

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 15th SEPTEMBER 2011

PRESENT: A WELTON: Town Mayor
Councillors: Mrs S WORTHINGTON: Deputy Mayor; D BROWN; R BUTCHER; P GODLEY; Ms J MacLEOD; A MARTIN; Ms D MIDDLETON; N PAULEY; D TAYLOR; D UNDERWOOD; N WELLS; G WILSON; Mrs S WILSON.

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

2 members of the public were in attendance

ACTION

11/132 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR COXHEAD: holiday; CLLR RICHARDSON holiday; CLLR VANE PERCY: family illness.

11/133 DECLARATIONS OF INTEREST

CLLR UNDERWOOD: items referring to GMCCA as he is a member of 2012 steering committee and GMCCA; CLLR MARTIN: member of 2012 working party in respect of the Town Sign; CLLR Ms MIDDLETON: any item relating to Wood Green as friends work there; CLLR WILSON: re correspondence from EA as he is employed by Environment Agency.

11/134 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 18th August 2011 were duly APPROVED and signed as a complete and accurate record.

11/135 PUBLIC PARTICIPATION SESSION

Mr Williams advised the Town Council that he had completed 10 years service as Mace Bearer to Godmanchester Town Council. The MAYOR congratulated him on behalf of the Town Council.

The monthly draw of the 800 club took place.

11/136 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR congratulated all members of GMCiB on achieving a High Silver Gilt award for the Town at the Anglia in Bloom awards. The Park Lane Community Nursery had won the award for Best Garden for Special Needs and the Tudor Fields community project had been among the finalists.

THE MAYOR confirmed he had represented the Town on 11 occasions since the last meeting and the DEPUTY MAYOR had represented the Town on 2 occasions. THE MAYOR was grateful to all Cllrs who were able to represent the Town on behalf of the Town Council.

The MAYOR thanked those who had been involved in greeting the cyclists from Salon de Provence, especially CLLR TAYLOR who had cycled to Godmanchester from Maddingley with the group, and also those involved in providing the high tea for the members of the Huntingdon and Godmanchester Twinning Association the following day. Cllrs were advised that a tree would be planted on the Recreation Ground at 2pm on 24th September to mark the 30th anniversary of the twinning charter with Huntingdon, Godmanchester and Wertheim. THE MAYOR thanked CLLR BROWN and CLLR BUTCHER for arranging transportation of the tree.

THE MAYOR confirmed that a list of Town Council meetings and Civic events for 2012 had been produced and he asked Cllrs to note the dates early to avoid too many absences in our Charter year.

All Cllrs

THE MAYOR advised that the annual Macmillan coffee morning would take place on 30th September. For those in Godmanchester that day, the Senior Citizens would be holding a coffee morning.

All Cllrs

CLLR PAULEY arrived at 7.45pm

THE MAYOR confirmed invitations for the Annual Civic Service had been sent and asked all Cllrs to RSVP as soon as possible.

All Cllrs

THE MAYOR advised a Finance working party would be held on 4th October. Chairs of working parties were asked to present their bids for expenditure for the next financial year 2012/13.

Chairs of
WP's

THE MAYOR thanked members of the Council for their input to the latest edition of the newsletter.

THE MAYOR asked all Cllrs to contact CLLR Ms MIDDLETON to offer their support during the building stage of the MUGA but also for the launch day itself on 1st October.

All Cllrs

THE MAYOR provided details of holiday dates for the Town Clerk, the Town Clerk's Assistant and himself.

11/137 TOWN CLERK'S REPORT ON MATTERS ARISING

A report was presented on outstanding matters.

The revised letter to the resident in Roman Way regarding anti-social behaviour was APPROVED and would be sent by the Town Clerk.

Town Clerk

11/138 PLANNING APPLICATIONS AND CORRESPONDENCE

CLLR WELLS apologised for the confusion regarding the venue for the last Planning working party. The applications and correspondence set out in Appendix 11/138 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

It was noted that the Town Council had not been invited to take part in the consultation regarding CIL (Community Infrastructure Levy) and the date for comments had now passed. CLLR WILSON confirmed CCC had responded as a consultee.

CLLR WELLS advised the Fairfield Partnership would be holding public exhibitions to discuss plans for the development of the land at Bearscroft Farm. These would take place at Godmanchester Community Primary School on 23rd and 24th September. The Town Council had not been advised by Fairfield that these exhibitions would take place, but were encouraged to attend. The Town Clerk reminded Cllrs to be careful about not pre-determining the potential planning application to be put forward by Fairfield.

All Cllrs

Town Clerk's note: letters inviting the Town Councillors to attend a preview of the exhibition were received on Monday 19th September.

11/139 CORRESPONDENCE

CLLR BUTCHER advised that CCC had invited volunteers to receive full formal training regarding the procedure to follow when applying grit/salt to the pavements and footways during icy weather. No volunteers came forward.

CLLR PAULEY advised the EA were still seeking alternative funding for the Flood Alleviation Scheme and were still working with HDC to receive the necessary planning permission. Their enquiry relating to the schedule for 2012 celebrations and events had received a response.

CLLR Mrs WILSON confirmed the Youth Club would re-start at Judith's Field on Tuesday 20th September. CLLR Mrs WILSON was disappointed that there had not been any contact from CCC staff over the summer months as previously agreed. She would liaise with the Baptist Church who would be also providing a youth club for young people.

Cllr Mrs Wilson

CLLR Mrs WORTHINGTON reported a response had been received from Jack & Jill nursery which raised 3 queries in the draft agreement. These had been referred back to our Solicitors.

Town Clerk

CLLR Mrs WORTHINGTON confirmed the Town Council's buildings had been revalued. These figures would be relayed to our insurers.

11/140 FINANCIAL AND ACCOUNTS

Town Clerk

11/140.1 The list of payments to be made in Appendix 11/140.1 was APPROVED. The Town Clerk would query the amount charged by Anglian Water for the Cemetery supply.

11/140.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 15th September 2011, a copy of salary payments, a copy of the budget report on the year to date, and a copy of the monthly bank reconciliation which had been verified by THE MAYOR.

11/140.3 CLLR WILSON confirmed the Finance working party would review the budget and predictions for the next six months and adjust the budget accordingly. The initial work on preparing the budget for the next financial year would begin and all Cllrs were invited to give their input. CLLR WILSON and CLLR GODLEY would seek information from CCC and HDC regarding any possible financial implications for Godmanchester. In relation to the safekeeping of the Mace and the unreasonable requirements presented by Barclays Bank, CLLR WILSON confirmed that HSBC were the only other bank offering a safe deposit scheme. Huntingdon Town Council had offered some assistance and the Town Clerk would liaise with their Town Clerk.

Cllr Wilson/
Cllr Godley

Town Clerk

11/141 2012 FUNDING

Although referred to on a number of occasions since 2008, Godmanchester Town Council had not formally minuted the Town Council's agreement to set aside funds over a four year period from 2008 to 2012 to meet some expenses of the 2012 celebrations.

The Town Council AGREED to note that funds had been set aside for this purpose and that up to £20,000 may be spent on activities or events to mark the 800th anniversary of the granting of the charter by King John to Godmanchester in 1212.

11/142 GRAFFITI REMOVAL

CLLR BROWN presented a report regarding removal of graffiti from non-public buildings in Godmanchester. Various points were put forward for further consideration, and CLLR BROWN would present further options at the next Town Council meeting.

Cllr Brown

11/143 GODMANCHESTER GREEN WAY

CLLR UNDERWOOD outlined a proposal to commemorate the 800th anniversary of the signing of the Charter, through creation of a new walking route and new cycle route. Following discussion it was AGREED that the Town Council endorsed the proposed Charter Walk and proposed Charter Cycle Ride. It was AGREED that the Town Council would explore the possibility of a new right of way from Silver Street to West Street; a new right of way from Berry Lane to Brampton and the Town Council would explore the possibility of obtaining permission for cycles to use the existing footpath across Portholme Meadow and the Recreation Ground. CLLR UNDERWOOD would explore these possibilities and report back to the Town Council. It was noted that four Cllrs were against the proposal for the cycle route to cross Portholme Meadow.

Cllr Underwood

CLLR PAULEY left at 9.48pm

11/144 WORKING PARTY REPORTS

11/144.1 CLLR COXHEAD had provided a report on the meeting held to discuss speed limits in Godmanchester. Any further information would be circulated.

11/144.2 CLLR GODLEY presented a report on the current state of the Godmanchester Town Council website. It was AGREED to spend £83.88 for one year's subscription to an unlimited webhost package. Cllrs were encouraged to log onto the site and to use the forum which would be available to registered users only. CLLR GODLEY was thanked for doing a marvellous job.

11/144.3 A report from the Judith's Field Play Facilities working party was received and noted. CLLR Ms MIDDLETON thanked the Cllrs who were points of contact during the installation period. It was AGREED that any spoil from the site would be used to fill in the area by the kickwall or by the BMX tracks. It was AGREED that the Town Clerk would obtain insurance quotes to cover the replacement costs of the MUGA for the remainder of the financial year. It was AGREED that CLLR Ms MIDDLETON could liaise with PPL regarding slight amendments to the Terms and Conditions.

CLLR BROWN referred back to discussions at the July Town Council meeting regarding the Mill Steps and his suggestion that the steps be covered with a layer of soil. This had not been referred to in the July minutes. He was advised that the Town Council had AGREED not to add soil to the steps as there would be a risk of it being washed off, causing a further build-up of silt in the river, but that the steps would be allowed to silt up naturally.

11/144.4 A Property working party would be arranged shortly and there would be a report on use of space at Judith's Field once more information was available.

11/144.5 CLLR Mrs WILSON circulated a draft proposal for communications and emails. CLLR TAYLOR expressed his reservations that any discussions take place via emails as he believed all

discussions should take place at Town Council meetings. Subject to minor amendments it was AGREED that the Guidelines for Good Practice would be adopted and the amended document would be forwarded to all Cllrs.

Cllr Mrs Wilson/
Town Clerk

MISCELLANEOUS

CLLR BROWN asked for a progress report regarding the crack to the chimney on the QES. He would meet with the Town Clerk to expedite this matter.

CLLR BUTCHER confirmed a late Autumn litter pick would take place on Saturday 12th November.

All Cllrs

The Town Clerk advised she had attended an informal meeting with Clerks and members from Huntingdon, St Ives, Ramsey and Brampton regarding the future funding for CCTV. Further information would be sought by the larger Town's in the first instance.

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 20th OCTOBER 2011 IN THE TOWN HALL

The meeting ended at 11.12pm

Mayor

Full copies of reports mentioned in the text above may be viewed in the Town Office.

GODMANCHESTER TOWN COUNCIL

OUTSTANDING ACTIONS LIST

AS AT 15 SEPTEMBER 2011

MATTERS ARISING FROM MEETING HELD ON 18 AUGUST 2011

MATTER ARISING	CURRENT POSITION
Queen Elizabeth II Playing Field Challenge	Information to be passed to Cllr Brown & Cllr Coxhead
GMCCA accounts	Town Clerk to request copy for Town Council information re discussions on funding for Pin P
Removal of graffiti	To be discussed at Sept meeting

MATTERS ARISING FROM PREVIOUS MEETINGS

	MATTER ARISING	CURRENT POSITION
UPDATED	Speed limits in Godmanchester	Report to be made at Sept meeting
	Newsletter	Next edition to be prepared for September delivery
UPDATED	Management of email correspondence	Report to be made at Sept meeting
	Repairs to play equipment	Order placed with Fenland Leisure
	Review of Asset Register	Cllr Martin to obtain current costs for assets held
	GMCCA - request for information boards	Agreed in principle: Meeting to discuss content to be arranged
UPDATED	Town Council buildings	Appt to have buildings revalued has taken place. Report now received.
	Replacement of swings at Queen's Walk	Quote from Fenland approved in sum of £1790. Delayed placing order pending insurance matter
UPDATED	Jack & Jill Nursery: Rental Agreement	Draft agreement drawn up by Leeds Day has been received and forwarded to J&J. Requests for change/clarification have been made. S.Wo to
UPDATED	MUGA	Work underway to install. Due to be complete by 31.9.11 for launch on 1.10.11
UPDATED	Banking arrangements	Cllr Wilson to report findings re investigations into alternative accounts
UPDATED	Judith's Field building redevelopment/refurbishment	2 sets of drawings to be prepared for possible changes to building. Repairs to roof to be carried out. To be discussed at Sept meeting
	QES Chimney	Surveyor to undertake survey and present a detailed specification for required repair work
	QES water ingress	Central heating to be pressure tested and internal rainwater pipe tested. Dal Rod to carry out camera work to check for blockages. Plaster in small hall to be removed to height of 1m above floor level.
	Ownership and Maintenance of Non Conformist Burial Ground	Leeds Day drawing up papers to transfer ownership of NCBG to GMCTC
	Ownership of Town Council land	SW to progress with assistance from Leeds Day as necessary.
	London Road Cemetery	Work underway to check all graves and ensure markers in place in due course. New plan to be drawn up once all details cross checked. Additional information being obtained from those who tend graves.

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 15th SEPTEMBER 2011****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1101331FUL	Change of use from A2 (financial and professional services) to tea room/coffee shop (A3): 18D The Causeway: RECOMMEND
1100961FUL	Change of use of office to 2 flats: 6 Orchard Way: RECOMMEND APPROVAL
1101357FUL	Remove existing conservatory and replace with garden room: 2 Stuart Close: RECOMMEND APPROVAL
1101349FUL	Extension and alterations to dwelling: 23 Fox Grove: RECOMMEND APPROVAL
1101404FUL	Rear extensions to form enlarged kitchen and new front porch: 5 Ravenshoe: RECOMMEND APPROVAL
1101436FUL	Proposed additional dwelling and garage: 4 The Close: RECOMMEND REFUSAL - overdevelopment of plot
1101426FUL	Construction of hard surfaced tennis court with surround fencing: 4 The Avenue: RECOMMEND APPROVAL

CORRESPONDENCE

HDC	Agenda for DMP 19th September
C Campbell	Re: Proposed erection of dwelling and garage: Land at 4 The Close
CCC	Recap Waste Management Design Guide consultation

**GODMANCHESTER TOWN COUNCIL MEETING:
THURSDAY 15th SEPTEMBER 2011**

CORRESPONDENCE

<u>Mayor</u>	Speakability RAF City of Peterborough Fenland District Council St Neots Town Council Chatteris Town Council 501 st Combat Support Wing GMC Town Cricket Club First Strokes Swimming Club	Annual Tea Party Annual Reception Come dine with the Mayor Macmillan Coffee Morning Annual Civic Service Charity Indian Meal USAF Birthday Thanks for grant Thanks for grant (E)
<u>Cllr Butcher</u>	CCC K Plumb	Gritting pavement training (copy all Cllrs) (E) Comment re Recreation Ground (E)
<u>Cllr Pauley</u>	Environment Agency	Flood defences/800 celebrations (E)
<u>Cllr Vane Percy</u>	HDC	Grant Aid for tree planting (E) (copy Cllr Butcher)
<u>Cllr Mrs Wilson</u>	K Tonks	Youth Club (E)
<u>Cllr Worthington</u>	Mrs D'Agnello Gaskell Assoc College of Animal Welfare	Licence: Jack & Jill (E) Revaluation of Town Council buildings (copy Cllr Wilson) (E) Use of Judith's Field car park

ACCOUNTS PAYABLE - 15TH SEPTEMBER 2011					
		PAYMENTS			
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.72	£ 7.54	£ 45.26
DD	UW	Gas/Electricity	£ 129.97	£ 7.48	£ 137.45
DD	UW	Gas/Electricity/phone line	£ 147.44	£ 12.82	£ 160.26
DD	HDC	Council Tax	£ 405.22	£ -	£ 405.22
DD	Anglian Water	Monthly charge	£ 41.00	£ -	£ 41.00
DD	Virgin Media	Town Office phone line	£ 26.28	£ 5.26	£ 31.54
DD	Barclays Bank	Monthly Bank Charges	£ 75.40	£ -	£ 75.40
4718	Liddiard M	September salary	£ -	£ -	£ -
4719	Roffe D	September salary	£ -	£ -	£ -
4720	Walters K	September salary	£ -	£ -	£ -
4721	Mahmood R	September salary	£ -	£ -	£ -
4722	Askew K	September salary	£ -	£ -	£ -
4723	Inland Revenue	Tax and NI	£ -	£ -	£ -
		TOTAL SALARIES, TAX & NI	£ 3,523.08		£ 3,523.08
4724	F R Kidman	Tree surgery: St Mary's	£ 4,000.00	£ -	£ 4,000.00
4725	Anglian Water	6 months charges JF	£ 279.97	£ -	£ 279.97
4726	Anglian Water	6 months charges Cemetery	£ 152.64	£ -	£ 152.64
4727	CCC	moving Town Sign: West Street	£ 200.00	£ -	£ 200.00
4728	Jamie Parker	New boiler at JF	£ 3,050.00	£ 550.00	£ 3,600.00
4729	K Fergusons Ltd	Monthly contract	£ 1,469.55	£ 293.91	£ 1,763.46
4730	Viking	Stationery	£ 89.43	£ 17.89	£ 107.32
4731	J Welton	Twinning catering	£ 29.50	£ -	£ 29.50
4732	Petty Cash	Imprest	£ 32.85	£ -	£ 32.85
4733	New Flame	6 monthly maintenance	£ 225.00	£ 45.00	£ 270.00
4734	3 Dimensions	Design options - JF	£ 1,500.00	£ 300.00	£ 1,800.00
4735	Ken Booth & Co Ltd	Cleaning materials	£ 157.96	£ 31.59	£ 189.55
4736	Stanajays	Plaque for tree: Twinning	£ 15.00	£ -	£ 15.00
		TOTAL PAYMENTS	£ 15,588.01	£ 1,271.49	£ 16,859.50
PAYMENTS RECEIVED SINCE 18th AUGUST 2011					
	QES	Fees	£ 905.25		£ 905.25
	Judith's Field	Fees	£ 130.00		£ 130.00
	Cemetery	Fees	£ 50.00		£ 50.00
	HDC (MUGA Sec 106)	Grant	£ 54,300.91		£ 54,300.91
			£ -		£ -
					£ -
					£ -
		TOTAL RECEIPTS	£ 55,386.16	£ -	£ 55,386.16