

## **MINUTES OF THE MEETING HELD IN THE GODMANCHESTER TOWN HALL ON THURSDAY 20 NOVEMBER 2003**

**PRESENT:** Mrs A LOOKER Town Mayor, W D BUTTERWORTH Deputy Town Mayor  
Councillors: D ASHWORTH, H R BUTCHER, M COHEN, D COMBEN, A GOFF, Mrs H  
HULL, E KYNOCH, A SURSHAM, C VANE PERCY, G WILSON

Town Clerk: A J WELTON

**APOLOGIES:** Councillors: R NORRIS, D BROWN

**ABSENT:** Councillor Mrs B MOORE

There were no members of the public present.

### **TOWN MAYOR'S ANNOUNCEMENTS**

The MAYOR informed the meeting that she had represented the Town on 6 occasions since the last meeting. The DEPUTY MAYOR had represented the Town on 3 occasions.

The MAYOR asked for support for a quiz night that would be held after Christmas, in aid of the Mayor's charities.

There had been a good attendance at the Remembrance Day Service, particularly by the uniformed contingents of Rainbows, Brownies, Guides etc and the MAYOR wished to record her thanks to them. Cllr SURSHAM wished to voice his disappointment at the poor attendance by Town Councillors at the evening Service on that day.

The BBC programme "Songs of Praise" had been recorded in the parish church and the programme was expected to be broadcast on Sunday 30 November 2003.

This year's fireworks display, organised by the Godmanchester Community Association, had gone very well and the MAYOR expressed her thanks to all who had been involved.

The MAYOR reminded all Cllrs that this years Christmas Carol Service on School Hill would be held on Saturday 6 December 2003 at 6.30pm.

### **03/074 MINUTES OF THE LAST MEETING**

The Minutes of the Meeting held on 16 October 2003 were APPROVED and signed as a complete and accurate record.

### **03/075 MATTERS ARISING**

The Outstanding Actions List dated 20 November 2003 was reviewed.

The Town Clerk reported that there had been 3 responses to invitations to tender for the Garden of Rest. The matter would be discussed under Environment WP reports.

A notice of intention to complete the lawning process in the Town cemetery had been displayed in the notice board at the cemetery.

### **03/076 CORRESPONDENCE**

The correspondence listed at Appendix A, not covered by the WP reports, was addressed.

With the amount of correspondence appearing to be on the increase, the MAYOR suggested that extra headings should be created for such things as grant applications etc.

The license application from GMC Rovers Football & Supporters Club Association was considered but the MAYOR declared an interest and this item was chaired by the DEPUTY MAYOR. A number of points needed clarification and the Town Clerk was tasked to seek answers.

Referring to the correspondence related to the car-parking questionnaire, it was AGREED that Cllr WILSON would respond on behalf of the Town Council.

It was DECIDED that the Town Clerk would reply to the letter from G Taylor concerning the Street furniture and barriers on the Causeway.

It was AGREED that the Town Clerk would write to the Chief Constable to express the thanks of the Town Council for the noticeable improvement in behaviour brought about by the introduction of Police Community Support Officers into the Town, especially on Friday nights.

Referring to the letter to the Mayor from Mr Harris, it was DECIDED that the Town Clerk would telephone Mr Harris to outline the Town Council's proposals for the improvement of the Devana Close play area.

### **03/077 ACCOUNTS**

The accounts set out in Appendix B were APPROVED.

The Town Clerk explained that under the new audit procedures, it was necessary for the Town Council to approve and record the "Statement of Assurance" of the Annual Return. After discussion of the detail, the Town Council APPROVED the Statement of Assurance, which was signed by the MAYOR and the Town Clerk.

The MAYOR advised that Mr Ken Sneath, the Internal Auditor, had set aside Monday 1 December 2003 for carrying out the internal audit of the accounts.

### **03/078 PLANNING APPLICATIONS AND CORRESPONDENCE**

The applications and correspondence set out in Appendix C were considered. The Town Clerk was to advise HDC of the Council's recommendations.

### **03/079 WORKING PARTY (WP) REPORTS**

**Cemetery.** Cllr COHEN confirmed that a notice had been displayed in the Cemetery, notifying the intention to complete the lawning process. He then read out his proposed letter to the identifiable relatives notifying them individually of the same intentions. It was AGREED that the proposed letter should be sent out.

Referring to the construction of the car park in the cemetery, it was DECIDED that the Town Clerk would write to Ringway Services to ascertain what was required in terms of materials and how they would carry out the work, at the same time asking for a quotation. The Town Clerk was also to ascertain who had resurfaced the car park at Judith's Field.

Cllr COHEN referred to the NALC publication Legal Topic Note 57, dated 31 October 2003, which gave guidance on the various matters related to churchyards, cemeteries etc. It was recommended that the Town Clerk should copy the document to all councillors.

**Environment.** Following the receipt of the tenders for the Garden of Rest, which were discussed in detail, it was DECIDED that the contract would be awarded to Giles Landscapes. The Town Clerk was to write to confirm the award and to the unsuccessful tenderers.

Cllr COMBEN and the MAYOR had visited the Devana Close play area to discuss what pruning and cutting back was required. Following discussion of his recommendations it was AGREED that the Town Clerk would instruct Fergusons to carry out the work.

The broken bench located between the two outlets at the Old Mill Sluice was an eyesore and, despite efforts to ascertain ownership, it was DECIDED that it should be removed and disposed of. The Town Clerk was to ask Ashley & Foster to carry out the work.

**Finance.** The Finance WP had not met since the last Town Council meeting.

**Flood Defences.** Cllr Mrs HULL had attended a Flood Forum, hosted by HDC, on 12 November 2003. The meeting had discussed the responsibilities of the various agencies involved. It was AGREED that the Town Clerk would display again the Indicative Floodplain Map that had been displayed on the Town Council notice board last year. A survey would be carried out to determine where flooding was likely to occur and the Flood Defences WP would meet to table questions for the next meeting of the Forum. No date was set for that meeting.

**Property/Judith's Field.** Cllr GOFF reported that the hedge trimming at Judith's Field was almost complete and that the new, flexible light would be installed within the next week or so. He also reported that the CCTV warning signs had been ordered.

Cllrs VANE PERCY and SURSHAM outlined their investigations into the work involved in the replacement of the gates to the churchyard. It was pointed out that, in obtaining quotations for the work, competitive tendering had to be to a common specification. In the meantime, Cllr SURSHAM was to approach the Church Architect and the Conservation Officer to seek advice on the materials to be used. It was pointed out that the application for funding from SITA should be forwarded to them in the next week.

**Other Representative Groups/Twinning/Inter Town Forum/Detached Youth Initiative.** Reporting on the A14 Realignment, Cllr ASHWORTH said that he had followed up on the previous meeting with the Highways Agency to seek an update on plans. He had been told that there was nothing further to report other than that consideration was now being given to routing the A14 South of the Buckden Waste Disposal landfill site rather than to the North. The Town Council would be kept updated with developments.

The DEPUTY MAYOR had attended a meeting of the HGTA and a copy of his report of that meeting had been circulated to all Cllrs.

ANY OTHER BUSINESS. Following the successful fireworks display, the MAYOR had been approached about the possibility of there being a disco at Judith's Field. The idea was APPROVED in principle and a suitable date at the end of January 2004 was to be investigated. Soft drinks only would be served. The Town Clerk was to investigate whether Police clearance was required and to determine whether an entertainment license and "bouncers" would be required.

Cllrs VANE PERCY and COMBEN left the meeting at 10.30pm.

The Town Clerk was to reply to Nicholas Harewood, thanking him for his interest. Cllr Mrs HULL had spoken to him and suggested that he be put in touch with the "Natural High" video project and that the resultant video should be presented to the Town Council in due course.

Cllr KYNOCH expressed his concern that the parking restrictions to be imposed on Chadley Lane would cause further pressure on the parking capacity of the Causeway, where parking had previously been restricted to 20 minutes. Because of the lateness of the hour, it was DECIDED that this matter should be discussed as an agenda item at the next meeting.

**THE NEXT COUNCIL MEETING WILL BE HELD ON 11 December 2003 (Gowned)**

The meeting ended 10.40 pm Mayor