

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE  
QUEEN ELIZABETH SCHOOL ON THURSDAY 20 JUNE 2019**

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

Town Clerk: MS V PRYCE  
Mace Bearer: Mr M WILLIAMS

19.14 one member of public was present

**19/080 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

**Action**

CLLR CAMPBELL – HOLIDAY  
CLLR HOOKER – WORK COMMITMENT  
CLLR THOMAS – HOLIDAY  
CLLR UNDERWOOD – HOLIDAY  
CLLR S WILSON – OTHER COMMITMENT

**19/081 DECLARATIONS OF INTEREST**

CLLR HYAMS declared an interest in the Community Association  
CLLR VANE PERCY declared an interest in the Mill Steps

**19/082 MINUTES**

The Minutes of the Town Council meeting held on 16<sup>th</sup> May 2019 and Extra Ordinary meeting held on 24<sup>th</sup> May were duly APPROVED and signed by the MAYOR as complete and accurate records.

**19/083 TOWN MAYOR'S ANNOUNCEMENTS**

The MAYOR reported that it had been an interesting and busy month, he had met a lot of interesting people at a number of fascinating events. The MAYOR had received several invites, one of which was to a quiz night and supper in Higham Ferrars the Mayor required a team of six people to join him on July 12<sup>th</sup> and asked Councillors to advise of their availability. The Mace Bearer confirmed that he would be available to join the MAYOR.

**19/084 PUBLIC PARTICIPATION SESSION:**

Mr Cohen addressed the Council on behalf of Godmanchester in Bloom, he advised the planters around the town were funded by GMCiB and Club 800. Mr Cohen advised that GMCiB provide the contents of the planters each year which is run by a small group of volunteers and that they have raised money through various avenues in the past. Mr Cohen asked the Council to consider favourably the request for a grant to continue to improve the ambience of the Town.

The Club 800 draw took place,

**19/085 OUTSTANDING ACTIONS**

**Town Clerk**

CLLR WILSON advised that the gate at Judith's Field had been repaired but that no detail of permissive access agreement had been received, and asked the Town Clerk to chase David Wilson Homes again.

**Town Clerk**

The MAYOR requested that the ownership of the Councils land and buildings were registered at the earliest opportunity following the recruitment of a new member of staff.

CLLR CONBOY reported that the CIL committee meeting would be held at HDC on the 21<sup>st</sup> June and advised the Town Clerk to seek a decision regarding the Mill Steps project.

**19/086 CORRESPONDENCE**

The list of correspondence was noted

The MAYOR advised the he and the DEPUTY MAYOR had represented the Town 22 times in the past month at social events and formal meetings.

19.14 CLLR MAHMOOD arrived; the MAYOR welcomed the arrival of a member of the public

### **19/087 PROPERTY REPORT**

CLLR RADFORD presented the report. Keys for QES had been misplaced by the cleaning company. The Town Clerk had immediately replaced keys and the door lock, the cost of which has been passed to the cleaning company. Having reviewed the current system of opening and closing the building it was proposed that the Yale key be given to long standing hirers to allow access to the buildings, subject to a deposit and signed agreement. The Facilities Assistants would continue to unlock the deadlock in the morning and lock up at night; both locks needed to be open to allow access to QES. A swipe card system had been considered however, there were concerns that in the event of a power cut the doors would remain open. It was proposed that the MAYOR would retain a set of keys for the Town Hall, to gain access to other keys (eg QES) in the rare event that a key holder would not be available. All were in favour and it was so **resolved**.

**Town Clerk**

CLLR RADFORD advised that a new water boiler had been installed in the QES and the filters in the ventilation system were due to be replaced.

It was agreed with the Town Clerk that her office will move upstairs following a review of the furniture.

**Town Clerk**

Two quotations had been received for the upgrade of the Gents toilet in the Town Hall. Day Today had provided the cheapest quote which also included a supply of hot water to the sink. The quotation had been accepted for the sum of £1,480.

GMCIB proposed placing a new planter on School Hill. However, the Business Portfolio agreed that it was not a practicable area in view of parking, traffic and pedestrians, and a detailed plan would be required before any further discussion would take place.

**Town Clerk**

Quotes were being sought for upgraded CCTV systems on all Town Council property.

The Town Council had had to employ a valuer due to a HMRC request with regard to opting to tax Judith's Field to establish an accurate value, the MAYOR advised that, following the valuation, the Council were waiting to hear back from HMRC and that there may be an opportunity to review hire charges before the building re-opens.

19.31 The DEPUTY MAYOR arrived.

CLLR RADFORD advised Council that she would represent the Town Council at monthly site meetings with Hutchinson's and Campbell McCrae.

### **19/088 SKATEPARK REPORT**

CLLR RADFORD presented the report. Work commenced on 1 June and will be completed on the 9<sup>th</sup> August. An opening event will be held on 17<sup>th</sup> August, Maverick will host the event with special demonstrations of skate boarding. The Council entered into JCT contract with Maverick which required the Council to appoint a contract administrator. In order to protect the Council, PRP Consultants had been appointed. After discussion the Business Portfolio agreed that one of the young people on the original design committee should be invited to cut the ribbon at the opening event and his father is also donating a skateboard as a special prize. All signage for the skate park will be provided by the contractor.

Fergusons and Nick O'Connor had been requested to cleared the pathway at the rear of the Pavilion to ensure a clear access to the skatepark site.

The basketball hoop had been offered to the Baptist Church, but that they couldn't use it, so it has been scrapped.

CLLR CONBOY requested a formal invitation be sent to the Youth Council to attend the opening and proposed that CLLRs IVING and the MAYOR are available for photographs.

### **19/089 PLANNING**

**Town Clerk**

The applications and correspondence set out in Appendix 19/089 were considered. The Town Clerk would advise HDC of the Council's recommendations.

CLLR WILSON advised the Council that he was awaiting a response from HDC following a meeting attended by CLLRs CONBOY, G WILSON and the MAYOR regarding Tyrells Marina, the Neighbourhood Plan policy and new Local Plan.

An invitation had been received to apply for an LHI bid, with a response required by 4<sup>th</sup> August. CLLR RADFORD expressed concern regarding the Tudor Road junction with Cambridge Road and advised that a car is parking regularly just before yellow lines, on a curve, and this makes it difficult for buses and other road users to see oncoming traffic. CLLR RADFORD asked the Council to consider applying to extend the yellow lines. CLLR WILSON asked that the Council, that as

previously agreed, it would carry out a full traffic survey following the upgrade of the A14. CLLR CONBOY advised that she had carried out case work at the same location. A Highways Officer had carried out a site visit and the view expressed was that the site was safe and parking appropriate. CLLR WILSON advised that he would investigate the content of the bus users meeting. CLLR HYAMS suggested the Council should approach HDC and request two disabled parking spaces at Mill Yard car park. The MAYOR proposed that the Council approached HDC, Council voted against the motion.

Cllr G Wilson

### **19/090 ENVIRONMENT REPORT**

CLLR IRVING presented the report: 32 of the 35 hanging baskets are in place, seven of which are in new locations.

The Elder trees on Queens Walk have been removed, and various items of street furniture are also about to be removed to create a better view across the Recreation Ground. The lifebuoy will move to the right in front of crab apple tree, the bin and dog bag dispenser will move closer to the sluice, and the lamppost would be sited at the RHS of the Chinese Bridge to balance that on the left. A bench which had been removed at the time of dredging has been relocated. The boot scraper had been delivered and is awaiting installation.

While the Council recognise the great contribution by GMCiB in enhancing floral appearance of the town, clarification is needed for any future planters. It was agreed that greater focus should be placed on making the existing planters more diverse and attractive. The Council would prefer quality over quantity, and needed to establish who would be responsible for watering the planters, as this was costing the Council £130 per annum, per planter. A report from GMCiB had been received by the Town Council but this was not in time for the Agenda and therefore could not be discussed. CLLR HYAMS advised that he was away for next meeting but wanted his views noted, he acknowledged that GMCiB are doing a fine job but advised the issue with the grant application was that GMCiB had given £1,000 in their name to the Mill Steps project and yet were now coming to the Council for money and queried if the Town Council were effectively underwriting the £1,000 gifted to the Mill Steps.

### **19/091 RESURFACING REPORT**

CLLR IRVING presented the report from the MAYOR regarding resurfacing of soft-landing areas around play equipment. He advised that 'Safety Grass' (an open mesh through which the grass grows) was currently installed. However, existing areas had become worn and muddy, and required replacement. Quotes had been sought from variety of companies: FLP, Wicksteed and two other companies (who did not respond). Wicksteed's quote at £7,293 was 30% cheaper than that from FLP at £10,460. Wicksteed's lead time is ten weeks and FLP's lead time is six weeks, however, the start time is not relevant due to work being carried out at Judith's Field. CLLR IRVING proposed the quotation from Wicksteed be accepted, all were in favour and it was so **resolved**.

Town Clerk

### **19/092 BUDGET REPORT**

CLLR IRVING presented the budget report: The total budget for the environment portfolio is £83,620 and, as we are only two months into a new financial year, it was too early to give an assessment of where we will be at the end of the year. The Environment Portfolio has taken on responsibility of the church clock and cemetery. Another change is that the £15,000 earmarked for resurfacing play areas will appear as capital expenditure and it is intended that this will be paid for by CIL money. The MAYOR advised that the General Reserve was quite low, therefore any expenditure we can divert to the CIL Reserve would be of benefit.

CLLR IRVING advised that £3,759 of the budget had been spent so far and a further £6,828 had been committed to but not yet invoiced. The total spend to date was £10,587 this year so far which was considered a good position.

### **19/093 FINANCIAL AND ACCOUNTS**

The MAYOR provided an explanation of various payments in the month's accounts. CLLR MORGAN queried the expense on dog bags, the Clerk explained that the usage had increased.

### **19/094 BUSINESS REPORT**

CLLR CONBOY presented the paper: advising that the casual councillor vacancy had received some applications. Thanks were given to all CLLRs who had offered their support for Picnic in the Park

and Gala Day. The Council were asked if they would like to have a gazebo out on the main field as they had previously. Following support, CLLR CONBOY agreed to liaise with the Community Association for a pitch. Council were asked to note that there would be a CIL meeting taking place at HDC regarding the extension of the Doctors Surgery and the Town Council have not received a formal request to contribute any funds.

The Business Portfolio had reviewed the grant applications received and proposed that the Town Show be awarded £300 towards their project, all were in favour and it was **resolved**. CLLR CONBOY proposed that the request from GMCiB be deferred to July's meeting so that the reports which had been sent could be considered. The Town Clerk would liaise with Godmanchester Rovers regarding their incomplete application.

**Town Clerk**

After reviewing the Council's requirements of the service CAPALC offer, CLLR CONBOY proposed that the Council should not renew membership, all were in favour and it was so **resolved**.

**Town Clerk**

### **19/095 CHRISTMAS MARKET REPORT**

CLLR RADFORD presented the Christmas Market light installation report. There is a £6,000 budget for the Christmas market and we have agreed for lights to be established on The Causeway. A quote had been received from Merlin, no other companies are available locally, Merlin currently provide the lighting for HTC. It was proposed that five lampposts will be decorated with a double motif. The quote is £1,736 for the lights and a further £260 for dressing the Christmas tree (total £1,996) - these figures include a 20% discount for early orders. This is a hire cost only, but means that the Council would not be responsible for storing or maintaining the lights. The Christmas Market will be held on Saturday 7<sup>th</sup> and Sunday 8<sup>th</sup> December with a light switch on the Saturday evening. CLLR RADFORD proposed the quote be accepted, all were in favour and it was so **resolved**.

**Town  
Clerk/Cllr  
Radford**

CLLR RADFORD proposed that the Town Council opt for a smaller tree so the lights would stand out more. CLLR CONBOY advised that the tree lights required were borrowed equipment. The MAYOR proposed the Town Clerk write to the Freemen of Godmanchester and ask if they would be willing to provide, or contribute towards, the Christmas tree as they had done for the previous two years; all were in favour and it was so **resolved**. However, CLLRs agreed the larger Christmas tree should remain.

**Town Clerk**

CLLR CONBOY reminded the Council that they will have to consider the cost of removing the tree.

CLLR CONBOY requested that CLLR RADFORD speak further with residents with regard to the road closure and proposed diversions. CLLR MORGAN expressed concern for deliveries for the One Stop shop. CLLR HYAMS requested that the details of the Christmas Market are included in the next newsletter.

**Cllr Radford**

### **19/096 PERSONNEL**

The DEPUTY MAYOR presented the personnel report. CLLR S WILSON had reviewed Standing Orders to include committees. CLLRs UNDERWOOD, S WILSON and WORTHINGTON have almost completed the final version. Updated Standing Orders and Terms of Reference will be circulated to the Council for consideration at the July meeting. The view of the Personnel Group is that the new Committee should have four members plus the MAYOR, as an odd number of people is required in case of the need of a vote, while minimising numbers for confidentiality. CLLR WORTHINGTON requested nominations prior to the July meeting. CLLR CONBOY encouraged good attendance at the Business Portfolio discussions.

**Personnel**

The meeting closed at 21.17