orders, Mayor's Handbook and Civic Protocol, and revised Grant Application Policy with immediate effect. These documents would be made available on the Town Council website and a copy forwarded to all Cllrs. It was AGREED all policies would be reviewed on a 3 year cycle, or whenever legislation determined changes, apart from Standing Orders, Financial Regulations and Code of Conduct which would be reviewed annually.

19/012 ENVIRONMENT REPORT

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

Cllrs were asked to note work required to the trees listed as a "B" priority following the Tree Survey would cost £1100. Damaged litter bins would be replaced shortly at a cost of £500. The Plane Tree recently felled would be replaced with the planting of a new Plane Tree on the Recreation Ground.

The annual RoSPA inspection of all play equipment had been carried out and a report received. Quotes for recommended repairs would be obtained.

19/013 RIVER DREDGING

CLLR HOOKER reported that the Community Association had had further discussions with the EA waste management team regarding disposal of the silt once dredged from the river. The Community Association had previously received permission from the Town Council to store the silt filled bags on the Recreation ground but now proposed that the silt be pumped directly onto the Recreation Ground, spread evenly across the whole area. A 500mm high closed Silt Curtain would be installed around the perimeter and the silt deposit would be approx. 10mm deep. A gap of 10-40 meters around the perimeter of the Recreation Ground would be left for dog walkers, who would be advised to keep dogs on a lead.

The dredging was due to take place around 11 February with volunteers putting up the silt curtain on 9th/10th February. Grass should re-grow through the silt and it was envisaged the Recreation Ground would not be available for general use for a couple of months as it would take 4-5 weeks for the water to drain away. Subject to the Community Association getting all the necessary approvals, the Town Council AGREED to the revised proposals.

Town Clerk's note: Following the Town Council meeting further discussions took place and Cllrs were advised the silt will be stored in bags on the Recreation Ground to be spread evenly over the Recreation Ground in early April. Dredging would begin on 28 January.

19/014 MILL STEPS

CLLR HOOKER AND CLLR CAMPBELL had attended a meeting with HDC, GMCiB and a representative

from the A14 Legacy Fund regarding the Mill Steps. It was AGREED the Town Clerk would write to HDC to confirm support for a project to improve the Mill Steps area.

Town Clerk

19/015 PLANNING

The applications and correspondence set out in Appendix 19/015 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR G WILSON and CLLR HYAMS had attended a meeting with DWH. CLLR G WILSON would draft a response for the Town Clerk to send in response to issues raised.

Cllr G Wilson

CLLR TAPLIN and CLLR MALLEY had AGREED to meet with representatives from the Fairfield Partnership to discuss an additional possible access onto Judith's Field from land to the rear of Pettit Road/Kisby Avenue.

Cllr Taplin
Cllr Malley

THE MAYOR advised that when the Neighbourhood Plan was being scrutinised, the Inspector had required the plan to allow for up to 59 dwellings to be considered on land adjoining the settlement boundary. The application for development at Dexters Farm was for 59 dwellings. As soon as the HDC Local Plan is adopted, the Town Council would seek to get the Neighbourhood Plan updated to remove the phrase so the Neighbourhood Plan was in conformity with the Local Plan.

The Town Clerk would submit comments to HDC on the Local Plan consultation objecting to the removal of the Tyrells Marina site, as the Town Council supports mixed use redevelopment of this previously developed land, and noting the addition of land extending under the A14 flyover to Cook's Stream to the description of the RGE Engineering site.

Town Clerk

19/016 PROPERTY REPORT

CLLR CAMPBELL confirmed that the contract between Hutchinson's and the Town Council had been signed and the Judith's Field refurbishment project should start early in April 2019. CLLR CAMPBELL advised that the Town Council has legal obligations under CDM regulations for Health & Safety issues during the contract period. It was proposed that PRP be appointed at a cost of £950, to handle these aspects on behalf of the Town Council. This was AGREED.

Concern has been expressed about the state of the grass verges on The Avenue where parked vehicles have damaged the grass. It was AGREED that the Town Clerk would write to residents who may be responsible for parking on the verge requesting they find alternative parking.

Town Clerk