

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 17th JANUARY 2013

PRESENT: D UNDERWOOD: Deputy Mayor;
Councillors: R BUTCHER; M COHEN; CLLR Mrs CONBOY; CLLR Ms COPPER; P GODLEY; Ms J MACLEOD;
P MORGAN; D TAYLOR; N WELLS; A WELTON; G WILSON; Mrs S WILSON; Mrs S
WORTHINGTON

Town Clerk: Mrs M LIDDIARD
Mace Bearer: Mr F CARTER

2 members of the public were in attendance

ACTION

13/001 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR VANE PERCY (Town Mayor) family funeral; CLLR Ms KADIC: medical appointment;
CLLR PAULEY: illness.

THE DEPUTY MAYOR welcomed Cllr Sarah Conboy to the Town Council.

13/002 DECLARATIONS OF INTEREST

CLLR UNDERWOOD: personal interest in planning item relating to 6 Fishers Way, adoption of the play area at Mansio Place as his property shares a boundary; and he is a customer of one of the contractors invited to tender for the Grounds Maintenance Contract. CLLR UNDERWOOD confirmed he would not vote on these items and he offered to leave the meeting if required for discussion of these items. CLLR Ms COPPER: personal interest in adoption of play area at Mansio Place (home address) ; CLLR TAYLOR: personal interest in planning application relating to Hartford Marina as past customer; CLLR Ms CONBOY: personal interest in planning application relating to 1 London Road (home address).

13/003 MINUTES OF PREVIOUS MEETING

The Minutes of the Town Council meeting held on 13th December 2012 were duly APPROVED and signed as a complete and accurate record.

13/004 PUBLIC PARTICIPATION SESSION

Mr Doherty addressed the meeting on three matters:

- He asked that the marker on the Town Hall wall showing the level of the 1947 flood, be protected during the current work on the Flood Alleviation Scheme. CLLR MORGAN confirmed he had spoken to the contractor already and this was in hand.
- Mr Doherty made a further request for provision of a disabled parking bay to be provided at the north end of the Causeway following provision of the disabled parking bay near the pedestrian crossing at the southern end of the Causeway.
- Mr Doherty commented on the work undertaken in the lawn Cemetery in London Road and remarked that there was a growing feeling that owners of memorials were being treated unfairly by being asked to repair unsafe headstones. A formal response on this matter would be provided following the meeting.

Town Clerk

The monthly draw for January and February took place.

13/005 TOWN MAYOR'S ANNOUNCEMENTS

THE DEPUTY MAYOR thanked the Community Association in particular Alan Hooker and Peter Irving for the superb firework display on New Year's Eve.

THE DEPUTY MAYOR confirmed the Mayor had represented the town on 5 occasions since the last meeting.

THE DEPUTY MAYOR advised that there would be a review of portfolios at the February Town Council meeting.

All Cllrs

THE DEPUTY MAYOR reminded Cllrs that CLLR GODLEY would be compiling a Town Council newsletter and articles should be submitted to him as soon as possible.

All Cllrs

THE DEPUTY MAYOR asked that congratulations were recorded on behalf of the Mayor and Town Council for Cllr Jeff Dutton (County Cllr) who had been awarded the Star of St John of Jerusalem for his work in the community.

13/006 TOWN CLERK'S REPORT ON MATTERS ARISING

CLLR TAYLOR advised that consultation was underway in respect of the proposed improvements to the BMX track at Judith's Field. A letter had been delivered to the residents in Roman Way, both primary schools, local PCSOs and youth clubs would be consulted and a report together with recommendations would be submitted to the March Town Council meeting.

Cllr Taylor/
Cllr Cohen

CLLR TAYLOR confirmed a Health & Safety working party would be arranged to discuss ongoing matters. All Cllrs welcome to attend.

Cllr Taylor/
All Cllrs

Town Clerk would make enquiries through HDC regarding ownership of the ditch between Judith's Field and Roman Way.

Town Clerk

CLLR UNDERWOOD confirmed a meeting between Huntingdon Town Council and Godmanchester Town Council representatives had been arranged to discuss twinning matters. The official signing of a twinning agreement between Huntingdon and Godmanchester with Gubbio would take place on 6th April 2013. All Cllrs were invited to attend. CLLR TAYLOR advised a visit from members of the Baptist Church from Szentendre would take place at the end of January 2013.

All Cllrs

CLLR BUTCHER advised a quote had been received for Anglia in Bloom Gold Award signs to be fixed to the two Town Signs in the sum of £105 each. It was AGREED that it should not display a date. CLLR BUTCHER would circulate details of the proposed sign for comment.

Cllr Butcher

13/007 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 13/007 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

13/008 RESPONSE TO PLANNING APPLICATION: BEARSCROFT FARM

CLLR WILSON reported on the position from CCC and the timetable of meetings to take place at HDC. CLLR UNDERWOOD had agreed to represent the Town Council at any DMP meetings scheduled to take place during CLLR WILSON'S absence. CLLR WILSON had provided a draft document outlining the Town Council's response to the outline planning application. It was AGREED that the document be sent recommending REFUSAL of the outline planning application. A further document listing preferred planning obligations was discussed and with minor amendments the contents were also AGREED. CLLR WILSON confirmed that the request for a legal opinion would be forwarded to the Solicitor/Barrister and a press release, based on the contents of the response to the

Cllr Underwood

planning application would be prepared by CLLR WILSON, and forwarded to the local papers for inclusion in the following week's publications. CLLR WILSON would provide details of how Cllrs and members of the public could express their views on the planning application together with a link to the HDC planning portal for display and inclusion on the Town Council website.

Cllr Wilson/
Cllr Godley

THE DEPUTY MAYOR thanked CLLR WILSON for the in depth work he had undertaken on this matter.

13/009 CORRESPONDENCE

It was AGREED that applications for Grants would be considered at the March Town Council meeting. Information about how to apply would be available on the Town Council website and on Town Council noticeboards.

Town Clerk

CLLR UNDERWOOD confirmed he would attend a meeting with HDC relating to CCTV provision.

Cllr Underwood

13/010 FINANCIAL AND ACCOUNTS

13/010.1 The list of payments to be made in Appendix 13/010.1 was APPROVED.

13/010.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 17th January 2013, a copy of salary payments, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation as verified by THE MAYOR and a copy of the quarterly bank reconciliation, which were noted.

Town Clerk

13/011 TO APPROVE PRECEPT REQUEST FOR 2013/14

CLLR WILSON reported that following a change in the way the taxbase was calculated the equivalent of the number of properties used to calculate the average Band D taxbase would reduce from 2455 in 2012/13 to 2284 in 2013/14 resulting in a rise in the amount of Council Tax paid in respect of Godmanchester Town Council's precept. In order to offset this rise a one-off government grant was being offered. CLLR WILSON also reported that neighbouring Town Council's were increasing their precept requests by between 6.5% - 7%. It was AGREED that the grant would be accepted but used to defray the increases over a two year period. It was noted that the draft budget discussed in November had identified the need to increase the precept by 2.2% and AGREED this percentage rise would need to be altered to allow for the changes in how the taxbase was calculated. It was therefore AGREED that the precept would be calculated to result in a 6.5% increase in Godmanchester Town Council's element of council tax. The Town Clerk will notify HDC of the town council's precept for 2013/14 to deliver this increase.

Town Clerk

13/012 LIAISON WITH COMMUNITY PRIMARY SCHOOL

CLLR TAYLOR advised that he and CLLR COHEN had attended a School Council meeting at Godmanchester Community Primary School. The School Council had made various suggestions which CLLR TAYLOR would follow up. The Town Clerk would send a letter of thanks to the Headteacher.

Town Clerk

13/013 RE-TESTING OF MEMORIALS AT LONDON ROAD CEMETERY

The contents of the report from CLLR COHEN was noted. It was AGREED that those headstones found to be unsafe during the inspection carried out in March 2012 would be re-tested. A further attempt would be made to contact the next-of-kin in respect of any headstones which had not been made safe and if no response was received, unsafe headstones would be moved to a gravelled area adjacent to the Memorial Garden and a marker placed on the grave to advise visitors that the headstone had been re-located. It was AGREED that the gravelled area would be created and CLLR COHEN would liaise with

the Town Clerk regarding exact location and confirmation of costs.

Cllr Cohen/
Town Clerk

13/014 REQUEST TO ADOPT PLAY AREA AT MANSIO PLACE

HDC had requested that Godmanchester Town Council take ownership and responsibility for inspections and maintenance of the play equipment and surrounding grassed area within the new development off Parcell Walk. Following discussion it was AGREED that the Town Council was not willing to take responsibility for the equipment or open space as insufficient information had been provided. The Town Clerk would request further information including confirmation of the ownership and responsibility for both sides of the hedgerow and verge, details of the maintenance regime relating to the open space and balancing pond, details of the planting scheme and confirmation that the scheme had been completed in accordance with approved planning conditions.

Town Clerk

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC: To resolve 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.

13/015 PERSONNEL MATTERS

CLLR UNDERWOOD had provided a report, the contents of which were noted. Recommendations in respect of Caretaking staff were APPROVED. Recommendations in respect of additional annual leave entitlement for office based staff were APPROVED. It was AGREED that the entitlement would be effective from the date staff became entitled, ie 1 January 2011. It was AGREED that the Town Clerk would purchase a copy of the Local Government Green Book. CLLR UNDERWOOD confirmed job descriptions, contracts of employment and policies and procedures would be reviewed.

Town Clerk

Cllr Underwood

CLLR WORTHINGTON apologised for not presenting a report on pension arrangements. This would be presented in February 2013.

Cllr Worthington

13/016 GROUNDS MAINTENANCE CONTRACT

CLLR BUTCHER confirmed the current Grounds Maintenance Contract would expire on 31 March 2013. Four companies had been invited to tender for the contract for the period 1 April 2013 to 31 March 2017. Following discussion it was AGREED to appoint K Ferguson Ltd for the period 1 April 2013 to 31 March 2017. The Town Clerk would write to all companies to advise of the outcome.

Town Clerk

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

The Mace Bearer re-joined the meeting.

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 21st FEBRUARY 2013 IN THE TOWN HALL

The meeting ended at 10.03pm

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 17 JANUARY 2013**

MATTERS ARISING FROM MEETING HELD ON 13 DECEMBER 2012

MATTER ARISING	CURRENT POSITION	
FAS- non essential works at South end of Causeway	TC to write to EA for clarification on works to be carried out	NW
Adoption of HDC play areas	Cllr Taylor/Cllr Cohen to obtain more information: Paper to be presented to January TC meeting	DT/MC
Twinning	Cllr Underwood to obtain more information from HGT	DU
GMC Improvement Projects	Cllr Underwood to undertake feasibility studies	DU
Highways Improvement Bids	Town Clerk to submit requests	

MATTERS ARISING FROM PREVIOUS MEETINGS

	MATTER ARISING	CURRENT POSITION	
	Investigation into Town Hall damp	Cllr Worthington/Town Clerk to progress	CLLR Swo/ML
	Purchase of new Mayoral Robe	Order placed.	
	Grounds Maintenance Contract	Tender sent to 4 companies. Recommendation to be put to January TC meeting.	RB
	Cllr Professional Dev Training	Proposal to be submitted by Cllr Underwood	DU
UPDATED	Tree survey and remedial work	Tender sent. Successful bid advised. Work to be carried out early in 2013	RB
	Anglia in Bloom, Gold Award signage	Costs to be put forward by Cllr Butcher	RB
UPDATED	Pension Scheme for GMCTC staff	Further information to be obtained . WP meeting to be held Jan 2013, report to Jan TC meeting	DU/Swo
	Judith's Field Play Facilities/Provision of improved BMX track	Cllr Taylor & Cllr Cohen presented request at October meeting. Further information/consultation to be carried out	DT/MC
	Houghton & Wyton Neighbourhood Plan	Cllr Copper to make contact and progress matter	LC
?	Huntingdon & Godmanchester Market Town Strategy	Representative from CCC invited to attend TC meeting. Unable to attend Nov meeting. Invited to attend Dec meeting.	NP
UPDATED	Bearscroft Farm /UDF	TC have responded to outline planning application and draft UDF. TC have met with GRAB. Cost to obtain legal opinion approved. HDC further holding response received. Further application for planning permission received response to be agreed at Jan TC meeting	GW
UPDATED	Roman Way access	Fence has been removed. TC has made improvements ie cut back foliage, levelled ground and will ensure ditch clear and fencing repaired	Swi
	H&S working party	Further work on H&S documents to be progressed by new Council. Risk assessment/H&S computer package software ordered.	DT/ML
	Review of Asset Register	To be updated. Town Clerk working with Cllr Morgan to progress	PM
	Jack & Jill Nursery: Rental Agreement	Awaiting information re occupation agreement from J&J.	???
UPDATED	Judith's Field building redevelopment/refurbishment	Work to re-pipe radiators to prevent leaks from new boiler has been completed.	???
	QES Chimney	Repairs to be undertaken at same time as main remedial work	AW
	QES water ingress	Report submitted to October TC meeting	AW

Ownership of Town Council land	SW to progress with assistance from Leeds Day as necessary.
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GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 17TH JANUARY 2013****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1201922LBC	Removal of chimney stack and installation of two roof lights: 8 Post Street : RECOMMEND REFUSAL
1201797LBC	Demolition of existing rear extension. Construction of ground floor rear extension and remove rear wall to cottage at ground floor: 8 Corpus Christi Lane: RECOMMEND APPROVAL
1201848FUL	installation of a single 87metre high wind energy turbine and associated generator housing: Buckden Recycling Centre and Civic Amenity site - Brampton Road: NO COMMENT
1201991FUL	First floor extension over existing garage: 6 Fishers Way: RECOMMEND REFUSAL
1201842FUL	Retention of wooden shed: 1 London Road: RECOMMEND
1200685OUT	Application re-consultation: Residential development of the land to provide up to 753 dwellings, including affordable housing, together with a 1.5 form entry primary school on 2.3 hectares of land; up to 3.6 hectares of B1 land; up to 0.8 hectares of B1 and/or D1 land in the alternative, a local centre of an area of 0.3 hectares falling within use classes A1, A2, A3 and A5 and/or D1 in the alternative (with the combined net retail sales area for A1, A2, A3 and A5 uses not to exceed 600m2) together with the provision of a local recycling centre a 'bring site' public open space including formal sporting provision, landscaping, access, highway improvement works and associated other works: Land North West of Bearscroft Farm, Bearscroft Lane 21/01/2013: RECOMMEND
1201974FUL	Conversion of a five bedroom flat and garage to form three, two bedroom flats - RETROSPECTIVE - 42 Cambridge Street:
1201414FUL	Construction of three moorings and use of land for the mooring of three houseboats for holiday purposes and residential use by those named on the accompanying schedule - RETROSPECTIVE - Hartford Marina, Banks End, Wyton: NO COMMENT

CORRESPONDENCE

M & J Carter	comments on application 1201797LBC
HDC	confirmation of comments made on Bearscroft Farm UDF
South Cambs	Local Plan consultation

CORRESPONDENCE

<u>Mayor</u>	Mayor of Peterborough March Town Council Mayor of Peterborough Chairman of HDC	Charity Evening Charity Dinner and Ball Valentines Sausage Supper Holocaust Memorial Service
<u>Cllr Butcher</u>	Rights of Way Officer	Monks Pitt footpath (E)
<u>Cllr Kadic</u>	CCC	HCV Strategy webpage (copy Cllr Mrs Wilson) (E)
<u>Cllr Macleod</u>	GMC Allotment Association	Pest Control contract
<u>Cllr Wilson</u>	Vitalise GRAB CAPALC CAPALC HDC	Grant application copy email to HDC Planning (E) Council Tax Base (copy all Cllrs) (E) Precept setting (E) Taxbase calculations (copy Cllrs Copper & Worthington) (E)
<u>Cllr Wells</u>	J Thackray/S Wheatley	FAS (copy Cllr Pauley, Mayor) (E)
Copy to all Cllrs	CAPALC HDC	AJC disbanded (E) CCTV report (E)

ACCOUNTS PAYABLE - 17TH JANUARY 2013					
			PAYMENTS		
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.72	£ 7.54	£ 45.26
DD	UW	Gas/Electricity	£ 467.70	£ 81.59	£ 549.29
DD	UW	Gas/Electricity/phone line	TBC	£ -	£ -
DD	HDC	Monthly Council Tax	£ 439.00	£ -	£ 439.00
DD	Anglian Water	Monthly charge	£ 33.00	£ -	£ 33.00
DD	Anglian Water	Monthly charge	£ 32.00	£ -	£ 32.00
DD	Virgin	Town Office phone line	£ 26.57	£ 5.31	£ 31.88
DD	BNP Paribas	Photocopier lease & admin	£ 146.27	£ 29.25	£ 175.52
200119	M Liddiard	January salary	£ -	£ -	£ -
200120	D Roffe	January salary	£ -	£ -	£ -
200121	K Walters	January salary	£ -	£ -	£ -
200122	K Askew	January salary	£ -	£ -	£ -
200123	M Chapman	January salary	£ -	£ -	£ -
200124	Inland Revenue	Tax & NI	£ -	£ -	£ -
	TOTAL TAX & NI		£ 4,034.79	£ -	£ 4,034.79
200125	Fergusons	Contract plus extras	£ 2,029.55	£ 405.91	£ 2,435.46
200126	St Mary the Virgin PCC	Quarterly grass cutting	£ 716.37	£ -	£ 716.37
200127	GMC Senior Citizens	Quarterly contribution to utilities	£ 200.00	£ -	£ 200.00
200128	Viking	Stationery	£ 117.67	£ 16.54	£ 134.21
200129	Jacowe Joinery Ltd	Repair to door QES	£ 50.00	£ 10.00	£ 60.00
200130	D Finkle Gas Services	Repipe rads at JF	£ 1,400.00	£ 280.00	£ 1,680.00
200131	Getmapping PLC	On line mapping	£ 90.00	£ 18.00	£ 108.00
200132	Estate of R W Looker	Annual rent for JF	£ 1.00	£ -	£ 1.00
200133	CAPALC	Training: Cllr Taylor Oct 2012	£ 35.00	£ -	£ 35.00
200134	A Bream	Repairs various	£ 217.00	£ -	£ 217.00
200135	M Liddiard	Purchase of table	£ 39.58	£ -	£ 39.58
200136	FLP	Quarterly inspection of play equip	£ 200.00	£ 40.00	£ 240.00
200137	B Jermy	window cleaning	£ 30.00	£ -	£ 30.00
200138	New Flame	Repair to extinguisher	£ 19.00	£ 3.80	£ 22.80
			£ 10,362.22	£ 897.94	£ 11,260.16
PAYMENTS RECEIVED DECEMBER 2012					
	QES	Fees	£ 1,322.00		£ 1,322.00
	Judith's Field	Fees	£ 328.00		£ 328.00
	Interest	Fees	£ 11.47		£ 11.47
	Cemetery	Fees	£ 1,000.00		£ 1,000.00
		TOTAL RECEIPTS	£ 2,661.47	£ -	£ 2,661.47