

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 19th JANUARY 2012

PRESENT: A WELTON: Town Mayor
Councillors: R BUTCHER; R COXHEAD; P GODLEY; Ms J MacLEOD; A MARTIN, Ms D MIDDLETON; P MORGAN; N PAULEY; C RICHARDSON; D TAYLOR; D UNDERWOOD; N WELLS; G WILSON; Mrs S WILSON

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

4 members of the public were in attendance

12/006 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

ACTION

CLLR Mrs WORTHINGTON (Deputy Mayor): prior engagement; CLLR VANE PERCY: family bereavement.

12/007 DECLARATIONS OF INTEREST

CLLR Mrs WILSON: husband is an employee of EA; CLLR Ms MIDDLETON: Friend of employee of Wood Green and planning application in respect of property in Corpus Christi Lane; CLLR WILSON: prejudicial interest re financing of FAS as he is an employee of Environment Agency; CLLR MORGAN: prejudicial interest in FAS as his property will be affected by the scheme; CLLR GODLEY: prejudicial interest in FAS as property may be affected by flooding; CLLR PAULEY: personal interest as his property may be affected by flooding; CLLR TAYLOR: member of Baptist Church ref Youth Club.

12/008 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 8th December 2011 were duly APPROVED and signed as a complete and accurate record. With reference to the minutes of the extra ordinary meeting, CLLR WILSON asked to have his name noted as abstaining from voting. This was done and the Minutes of the extra ordinary meeting held on 5th January 2012 were duly APPROVED and signed as a complete and accurate record.

12/009 PUBLIC PARTICIPATION SESSION

Mr Thackray addressed the Town Council on behalf of GMCiB. He asked the Town Council to consider his previous request to add further hanging baskets along Cambridge Street. He confirmed GMCiB would contribute £650 towards and arrange the necessary testing of safety of lamp-posts etc.

CLLR PAULEY advised Mr Thackray that there may be some assistance or partnership working available through Huntingdon Town Council. Mr Thackray would follow this up.

The draw for the 800 club took place.

12/010 FLOOD ALLEVIATION SCHEME

CLLR WILSON left the room.

The Mayor confirmed that following the extra ordinary Town Council on 5th January, the Regional Flood and Coastal Committee had met on 12th January and had voted to support the scheme in Godmanchester and had made funding available for the scheme to go ahead. The EA would look to save the £150k shortfall in the budget by cutting some of the enhancements included in the proposed scheme which might affect The

Causeway or the area around the Mill race. The Town Council was waiting for legal advice as to whether a contribution could be made from Town Council funds and in the meantime would continue to liaise with the EA on what could be achieved and what might be omitted from the scheme. CLLR PAULEY confirmed several emails had been received from members of the public following the extra ordinary meeting stating their disappointment that they had not been permitted to speak after the presentation from the EA. CLLR PAULEY had drafted a response which the Town Clerk would send to all who had raised concerns. CLLR PAULEY asked for clarification on the area the EA believed would be affected by a 1 in 100 year flood as two maps showed different possible areas for flooding. The Town Clerk had requested this information from the EA.

Town Clerk

CLLR WILSON returned to the meeting.

12/011 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR offered his condolences to CLLR VANE PERCY on the recent death of his mother.

All Cllrs

THE MAYOR asked all Cllrs to RSVP to their invitations to the Mayor's Ball.

THE MAYOR confirmed the Town Council was still exploring legal means available to support the FAS. He asked CLLR GODLEY to update the website to include current information on the position regarding the FAS.

Cllr Godley

THE MAYOR asked CLLR MARTIN for an update on his task to revalue items on the asset register which had been passed to him as a task in June 2011. CLLR MARTIN had requested current price lists and would be able to complete the task once these had been received.

Cllr Martin

THE MAYOR advised the dates he would be away and asked Cllrs to note circulation of the minutes would be delayed.

All Cllrs

THE MAYOR advised he had represented the town on 10 occasions since the last meeting as shown on the correspondence schedule.

12/012 TOWN CLERK'S REPORT ON MATTERS ARISING

A report was presented on outstanding matters. CLLR UNDERWOOD confirmed a useful meeting had taken place with Jack & Jill who understood the Town Council's position regarding the proposed rent increase and the need to cover costs. CLLR UNDERWOOD would continue to explore means available to Jack & Jill to increase their income, which appeared to be restricted due to their charitable status. Cleaning issues and the outstanding licence had also been discussed and Jack & Jill now considered a letter of intent might be acceptable instead of a formal licence. A further meeting would take place in February.

CLLR Ms MIDDLETON confirmed she still had articles to provide for inclusion on the Town Council's website.

Cllr Middleton

CLLR TAYLOR confirmed safety notices would be installed shortly at the MUGA and he was liaising with FLP and HDC regarding regular safety inspections of the MUGA.

CLLR PAULEY asked when the swings in the Queen's Walk play area would be replaced. Town Clerk confirmed the Town Council was waiting for an outstanding insurance matter to be resolved.

12/012.1 Report on Godmanchester Youth Club: CLLR Mrs WILSON presented a report on the activities of the CCC Youth Club in Godmanchester for the first term. Following discussion it was AGREED that the Service Level Agreement would not be renewed in April 2012. Town Clerk would write to confirm. It was also AGREED that CLLR Mrs WILSON would set up a working party to explore options for youth club or other youth activities.

Town Clerk

Cllr Mrs Wilson

12/012.2 A report on Police matters was received and noted. CLLR COXHEAD confirmed

the next Neighbourhood Forum would take place on 7th February at 10am at St Peter's School. All Cllrs invited to attend.

All Cllrs

12/012.3 CLLR PAULEY advised that the AJC would meet on 23rd January and one item for discussion was the proposed cycle routes in Godmanchester. CLLR PAULEY stated that several residents had commented on the proposals but the Town Council had not been made aware of these comments. He also expressed his concern that the traffic would not flow along the Causeway with an advisory cycle lane painted on the shop side of the road. Following a debate and a vote the Town Council confirmed that it supported the proposals. CLLR PAULEY voted against this motion.

12/013 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 12/013 were considered. The Town Clerk would advise HDC of the Council's recommendations. CLLR PAULEY voted against the planning application to provide a wind turbine at Wood Green Animal Shelter.

Town Clerk

12/013.1 A further exhibition on the proposed development at Bearscroft Farm would take place on 20th/21st January. Cllrs were encouraged to attend. Comments and observations to be sent to CLLR WELLS. The Fairfield Partnership had indicated they would submit an outline planning application in late February.

12/014 CORRESPONDENCE

12/014.1 Following re-organisation of the Post Office Counter service provided in the One Stop shop, several groups and individual members of the public had expressed their concern at the changes made to the service, which were made without consultation. CLLR PAULEY suggested writing an article for the next Town Council newsletter seeking views from residents.

Cllr Pauley

12/015 FINANCIAL AND ACCOUNTS

12/015.1 The list of payments to be made in Appendix 12/015.1 was APPROVED. Town Clerk confirmed matters were progressing to transfer bank accounts from Barclays Bank to HSBC. Once the new account was operating, BACS (electronic transfer) payments would also be set up for many of the payees which would reduce the number of cheques to be written and signed and also reduce bank charges.

12/015.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 19th January 2012, a copy of salary payments, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation and a copy of the quarterly bank reconciliation.

12/015.3 CLLR WILSON presented a revised draft budget for consideration. The following amendments were AGREED:

- To add back the £15k previously offered as a contribution to the FAS but to use part of this sum to make the following changes:
- To allow £1419 towards CCTV provision through HDC;
- To reduce the budget for youth service provision to £3k
- To provide an additional 5 hanging baskets at a cost of £2.5k to be placed on lamp-posts in Cambridge Street and subject to a contribution from GMCiB of £650;
- The proposed £4k to be paid to GMCCA in respect of Picnic in the Park would only be allocated to this event if GMCCA confirmed the Fairfield Partnership had not contributed funds to the same event. If the Fairfield Partnership was contributing to Picnic in the Park, the £4k would be offered to GMCCA to be spent on activities relating to 2012, again subject to GMCCA's confirmation that the Fairfield Partnership had not contributed to these events. The Town Council AGREED it could not be seen to work in partnership with an organisation who

were about to submit a major planning application for their consideration and recommendation.

- Subject to these minor changes, the draft budget was duly APPROVED.

Cllr Wells left at 10.15pm

CLLR WILSON recommended a 3.5% increase to the existing precept of £138,720 which would bring our request to £143,575. This increase was APPROVED. Town Clerk would submit our request to HDC and circulate a copy of the adopted budget for 2012/13.

Town Clerk

12/016 OPEN MEETINGS/NEWSLETTERS

CLLR Ms MIDDLETON presented a report outlining a suggestion to introduce a theme for 2012 newsletters and open meetings. Following discussion, it was AGREED to adopt this proposal. CLLR Ms MIDDLETON would set up a working group to take this forward.

Cllr Middleton

12/017 2012 HANGING BASKETS

CLLR BUTCHER proposed that our hanging baskets should be filled as usual by Fergusons and that the "red, white and blue" theme for the Jubilee year, should not be adopted for all hanging baskets. Instead, the two large planters adjacent to the two Town Signs in Cambridge Road and London Road, would be filled with red, white and blue plants. This was AGREED. Town Clerk would relay this request to Fergusons.

Town Clerk

12/018 WORKING PARTY REPORTS

12/018.1 CLLR TAYLOR provided an interim report on Health & Safety which was noted.
12/018.2 CLLR Mrs WORTHINGTON had confirmed a detailed Property report would be submitted to the next meeting.

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.

12/018.3 CLLR UNDERWOOD confirmed the job description for the Assistant to the Town Clerk had now been revised to include duties relating to London Road Cemetery. The job description had been AGREED by the post holder, Mr Roffe, and the Town Council AGREED to adopt the changes.

CLLR UNDERWOOD advised that the HR issue was still ongoing.

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 NEXT TOWN COUNCIL MEETING WILL BE HELD ON 16th FEBRUARY 2012 IN THE TOWN HALL

The meeting ended at 11.15pm

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 19 JANUARY 2012

MATTERS ARISING FROM MEETING HELD ON 8 DECEMBER 2011

MATTER ARISING	CURRENT POSITION
Funding for FAS	On agenda for January 2012
Cllr Roles & responsibilities	Cllr Coxhead to produce report January 2012 - now postponed until May 2012
Update on GMC Youth Club	To be given at January meeting
H&S working party	Report from meeting of 11 January attached.

MATTERS ARISING FROM PREVIOUS MEETINGS

	MATTER ARISING	CURRENT POSITION
UPDATED	Charter cycle/ walk	copies will be provided FOC on the internet
	Town Council website	Cllrs asked to provide information to Cllr Godley
	Removal of graffiti	Town Clerk has asked for information from Dave Brown who had been tasked with preparing report.
	Review of Asset Register	Cllr Martin to obtain current costs for assets held
	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	Meeting held with J&J to discuss issues relating to cleaning, licence and current hourly rent. Further meeting will be held once J&J have discussed issues with PLA
	Banking arrangements	Approval for new bank account given at December Town Council meeting. Town Clerk progressing.
UPDATED	Judith's Field building redevelopment/refurbishment	Drawings received re possible changes to building. Further investigations needed.
	QES Chimney	Surveyor to undertake survey and present a detailed specification for required repair work. Verbal report made to October meeting
	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. HDC to assist with spec and quotes. Verbal report made to October meeting
	Ownership of Town Council land	SW to progress with assistance from Leeds Day as necessary.

MUGA	Obtain handover stuff	Agreed this will not be forthcoming. Delete from list
	Article for website	DM
	Paperwork/ electronic copy to Town Office	DM
	Financial information - clarification	DM
	Plans for regular safety inspections	DT
	Safety notices to be installed	DT
	Clarify plans for remaining money	Finance WP and budget planning
	Line markings on court	DM
	Goal Posts to be painted white	DM
	HCRfm to advertise MUGA	DM
	Signed shirt from Darren Bent to Co-op	DT

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 19TH JANUARY 2012****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1101958FUL	Proposed side/rear extension with internal alterations: 3 Croftfield Road: RECOMMEND APPROVAL
1101886FUL	Erection of a replacement wind turbine (max height of 102m to blade tip, hub height of 75m and output of up to 950kw) including all associated site works and removal of existing turbine;
1101255FUL	Retention of 4 velux roof windows and omission of kitchen window (amended drawings and information now received) 14 Corpus Christi Lane: RECOMMEND APPROVAL
1102092FUL	Erection of detached dwelling: Rear of 18 to 22 London Road: RECOMMEND APPROVAL

CORRESPONDENCE

HDC Notification of change of address to property: Linden House, 6 Orchard Way to be 6 (office) and 6A (residential)

Fairfield Partnership Second stage consultation: Land at Bearcroft Farm

ACCOUNTS PAYABLE - 19TH JANUARY 2012					
		PAYMENTS			
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.72	£ 7.54	£ 45.26
DD	UW	Gas/Electricity	£ 406.21	£ 68.76	£ 474.97
DD	UW	Gas/Electricity/phone line	£ 426.45	£ 85.28	£ 511.73
DD	HDC (inc toilets)	Monthly Council Tax	£ 405.22	£ -	£ 405.22
DD	Anglian Water	Monthly charge	£ 29.00	£ -	£ 29.00
DD	Anglian Water	Monthly charge	£ 42.00	£ -	£ 42.00
DD	Virgin	Town Office phone line	£ 28.61	£ 5.72	£ 34.33
DD	Barclays Bank	Monthly bank charges	£ 44.24	£ -	£ 44.24
DD	BNP Paribas	Photocopier lease	£ 116.27	£ 23.25	£ 139.52
4819	Liddiard M	December salary	£ -	£ -	£ -
4820	Roffe D	December salary	£ -	£ -	£ -
4821	Walters K	December salary	£ -	£ -	£ -
4822	Mahmood R	December salary	£ -	£ -	£ -
4823	Askew K	December salary	£ -	£ -	£ -
4824	Inland Revenue	Tax & NI	£ -	£ -	£ -
		TOTAL SALARIES, TAX & NI	£ 3,811.90	£ -	£ 3,811.90
4825	CCC	HR Advice	£ 572.00	£ 114.40	£ 686.40
4826	Friends of QES	refreshments for carol concert	£ 39.94	£ -	£ 39.94
4827	Peter Knaepel	Repair to water boiler at JF	£ 105.00	£ -	£ 105.00
4828	Lloyds TSB Commercial Finance	Tap assembly for water boiler at JF	£ 47.26	£ 9.45	£ 56.71
4829	Sears Print & Publishing Ltd	Autumn newsletter	£ 299.00	£ -	£ 299.00
4830	Mark Brooks	3 signs for MUGA	£ 30.00	£ 6.00	£ 36.00
4831	J Lanigan	Window cleaning	£ 70.00	£ -	£ 70.00
4832	Viking Ltd	Shredder and copy paper	£ 180.91	£ 36.18	£ 217.09
4833	Ken Booth & Co Ltd	cleaning materials	£ 271.06	£ 54.21	£ 325.27
4834	K Fergusons Ltd	Grounds Maintenance plus turfing	£ 3,619.10	£ 723.82	£ 4,342.92
4835	St Mary the Virgin	Quarterly grass cutting	£ 695.50	£ -	£ 695.50
4836	GMC Senior Citizens Club	Quarterly contribution to utilities	£ 190.00	£ -	£ 190.00
4837	Exec of R W Looker	Annual lease payment	£ 1.00	£ -	£ 1.00
4838	Godmanchester Allotment Assoc	Grant: providing addtnl allotments	£ 1,500.00	£ -	£ 1,500.00
4839	Church of St Mary the Virgin	Grant: infra red detection system	£ 2,000.00	£ -	£ 2,000.00
4840	Friends of Hunts Comm Nursery	Grant: create box & rose parterre	£ 500.00	£ -	£ 500.00
4841	Vitalise	Grant: provision of respite care	£ 372.00	£ -	£ 372.00
4842	GMC Rovers Under 10s	Grant: wet weather jackets	£ 247.09	£ -	£ 247.09
4843	Flower Guild of St Marys	Grant: flower festival June 2012	£ 750.00	£ -	£ 750.00
4844	Jack & Jill preschool	Grant: play equipment	£ 115.00	£ -	£ 115.00
4845	Huntingdon CAB	Grant: purchase of computer	£ 562.00	£ -	£ 562.00
4846	Victim Support	Grant: travelling expenses	£ 200.00	£ -	£ 200.00
4847	GMC Girl Guiding	Grant: towards flags & raincoats	£ 318.00	£ -	£ 318.00
4848	CCC	Rights of way briefing	£ 10.00	£ -	£ 10.00
			£ 18,042.48	£ 1,134.61	£ 19,177.09
PAYMENTS RECEIVED SINCE 6th DECEMBER 2011					
	QES	Fees	£ 1,693.15		£ 1,693.15
	Judith's Field	Fees	£ 1,570.00		£ 1,570.00
	Cemetery	Fees	£ 80.00		£ 80.00
	Allotments		£ 375.00		£ 375.00
	Interest		£ 36.43		£ 36.43
	Sales		£ 40.00		£ 40.00
	Grant	War Graves Comm	£ 30.00		£ 30.00
		TOTAL RECEIPTS	£ 3,824.58	£ -	£ 3,824.58

CORRESPONDENCE

Mayor

Mayor of Peterborough
Mayor of Whittlesey
Chairman of East Northants
Chair of RFCC
R Mahmood
HDC
Mayor of Huntingdon
G Hughes

John Clare Evening
Charity Dinner Dance
Civic Service
FAS funding (copy Cllr Pauley)
HR issue
CCTV
Charity Concert
FAS (copy Cllr Pauley)

Cllr Middleton

PPL

Outstanding amount re MUGA

Cllr Pauley

S Ferrelly
C Adams
J Hesp
Environment Agency
M Bartimus
D Fletcher
M Stokes
S Wheatley

FAS/TC meeting
FAS/TC meeting
FAS/TC meeting
Sluice Refurbishment (copy Cllr Butcher)
FAS/TC meeting
FAS/TC meeting
FAS/TC meeting
FAS

Cllr Richardson

CCC

Street Lighting

Cllr Mrs Wilson

CCC

GMC Youth Club

All Cllrs

Other meetings attended

- 5.1.12 Neighbourhood Forum Development Meeting (RC)
- 17.1.12 Localism Meeting (RC)
- 18.12.11 Mental Health Liaison group (link) CR
- 9.12.11 GMC Charities - Mayor
- 9.12.11 Chatteris Charity Ball - Mayor
- 11.12.11 Peterborough Masonic Carol Service - Mayor
- 12.12.11 HDC presentation on CCTV - Mayor
- 13.12.11 HDC Carol Service - Mayor
- 14.12.11 HTC Carol Service - Mayor
- 16.12.11 CCTV presentation to local town Councils - St Neots - Mayor
- 16.12.11 St Ives Carol Service - Mayor
- 21.12.11 Environment Agency – FAS – Mayor
- 9.1.12 GMC Cub groups - talk on what a town council does - Mayoress
- 16.1.12 HGTA meeting - Mayor
- 18.1.12 Market Town Transport Strategy RC

(E) denotes correspondence received by e-mail