

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 18th APRIL 2013

PRESENT: C VANE PERCY: Town Mayor; D UNDERWOOD: Deputy Mayor;
Councillors: R BUTCHER; M COHEN; Mrs S CONBOY; Ms L COPPER; P GODLEY; Ms L KADIC; Ms J
MACLEOD; P MORGAN; N PAULEY; D TAYLOR; N WELLS; A WELTON; G WILSON; Mrs S
WILSON; Mrs S WORTHINGTON

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

4 members of the public were in attendance

ACTION

13/045 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

All present.

13/046 DECLARATIONS OF INTEREST

The Mayor reminded all present of procedure for evacuation in an emergency. No new declaration of interest declared.

13/047 MINUTES OF PREVIOUS MEETING

The Minutes of the Town Council meeting held on 21ST March 2013 were duly APPROVED and signed as a complete and accurate record.

13/048 PUBLIC PARTICIPATION SESSION

The Mayor drew the numbers for the 800 Club.

Members of GRAB advised they had met with representatives from the Fairfield Partnership and had raised a number of points, some of which had been addressed, before the latest traffic submission report had been issued for consultation. GRAB had also met with representatives from CCC and HDC to discuss some of the assumptions used in the traffic modelling used in the report.

On behalf of the Community Association, Alan Hooker thanked The Mayor for his sterling work and support for the Community Association throughout the term of his office and presented him with a framed photograph.

Cllr Copper arrived at 7.40pm

13/049 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR advised he had represented the Town on 5 occasions since the last meeting which included 3 days spent in Gubbio for the signing of the Twinning Charter.

THE MAYOR thanked all Cllrs who had attended the formal signing of the Twinning Charter between Godmanchester and Gubbio in Godmanchester on 6th April. The MAYOR also noted his thanks to members of the Twinning Association, the Mayor of Huntingdon, Cllr Underwood, Cllr Morgan, Ruth Ekblom and the Rangers, the Mace Bearer and the Senior Citizens, for their involvement and also to Alan Hooker for his support not just at the Twinning event but on all Civic occasions, and particularly for his wonderful photographs.

All Cllrs

THE MAYOR reminded all Cllrs that the Annual Town Meeting would take place on Tuesday

13/050 TOWN CLERK'S REPORT ON MATTERS ARISING

CLLR BUTCHER advised that the recent Litter Pick had been very successful with more residents than usual taking part. Thanks to all who attended or helped in any way.

CLLR TAYLOR confirmed that further quotes had been requested in respect of the proposal to renovate the BMX track. It was hoped that this matter would be brought to the Council's attention at the next Town Council meeting.

CLLR BUTCHER confirmed that tree surgery on the Recreation Ground had been completed. Debris, had, in the main been removed, but some logs would be left at the edge of the recreation ground to provide a natural wildlife habitat for insects.

13/050.1 The contents of a Personnel Report were received and noted.

Town Clerk/
All Cllrs

13/050.2 The contents of the Annual Report were received and APPROVED. Town Clerk would ensure the report was printed and ready for distribution to all households by the end of April in time for the Annual Town Meeting.

13/051 PLANNING APPLICATIONS AND CORRESPONDENCE

Town Clerk

The applications and correspondence set out in Appendix 13/051 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk would respond to CCC letter which had advised they would be introducing electronic consultation to confirm such means of consultation would not be accessible to the Town Council and large scale plans were still desirable and preferable.

Town Clerk

Town Clerk

Town Clerk would confirm the Town Council's view that the retention of the access road across Westside Common should only be permitted during the period of works on the FAS and should not be permitted on a permanent basis. **(Cllr Wilson and Cllr Mrs Wilson left the room during discussion on this matter)**

13.051.1 A draft response to the consultation on Community Infrastructure Levy (CIL) would be prepared and put before the Town Council for approval at the May Town Council meeting.

Town Clerk

13.051.2 A draft response in respect of consultation on traffic measures for the proposed Bearscroft Farm development was considered and APPROVED. Town Clerk would submit the response to HDC.

13.051.3 A draft response in respect of S106 conditions for the proposed Bearscroft Farm development was considered. It was AGREED that as the Town Council had previously APPROVED the list of topics, subject to minor changes to populate the draft document it would be submitted to HDC the following week.

Town Clerk

13/052 CORRESPONDENCE

CLLR KADIC confirmed Huntingdon Area Community Transport HACT was up and running, and had replaced the Nene & Ouse Valley bus service. Details of this dial-a-ride service were given to all Cllrs who were encouraged to pass details to any resident who may benefit.

Town Clerk

CLLR WELTON advised that the Huntingdon Area Money Advice Centre had requested a grant. Town Clerk would write to advise that grants would be considered in June 2013.

CLLR WELTON stated that Cllrs should not conduct business of the Town Council by email and confirmed that discussions should take place at working parties or at Town Council meetings. THE MAYOR read information on this matter received from CAPALC which the Town Clerk would forward to all Cllrs.

Town Clerk

CLLR UNDERWOOD confirmed that the annual subscription invoice from CAPALC (Cambridgeshire and Peterborough Association of Local Councils) had been received. He would review benefits of our membership and the invoice would not be paid at this time.

Cllr Underwood

13/053 TO APPROVE THE ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2013

The Town Clerk presented the Town Council with a copy of the end of year accounts together with a copy of the Annual Return, which she then explained. It was AGREED that the accounts were duly APPROVED. The Town Clerk confirmed a notice would be displayed from 26th April 2013 to advise members of the public that the accounts would be available for inspection from 10th May – 7th June, and would be submitted to the auditor on 7th June 2013. The Town Clerk was thanked for her hard work.

Town Clerk

13/054 APPROVAL OF THE STATEMENTS OF ASSURANCE IN RESPECT OF THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2013

The statements of assurance in respect of the Annual Return for the year ending 31 March 2013 were read to those present and all statements were APPROVED.

13/055 FINANCIAL AND ACCOUNTS

13/055.1 The list of payments to be made in Appendix 13/055.1 was APPROVED. CLLR TAYLOR and CLLR Mrs WILSON raised a query relating to one payment as the list of payments stated the amount as £75 but the cheque and accompanying paperwork was in the sum of £150. The Town Clerk advised the second invoice had been received after the list of payments was prepared and that the schedule would be updated for all Cllrs and the accurate list included with the draft minutes.

Town Clerk

13/055.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 18th April 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, a copy of the end of year petty cash reconciliation and a quarterly (end of year) bank reconciliation which were noted.

13/055.3 Cllrs received a copy of the Health & Safety report, the contents of which were noted. Following the internal audit, it was recommended that further risk assessments be completed to report on non-physical risks such as data storage. Town Clerk would carry out the additional risk assessments as soon as possible.

Town Clerk

13/056 FLOATING ISLAND

A request had been received from the Fisheries Division of the EA to place a floating island in the non-navigable part of the water adjacent to The Causeway. Following discussion it was AGREED the Town Clerk would write to advise the EA that the Town Council did not support the siting of a floating island in this area. (Cllr Wilson and Cllr Mrs Wilson left the room during this discussion).

Town Clerk

13/057 LINEAR PARK

CLLR UNDERWOOD presented a report which was received and noted. It was AGREED that a small steering group would be formed to take the matter forward.

Cllr Underwood

13/058 COMMUNITY MARKET

CLLR UNDERWOOD presented a report which was received and noted. It was AGREED that a steering group would be formed and the aim would be to hold a Christmas Market with stalls provided by groups in the Godmanchester Community. The aim would be to hold the Christmas market on the same day as the switch on of the Christmas lights.

Cllr Underwood

13/059 YOUTH SERVICES

CLLR CONBOY and CLLR PAULEY presented a report which was received and noted. It was AGREED that a letter would be sent to all local organisations who were known to provide services and activities for young people aged up to 18 seeking further information about the service provision and also requesting their ideas for future youth involvement.

CLlr Conboy/
CLlr Pauley

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.

13/060 QUEEN ELIZABETH SCHOOL INTERIOR REMEDIAL WORK

CLLR WELTON advised that although the financial regulations in respect of obtaining 3 quotations for work costing in excess of £1500 had been followed, only one of the five contractors approached had submitted a quotation. CLLR WELTON stated that as reasonable steps had been taken, he recommended the Town Council accept the quotation in the sum of £4465 for the removal of old plaster and replastering in appropriate materials for the main wall in the small and large halls of the Queen Elizabeth School. This was AGREED. Town Clerk would liaise to ensure least disruption to users of the QES.

Town Clerk

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.

CLlr Pauley left the meeting at 9.43pm

CLlr Macleod left the meeting at 9.44pm

13/061 SELECTION OF TOWN MAYOR AND DEPUTY TOWN MAYOR

THE MAYOR confirmed that one nomination for the role of Town Mayor and one nomination for the role of Deputy Town Mayor had been duly received. Following a vote it was AGREED that CLLR DAVID UNDERWOOD would be elected to become Town Mayor in May 2013 and CLLR MRS SUSAN WORTHINGTON would be elected to become Deputy Town Mayor in May 2013.

CLlr Kadic left the meeting at 9.45pm

THE ANNUAL TOWN MEETING WILL BE HELD ON 7TH MAY 2013 IN THE QUEEN ELIZABETH SCHOOL

THE NEXT TOWN COUNCIL MEETING, WILL BE THE ANNUAL TOWN COUNCIL MEETING AND WILL BE HELD ON 16TH MAY 2013 IN THE QUEEN ELIZABETH SCHOOL

The meeting ended at 09.46pm

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 18 APRIL 2013

MATTERS ARISING FROM MEETING HELD ON 21 MARCH 2013

MATTER ARISING	CURRENT POSITION
Annual Report	Town Clerk to produce and circulate to all before final document goes to print
Insurance	Quotation received. Town Clerk to seek alternative quotes.

MATTERS ARISING FROM PREVIOUS MEETINGS

	MATTER ARISING	CURRENT POSITION	
	Annual Town Meeting	Chairs of WPs to provide report by 10.4.13	CLLR
	Annual Litter Pick	Date confirmed: 13th April, 10am, Town Hall	RB
UPDATED	FAS- non essential works at South end of Causeway	TC sought clarification on works to be carried out. Response received 21.1.13. Public exhibition held 22nd/23rd February. Letter to EA sent following March TC meeting	NW
	Adoption of HDC play areas	Cllr Taylor/Cllr Cohen presented paper to January TC meeting. Further details requested.	DT/MC
	Twinning	Cllr Underwood advised a joint WP with HTC would form to discuss twinning matters HGTA	DU
	GMC Improvement Projects	Cllr Underwood to undertake feasibility studies	DU
UPDATED	Investigation into Town Hall damp	Quote received and discussed with HDC conservation officer. Order placed for work to go ahead. Work underway	Swo/ML
	Cllr Professional Dev Training	Cllrs have confirmed dates they wish to attend	DU
UPDATED	Tree survey and remedial work	Tender sent. Successful bid advised. Work underway.	RB
	Pension Scheme for GMCTC staff	Further information to be obtained. Report made to Feb TC meeting. Ongoing.	DU/Swo
	Judith's Field Play Facilities/Provision of improved BMX track	Cllr Taylor & Cllr Cohen presented request at October meeting. Further information/consultation carried out. Further report to March meeting. Further quotes requested.	DT/MC
	Bearscroft Farm /UDF	TC have responded to outline planning application and draft UDF. Cost to obtain legal opinion approved, and opinion received. Further outline application received response agreed at Jan TC meeting.	GW
UPDATED	Roman Way access	Fence has been removed. TC has cut back foliage, levelled ground. Confirmation received that ditch not owned by TC. Some maintenance work may be required. RB/SW to liaise	RB/Swo
	H&S working party	Further work on H&S documents to be progressed by new Council. Risk assessment/H&S computer package software ordered. Working party took place in February 2013. Report submitted to February TC meeting. Town Clerk to investigate e-learning packages	DT/ML
UPDATED	QES Chimney & water ingress	Report on QES submitted at October TC meeting. Repairs to chimney pending programme for other remedial work. Report to be presented to April Town Council 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 18TH APRIL 2013****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1300154FUL	Erection of dwelling and garage following demolition of existing garage: 44a London Road (amended block plan - access to London Road dimensioned): RECOMMEND APPROVAL subject to Highways comments that the access is safe
1200685OUT	Amendments to the application and environmental statement: Land North West of Bearscroft Farm: Revisions to Riverside road/The Avenue junction, a contribution towards traffic management measures in the Post Street/Cambridge Street/Causeway corridor and changes to the A1198. DETAILED
1300390FUL	One and half storey side extension: 33 Crowhill: RECOMMEND APPROVAL
1300402FUL	Rear full length dormer and extension to roof: 12B East Chadley Lane: RECOMMEND APPROVAL subject to obscure glass being provided if window overlooks neighbouring property

CORRESPONDENCE

CCC	Introduction of electronic consultation
Atkins	Common Land Consent - papers relating to application discussed at last Town Council meeting - received after agenda published
HDC	consultation on draft Community Infrastructure Levy (email)

BEARSCROFT: CORRESPONDENCE

HDC	Developer contributions request form (2 emails)
HDC	Re 1300147FUL- Retention of access road- Westside Common
HDC	Local Plan - response to enquiry

CORRESPONDENCE

<u>Mayor</u>	East Northamptonshire Council Chair of HDC Young Enterprise Mayor of Wisbech Mayor of Peterborough St Ives Town Council GMC Baptist Church Burton Latimer Town Council Wood Green Vitalise	Chairman's Civic Dinner St George's Day Raising the Flag Huntingdonshire Company of the Year Mayor's Walk Grand Finale Mayor Making Thank you for Grants Mayor's Fish and Chip Supper Pet Blessing Thank you for Grants
<u>Cllr Cohen</u>	S G Electrical Services PPL K Fergusons	Quote for floodlighting (copy DT) Quote for floodlighting (copy DT) Quote for work at Cemetery (copy RB)
<u>Cllr Underwood</u>	CAPALC	Annual Subscription (copy NW)
<u>Cllr Wells</u>	HDC	Flood Forum (e) (copy NP,CVP)
<u>Cllr Welton</u>	Huntingdon Area Money Advice	Request for grant (copy Swo, GW)
<u>Copy to all Cllrs</u>	HDC	CCTV Report (e)

ACCOUNTS PAYABLE - 18TH APRIL 2013					
		PAYMENTS			
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.50	£ 7.50	£ 45.00
DD	UW	Gas/Electricity	£ 599.06	£ 107.81	£ 706.87
DD	UW	Gas/Electricity/phone line	£ 553.20	£ 110.64	£ 663.84
DD	HDC	Monthly Council Tax	£ 429.63		£ 429.63
DD	Anglian Water	Monthly charge	£ 33.00		£ 33.00
DD	Anglian Water	Monthly charge	£ 78.00		£ 78.00
DD	Virgin	Town Office phone line	£ 27.24	£ 5.45	£ 32.69
200173	B Griffey	Interim Payment for plaster work	£ 460.00	£ -	£ 460.00
200174	M Liddiard	April salary	£ -		£ -
200175	D Roffe	April salary	£ -		£ -
200176	K Walters	April salary	£ -		£ -
200177	K Askew	April salary	£ -		£ -
200178	M Chapman	Pay for holiday entitlement	£ -		£ -
200179	Inland Revenue	Tax & NI	£ -		£ -
	TOTAL SALARIES, TAX & NI		£ 3,830.10		£ 3,830.10
200180	M Bird	Caretaking cover	£ 120.00		£ 120.00
200181	GMC Senior Citizens	Contribution to utilities	£ 200.00		£ 200.00
200182	St Mary the Virgin PCC	Grasscutting	£ 716.37		£ 716.37
200183	London House Signs	2 x "Gold Award" signs	£ 500.00	£ 100.00	£ 600.00
200184	Smiths Gore	Allotment rent	£ 375.00		£ 375.00
200185	MiJan Ltd	Internal audit	£ 150.00		£ 150.00
200186	Smith of Derby Ltd	Annual maintenance	£ 180.00	£ 36.00	£ 216.00
200187	CAPALC	Annual subscription	£ -		£ -
200188	Spurcroft Civic	Twinning Agreement	£ 139.75	£ 27.95	£ 167.70
200189	Imp. & Dev Agency	Green Book - pay & conditions	£ 399.00	£ 79.80	£ 478.80
200190	G Giddings	TH gas pipe/ leak at JF	£ 80.00		£ 80.00
200191	M Ward	Boiler repair - QES	£ 20.00		£ 20.00
200192	K Fergusons	Monthly contract	£ 1,783.13	£ 356.63	£ 2,139.76
DD	BNP Paribas	Photocopier lease	£ 98.97	£ 19.79	£ 118.76
200193	Fenland Leisure	Quarterly inspections	£ 200.00	£ 40.00	£ 240.00
			£ 11,009.95	£ 891.57	£ 11,901.52
PAYMENTS RECEIVED MARCH 2013					
	QES	Fees	£ 2,598.75		£ 2,598.75
	Judith's Field	Fees	£ 2,946.75		£ 2,946.75
	Interest	Fees	£ 11.52		£ 11.52
	Cemetery	Fees	£ 770.00		£ 770.00
		TOTAL RECEIPTS	£ 6,327.02	£ -	£ 6,327.02

CHEQUE 200187 WAS NOT SIGNED AT THIS MEETING