

**MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD IN THE  
TOWN HALL ON THURSDAY 15 JUNE 2017**

PRESENT: Mrs S CONBOY: Town Mayor;  
Councillors: R TAPLIN (Deputy Mayor) G CAMPBELL; A HOOKER; D KING; Ms J MACLEOD; P MALLEY;  
A McINNES; P MORGAN; Mrs M RADFORD; Ms K SPOWART; C VANE PERCY; G WILSON;  
Mrs S WILSON; Mrs S WORTHINGTON; J YOUNG

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

4 members of the public was in attendance

**ACTION**

**17/088 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

CLLR UNDERWOOD: unwell

**17/089 DECLARATIONS OF INTEREST**

CLLR MALLEY: planning applications for 22 Betts Close; CLLR HOOKER: planning application for 41 Cambridge Road and grant applications for Town Show and Photographic Society; CLLR VANE PERCY: planning application for Post Street and item on Mill Steps.

**17/090 MINUTES OF PREVIOUS MEETING**

The Minutes of the Annual Town Council meeting held on 18 May 2017 were duly APPROVED and signed as a complete and accurate record.

**17/091 PUBLIC PARTICIPATION SESSION**

Mr Williams raised the question of lack of availability of Godmanchester souvenirs which had previously been available to purchase at the Chemists but were no longer available and he asked whether souvenirs could be made available again.

Business Portfolio

Mr Sheldrake addressed the Council in support of the planning application for 22 Betts Close. Mr Stanley addressed the Council in support of the planning application for 22 Betts Close.

Mr Hooker, addressed the Council in support of the grant applications put forward by the Photographic Society and Town Show, advising a lot of display boards were needed and would benefit the community

The monthly draw for the 800 club took place.

**CLLR SPOWART arrived at 19:40**

**17/092 TOWN MAYOR'S ANNOUNCEMENTS**

THE MAYOR reported she had represented the Town on 4 occasions since the last meeting. One event had been with the Twinning Association and she was pleased to pass on their warmest thanks and regards to CLLR MORGAN for his support during his term as Town Mayor.

THE MAYOR confirmed an extra-ordinary meeting of the Town Council would take place on 22 June to discuss the tenders received for the QES refurbishment project. Gowns would not be worn, but Cllrs should offer their apologies through the Town Office in the normal way if they were unable to attend.

All Cllrs

THE MAYOR thanked CLLR MALLEY and the Deputy Town Clerk for their work in putting the new-look Town Council website together.

THE MAYOR advised that a list of Mayor's Charity events for the year would be circulated to all Cllrs. Help was still required for Town Council stalls on Gala Weekend.

All Cllrs

### **17/093 OUTSTANDING ACTIONS**

The Town Clerk would chase up progress on the repairs to the boundary wall between the Non-Conformist Burial Ground and Godmanchester Academy.

Town Clerk

HDC had carried out tree surgery to a tree outside 3 The Avenue and had left the tree in a very poor state. Town Clerk would ask HDC whether further maintenance was planned and request that the appearance of the tree was improved.

Town Clerk

Cllrs were asked to provide suggestions to the Business & Finance Portfolio for future projects where CIL money could be used.

All Cllrs

A decision on the Council's position on VAT would be made at the next Town Council meeting.

17.093.1 CLLR G WILSON provided an update on the Neighbourhood Plan. HDC would evaluate comments received in their consultation on the draft Neighbourhood Plan and advise whether any changes were required before the draft was put before an inspector.

### **17/094 CORRESPONDENCE**

The list of correspondence received was noted.

### **17/095 PLANNING APPLICATIONS AND CORRESPONDENCE**

The applications and correspondence set out in Appendix 17/095 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR G WILSON reported that a resident had raised a complaint about vehicles either blocking access to his gate, in the slip road between Old Court Hall and West Street, and also causing damage to parked vehicles as the road was narrow and did not give a comfortable passing width for a vehicle to pass a parked car. CCC had investigated the matter and made suggestions which had included blocking the slip road off to traffic or providing white protective road markings. The Town Council did not support closure of the slip road and CLLR G WILSON would confirm this with the resident and CCC.

Cllr G Wilson

CLLR S WILSON advised that a resident had complained about the state of the building site around 3-5 Bridge Place stating work had not taken place on the site for some time. CLLR S WILSON would follow this up with HDC Planning Enforcement.

Cllr S Wilson

17.095.1 Children and Young People Committee (CYPC) CLLR G WILSON reported that Chesterton Academy had applied as a potential sponsor for a new free secondary school in Godmanchester for pupils aged 11-16. Chesterton Academy had asked to come and talk to the Town Council about the proposal and it was AGREED they would be invited to a meeting with Town Council members and CCC Officers. At this time there is no preferred site for the school. CLLR G WILSON would extend an invitation.

Cllr G Wilson

### **17/096 PROPERTY REPORT**

CLLR CAMPBELL reported that 5 responses to the invitation to tender had been received. The figures and validity of the responses would be checked and discussed at the extra Town Council meeting to be held on 22 June.

CLLR CAMPBELL advised that 3 companies had provided quotes for a double sided black aluminium, magnetic backed Town Council noticeboard. It was AGREED that expenditure would be permitted up to £4k, not including installation costs. The Town Clerk would contact Mr Rice who had installed the French Drain around the QES for a quote to install the noticeboard.

Town Clerk

CLLR CAMPBELL reported that a response from the EA regarding the Mill Steps had not yet been received. It was AGREED John Hesp would be invited to be a consultant on these matters once we had more information from the EA and he would be invited to attend a meeting with the Environment Portfolio Group. Weeds had now grown back on the Mill Steps since they had been cleared and the Environment Portfolio would raise this at their next meeting.

Environment  
Portfolio

CLLR CAMPBELL confirmed he would look at getting quotes from local firms to repaint the finger post at the junction of West Street. The option of re-siting the finger post would be explored with CCC.

Cllr Campbell

The Town Clerk confirmed the delay in producing the inlays for the Mayoral Board was due to a change in materials available from the supplier and a further sample would be delivered so the background colour could be approved.

### **17/097 FINANCIAL AND ACCOUNTS**

17/097.1 The list of payments to be made in Appendix 17/097.1 was APPROVED.

Town Clerk

17/097.2 Councillors received a copy of the salary payments, Petty Cash Reconciliation for the period to 15 June, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation approved by the DEPUTY MAYOR.

### **17/098 GRANT APPLICATIONS**

Five 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 July 2017.

Town Clerk

### **17/099 CONTRIBUTION TO TOWN HALL UTILITY COSTS**

CLLR SPOWART presented a report recommending an increase in the annual contribution to the Senior Citizens Club in respect of the share of utility costs. It was AGREED to increase the amount paid to the Senior Citizens Club from £800 to £1000 per annum. The Town Clerk would advise the Chairman of the Club.

Town Clerk

### **17/100 CANOE HIRE**

CLLR MALLEY presented a report recommending permission be given to Millside Canoes to use the slipway and steps at the southern end of The Causeway for canoe hire for the remaining summer months of 2017. A copy of his license and marine insurance and public liability insurance had been provided. It was AGREED to permit Millside Canoes to use Town Council land for the remaining summer months, subject to Mr Maclaren carrying out and providing a risk assessment. The Town Clerk would confirm these arrangements with Millside Canoes.

Town Clerk

### **17/101 PORCH MUSEUM**

CLLR SPOWART presented a report which recommended the Friends of the QES, be granted free of charge hire for 9 days and a further 3 bank holiday Mondays each year. These days would be used by the Porch Museum who had also asked that when their bookings were on two consecutive days that they be given permission to leave museum artefacts out over night. It was AGREED to allow 9 days free-of-charge use of the QES and to allow artefacts to stay out over night. The Town Clerk would advise the Chairman of the Friends of the QES. The Town Clerk advised that for the purposes of transparency the grant in kind (free use of the QES) should be recorded and included in our published transparency reports.

Town Clerk

### **17/102 VENDOR TRIAL**

CLLR SPOWART presented a report which was noted. A local ice cream vendor had approached the Town Council seeking permission to use the Recreation Ground over a couple of specific weekends in July to sell ice cream from a converted back of a Morris Minor. It was AGREED this trial could go ahead and Cllrs would consider the future for other local vendors to set up stalls on the Recreation Ground and the need for possible infrastructure and formal hire agreements.

The Town Clerk would confirm dates for the trial with the vendor and ask for a risk assessment to be provided.

Town Clerk

### **17/103 ENVIRONMENT REPORT**

CLLR TAPLIN presented a report which was noted. It was AGREED that a colour scheme for hanging baskets of blue white and yellow would be provided in 2018. Town Clerk would ask the Grounds Maintenance Contractor to confirm whether there would be any additional costs and to ensure he was aware of the request well in advance.

Town Clerk

It was AGREED that NO MOORING signs would be placed on the Recreation Ground on the bank near the recently planted willows.

Town Clerk

It was AGREED CLLR CAMPBELL would investigate whether there were any means of reducing the excessive algae and weed growth in the Mill Pond.

Clr Campbell

It was AGREED that the surface around Logworld would be repaired with a wet-pour treatment at a cost of £1408 + VAT.

Town Clerk

It was AGREED to make budget line entries in order to replace Logworld in 2021/2022.

### **17/104 SKATEPARK FACILITY**

CLLR CAMPBELL confirmed the idea of a Skatepark facility in Godmanchester had been met with enthusiasm. Visits to other local skateparks and community engagement were needed together with authority to proceed in principle from the land owner. The Town Clerk would write to outline the initial proposals to seek agreement to proceed.

Town Clerk

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC: It was RESOLVED 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.**

The Town Clerk and Mace Bearer left the room.

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

The Town Clerk and Mace Bearer returned to the room and the following minute was recorded.

### **17/105 PERSONNEL**

CLLR MALLEY presented a report. All recommendations were duly AGREED. It was noted the review of the restructure would take place in September/October and not October as stated.

**THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 22 JUNE 2017 IN THE TOWN HALL STARTING AT 7.30pm**

The meeting ended at 22.04pm

Mayor