

**GODMANCHESTER TOWN COUNCIL**  
**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE**  
**TOWN HALL ON THURSDAY 17 OCTOBER 2013**

PRESENT: D UNDERWOOD: Town Mayor;  
Councillors: Mrs WORTHINGTON (Deputy Mayor) M COHEN; Mrs S CONBOY; Ms L COPPER; R COXHEAD; P GODLEY; Ms J MACLEOD; P MORGAN; N PAULEY; D TAYLOR; N WELLS; G WILSON; Mrs S WILSON.

Town Clerk: Mrs M LIDDIARD  
Mace Bearer:

1 member of the public was in attendance

**ACTION**

**13/142 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

CLLR VANE PERCY: attending dinner at Cambridge University; CLLR WELTON: holiday; CLLR KADIC: attending a meeting at HDC. Fred Carter was unable to be present as Mace Bearer due to ill health, the Town Clerk would send a card on behalf of the Town Council.

Town Clerk

**13/143 DECLARATIONS OF INTEREST**

The MAYOR: personal interest as knows someone helped by RCCAB recently. CLLR WELLS: planning item relating to parking on Old Court Hall

**13/144 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 19 September 2013 were duly APPROVED and signed as a complete and accurate record.

**13/145 PUBLIC PARTICIPATION SESSION**

The monthly 800 club draw took place.

**13/146 TOWN MAYOR'S ANNOUNCEMENTS**

The MAYOR confirmed he had represented the Town on 10 occasions since the last meeting. Regrettably he had had to cancel on 2 occasions.

The MAYOR thanked everyone who attended Civic Service, and for their assistance. He was pleased to confirm that the service went well and he had been pleased with the number of people who had attended.

The MAYOR reported that his eyesight had suffered severe deterioration in the past week. His sight was now very limited and he could no longer see details, nor could he ride his bicycle. He had been advised it could get worse but hopefully this would not be immediate. The MAYOR was grateful for the consideration from fellow Cllrs and the support he had received had been greatly appreciated. The MAYOR was reassured that he could continue in the role as MAYOR with the support of fellow Cllrs and the Town Clerk.

All Cllrs

**Cllr Pauley arrived 7.45pm**

**13/147 TOWN CLERK'S REPORT ON MATTERS ARISING**

The report on matters arising was received and noted.

The MAYOR reported that plans for the Christmas Community Market were going ahead

and had been positively received. Requests for stalls, all from local people, had reached capacity; refreshments would be provided, School Choirs and Father Christmas had been booked, Rev Smith from the Baptist Church had confirmed the carol service was in hand, and a Christmas Tree would be sourced. Cllrs were advised that Stewards would be needed on the day and asked to share the task between themselves.

All Cllrs

The MAYOR confirmed that futures work continued with Cllrs visiting other parishes to gather information.

All Cllrs

The MAYOR advised the Treasurer of Huntingdon & Godmanchester Twinning Association had provided details of how the Town Council contribution of £1600 would be spent in the current financial year. It was AGREED that the amount would be paid. The MAYOR confirmed a paper would be presented to the Town Council in November proposing the way forward in respect of Twinning.

Cllr Underwood

CLLR TAYLOR advised that Ferguson's had completed work to renovate the BMX track most satisfactorily. The excavations and additions undertaken the previous month by the group of enthusiasts had been cleared and it was understood this group had been given permission to use some land at the edge of Godmanchester for creating a more challenging BMX track.

The Town Clerk advised that work was still ongoing to connect the water supply to the tap at the London Road Cemetery.

CLLR PAULEY reported problems with the pumping station to the rear of Fox Grove. Town Clerk would seek clarification from the EA and also contact CCC and Anglian Water if necessary.

Town Clerk

CLLR PAULEY reported the Huntingdon & Godmanchester Market Town Strategy (H&GMTS) would be looking at future routes for the guided bus and whether it could come through Godmanchester. They would also look at modelling in respect of the medieval town bridge and access across Mill Common. When proposals and plans had been drawn up, the Town Council would be consulted.

CLLRs WORTHINGTON, VANE PERCY, WELTON and The MAYOR had met with representatives from Bidwells and specialist lawyers to discuss the impact of the Flood Alleviation Scheme on the Town Hall. A letter to the EA would be drafted seeking indemnities.

Cllr Worthington

CLLR TAYLOR confirmed an on-site meeting would take place at Judith's Field to discuss the scrubland area to the rear of the field on 9 November at 10.00am. All Cllrs welcome to attend.

Cllr Taylor/  
All Cllrs

CLLR TAYLOR advised the Town Clerk had taken further action in respect of risk assessments carried out on the risk of legionella. The recommendation was to undertake regular inspections and to keep records on a weekly, monthly, six monthly and annual basis. CLLR COPPER considered that this was excessive and suggested the Town Clerk liaise with other parishes and CAPALC to determine the level of reporting in other organisations.

Town Clerk

### **13/148 PLANNING APPLICATIONS AND CORRESPONDENCE**

The applications and correspondence set out in Appendix 13/148 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

Minor Improvement Bid: CLLR Mrs WILSON outlined the comments made on the proposed Minor Improvement Bid. It was AGREED that a slight amendment would be proposed to not have double yellow lines through the marked bus bay, but from the marked bus bay to the corner of Pinfold Lane. Town Clerk would advise. CLLR WELLS and CLLR

Town Clerk

WORTHINGTON abstained from voting.

CLLR Mrs WILSON confirmed 3 matters for Godmanchester would be discussed at HDC's DMP on 21 October. CLLR Mr WILSON and CLLR WELLS would speak on behalf of the Town Council.

CLlr G Wilson/  
CLlr Wells

### **13/149 CORRESPONDENCE**

It was noted that Smiths Gore have advised a rent review will be undertaken in respect of the land occupied by the Allotment Association. The Town Clerk would advise the Allotment Association.

Town Clerk

The Senior Citizens Club had asked the Town Council to consider contributing towards a power flush for the central heating system in the Town Hall. The Town Clerk would write to confirm that the maintenance of the system was the responsibility of the tenant and it was AGREED that an independent assessment of the functionality of the boiler would be carried out.

Town Clerk

CLLR Mr Wilson would forward the response from CCC on Real Time Bus Stops to all Cllrs.

CLlr G Wilson

### **13/150 FINANCIAL AND ACCOUNTS**

13/150.1 The list of payments to be made in Appendix 13/150.1 was APPROVED.

13/150.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 17 October 2013, 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 quarterly bank reconciliation, which were noted. As The MAYOR was unable to see figures presented in spreadsheets with ease, it was AGREED the DEPUTY MAYOR would assume responsibility for approving the monthly bank reconciliation.

CLlr Worthington

13/150.3 CLLR WILSON confirmed a Finance Working Party had taken place on 8 October and an initial draft budget had been prepared. The budget would be formally approved and precept request would be discussed and provisionally approved at the extra Town Council meeting scheduled to take place on 24 October 2013. The level of charges for hall hire and cemetery would also be considered at the meeting. The Town Clerk would forward a report and spreadsheets.

All Cllrs  
Town Clerk

### **13/151 FUNDING FOR RURAL CAMBS CAB**

CLLR MACLEOD presented a report which was received and noted. Following discussion it was AGREED that financial support for the CAB would be discussed at the budget meeting to be held on 24 October. In the meantime the Town Clerk would forward a grant application form to the Rural Cambs CAB for consideration at the December Town Council meeting.

Town Clerk

### **13/152 STANDING ORDERS**

CLLR COXHEAD and CLLR GODLEY confirmed all Cllrs had received the proposed draft Standing Orders and a copy of the comments with recommendations for amendments.

The Town Clerk confirmed she had advised Cllrs at the September Town Council meeting that the NALC template should be referred to and used as the basis for the document. CLLR COXHEAD and CLLR GODLEY had only seen the template that day.

It was AGREED to adopt the draft document presented with immediate effect. CLLR COXHEAD and CLLR GODLEY would review the NALC template and present any required revisions to the meeting in November 2013.

All Cllrs/  
CLlr Coxhead/  
CLlr Godley

### **13/153 YOUTH SERVICES**

CLLR CONBOY presented a report which was received and noted.

CLLR COPPER commented that it was an excellent way of laying out a plan and clearly showed strategic intent. It was AGREED that the Youth Plan be adopted with immediate effect.

CLLR CONBOY would report to the next Town Council meeting about detailed proposals to publicise the Youth Plan and future reporting structure.

Clr Conboy

### **13/154 STREET FURNITURE**

CLLR MORGAN presented a report which was noted. It was AGREED that the existing seat located at the South Causeway would be moved to a location on the Recreation Ground. It was AGREED that two new matching benches would be purchased and installed on the South Causeway. Mrs Butcher and Mrs Norris had indicated they would like these two new benches to be memorial benches for the late Cllr Norris and late Cllr Butcher and had requested permission to place memorial plaques on these benches. They had also offered to make a substantial contribution towards the cost of the benches. It was AGREED that they would be permitted to have a plaque on each of the benches, to be provided by Mrs Butcher and Mrs Norris and the Town Council would be pleased to accept a donation towards the costs of purchase and installation.

Town Clerk  
Town Clerk

It was AGREED that the circular seat currently situated at the War Memorial would be removed renovated and repositioned at the North Causeway around the newly planted tree. It was AGREED that a new litter bin would be purchased for the North Causeway. The Town Clerk would seek clarification regarding ownership and responsibility of the pavement area and tree at the North Causeway.

Town Clerk

Town Clerk

Town Clerk

It was noted that the purchase of the new street furniture may go over budget. This was understood and accepted.

CLLR MORGAN was thanked for his work on this project and for his ongoing regular litter picks throughout the Town.

### **THE NEXT TOWN COUNCIL MEETING, WILL BE HELD ON 24<sup>th</sup> OCTOBER 2013 IN THE TOWN HALL**

**The meeting ended at 9.40pm**

**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 OCTOBER 2013****MATTERS ARISING FROM MEETING HELD ON 19 SEPTEMBER 2013**

<b>MATTER ARISING</b>	<b>CURRENT POSITION</b>
Christmas lights	Futures WP will report back to TC with recommendations

**MATTERS ARISING FROM PREVIOUS MEETINGS**

<b>MATTER ARISING</b>	<b>CURRENT POSITION</b>	
Futures: staffing structure & accommodation	WP formed to discuss issues.	CLLR
Water Meter leak:Cemetery Tap	Agreed would go ahead to request new supply and new meter. Complications arose, work to be completed 14.10.13	MC
Advice re EA works on Town Hall	Town Clerk to seek advice via HDC to ensure works undertaken adjacent to Town Hall would not cause damage to the building in future. On site meeting with Bidwells has taken place. Advice ongoing.	Swo/ AW / CVP
Twinning	Paper presented to June meeting. Discussions with HGTA and HTC ongoing	DU
GMC Improvement Projects: Community Market	Agreement in April 2013 for steering group to be set up. Working group progressing matters	DU
Judith's Field Play Facilities/Provision of improved BMX track	Agreement to go ahead with refurbishment of BMX track. Floodlighting proposals agreed at September TC meeting. Planning permission to be obtained.	DT/MC
Roman Way access	Chain link fence to be repaired and area tidied. Some additional maintenance work may be required to far end of field, currently not in use. DT/SW to liaise	DT/Swo
H&S working party	Risk assessment/H&S computer package software purchased. WP met & submitted report to February TC meeting. Town Clerk to investigate e-learning packages. Further non physical items to be risk assessed	DT/ML
QES Chimney & water ingress	Report on QES submitted at October TC meeting. Repairs to chimney pending programme for other external remedial work. Plastering work completed, joinery to be undertaken early October, cleaning undertaken throughout, new boiler fitted. Redecoration to be planned for spring or Christmas 2014.	AW
Ownership of Town Council land	SW to progress with assistance from Leeds Day as necessary.	Swo
Provision of services for Youth	Open meeting held 11th September 2013. Feedback to September TC meeting, report to October TC meeting	SC/NP

UPDATED

**GODMANCHESTER TOWN COUNCIL MEETING:****THURSDAY 17TH OCTOBER 2013****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1301364S73	Variation of conditions 2 and 6 of planning permission 1200313FUL for amendment to turbine - hub height 36.6m, blade tip height 46.3m, rotor blade diameter 19.2m and rotor blade swept area 289.5 metre squared: Littlebury Farm, Moats Way, Hemingford Abbots: <b>NO COMMENTS</b>
1300630FUL	Construction of new concrete bases for caravans, repair to old concrete bases and access road, and demolition of old ancillary buildings (retrospective) at existing caravan park: Land at Park Lane Touring Caravan Park, The Avenue: <b>RECOMMEND APPROVAL</b>
1301344FUL	Part change of use to dwelling and tea rooms at ground floor and first floor. Reinstatement of chimney stack and erection of single storey side extension and formation of access: 22 Bridge Place: <b>RECOMMEND REFUSAL - insufficient</b>
1301345LBC	Part change of use to dwelling and tea rooms at ground floor and first floor. Reinstatement of chimney stack and erection of single storey side extension and formation of access: 22 Bridge Place: <b>RECOMMEND REFUSAL - insufficient</b>
1301424FUL	Change of use from B8 storage and distribution to B1 c light industrial and/or B8 use: Unit 1 Cardinal Way: <b>RECOMMEND APPROVAL</b>
1301409CLED	Certificate of existing lawful use for mooring one residential boat: Dream Catcher, Huntingdon Boat Haven, The Avenue: 21/10/2013 <b>RECOMMEND APPROVAL</b>

**CORRESPONDENCE**

CCC	Consultation feedback re Minor Improvement Bid
HDC	DMP Agenda: 21 October plus agenda reports on 1301198FUL; 1301170FUL; 1300403FUL
CCC	Pavement licence: Royal Oak ( E )
Buckden PC	Comments on A14 Improvement Scheme

**CORRESPONDENCE**

**Mayor**

H&GTA	Response to enquiries/request for grant
Peterborough City Council	Mayor's Bridge Fair
Huntingdon DC	Chairman's Last Night at the Proms
Higham Ferrers Council	Chairman's 'Boobs & Brass' Event
Ely	High Sheriff's Justice Service
Hartford	Opening of Debt Consulting Centre
Rushden Town Council	Civic Service
GM	GM in Bloom AGM
Huntingdon Town Council	Mayor's Charity 'Music Hall Society'
Royal Society of St George	End of Year Dinner
Sandy Town Council	Mayor's Charity Quiz
Raunds Town Council	Civic Service
Ely City Council	Civic Service
St Neots	Young People of the Year Awards
GM Baptist Church	Foodbank Showcase
South Cambs DC	Chairman's Reception
March Town Council	Civic Service
St Ives Town Council	Mayor's Charity Turkish Buffet

**Cllr Cohen**

G Bright	e-cops (copy RC)
SG Electrical Services	Client information (copy DT)

**Cllr Godley**

Ordnance Survey	Mapping agreement
-----------------	-------------------

**Cllr MacLeod**

Smiths Gore	Rent Review (copy SWo)
Rural Cambs CAB	Invitation to become a member of RCCAB

**Cllr Wilson**

HDC	TC Expenditure/precept request
CCC	Response re real time bus stops (e)
PKF Littlejohn	Completion of annual audit (TC advised at September meeting)

**Cllr Worthington**

Smith of Derby	Annual Clock Service
----------------	----------------------

**Copy to all Cllrs**

CCC	Road closure (link road H'don) (e)
CAPALC	Training schedule
HDC	HDC proposed savings (e)
HDC	CCTV report - September

<b>ACCOUNTS PAYABLE - 19TH SEPTEMBER 2013</b>					
		<b>PAYMENTS</b>			
<b>CHQ</b>	<b>PAID TO</b>	<b>DETAIL</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
DD	UW	Line rental/internet	£ 37.50	£ 7.50	£ 45.00
DD	UW	Gas/Electricity	£ 267.22	£ 43.79	£ 311.01
DD	UW	Gas/Electricity/phone line	£ 245.89	£ 16.65	£ 262.54
DD	HDC	Monthly Council Tax	£ 433.00	£ -	£ 433.00
DD	Anglian Water	Monthly charge	£ 35.00	£ -	£ 35.00
DD	Anglian Water	Monthly charge	£ 78.00	£ -	£ 78.00
DD	Virgin	Town Office phone line	£ 33.95	£ 6.79	£ 40.74
DD	HSBC	Bank charges	£ 26.28	£ -	£ 26.28
DD	BNP Paribas	Photocopier lease	£ 114.99	£ 23.00	£ 137.99
200310	M Liddiard	October salary	£ -	£ -	£ -
200311	D Roffe	October salary	£ -	£ -	£ -
200312	K Walters	October salary	£ -	£ -	£ -
200313	K Askew	October salary	£ -	£ -	£ -
200314	K Lissaman	October salary	£ -	£ -	£ -
200315	Inland Revenue	Tax & NI	£ -	£ -	£ -
	<b>TOTAL SALARIES, TAX &amp; NI</b>		<b>£ 4,503.01</b>	<b>£ -</b>	<b>£ 4,503.01</b>
200316	Sign Studio	2 x signs for play area	£ 20.00	£ 4.00	£ 24.00
200317	Smiths Gore	6 monthly rent: Allotments	£ 375.00	£ -	£ 375.00
200318	Ken Booth & Co Ltd	Cleaning materials	£ 28.48	£ 5.70	£ 34.18
200319	Viking	Stationery	£ 75.15	£ 15.03	£ 90.18
200320	G Giddings	Repair to toilet :JF	£ 50.00	£ -	£ 50.00
200321	Countywide Catering Equip Ltd	Repair to hot water boilers	£ 852.64	£ 170.53	£ 1,023.17
200322	St Ives Town Council	Training: caretakers H&S	£ 195.00	£ 39.00	£ 234.00
200323	Fenland Leisure	Repair to play equip - Rec Ground	£ 960.00	£ 192.00	£ 1,152.00
200324	Hemingford Abbots PC	Cllr Prof Dev Training	£ 506.00	£ -	£ 506.00
200325	GMC Senior Citizens	Contribution to utilities	£ 200.00	£ -	£ 200.00
200326	St Mary's GMC PCC	Quarterly grasscutting	£ 716.37	£ -	£ 716.37
200327	Fergusons	Annual contract + extras	£ 3,273.13	£ 654.63	£ 3,927.76
200328	H&GTA	Annual Grant	£ 1,600.00	£ -	£ 1,600.00
200329	D Finkle Gas Services	Boiler & pipework QES	£ 3,930.00	£ 786.00	£ 4,716.00
200330	B Jermy	Window cleaning	£ 30.00	£ -	£ 30.00
200331	Bidwells	Advice re Town Hall/FAS	£ 602.55	£ 120.51	£ 723.06
200332	askiT Services Ltd	Update of antivirus	£ 23.28	£ 4.66	£ 27.94
200333	Mrs J Wenn	Refund for cancelled booking	£ 72.50	£ -	£ 72.50
200334	D Underwood	Civic Service drinks	£ 163.22	£ -	£ 163.22
200335	Thistle Fire & Security	Repair to intruder alarm	£ 160.00	£ 32.00	£ 192.00
200336	Beebys Ltd	Cleaning large hall QES	£ 650.00	£ 130.00	£ 780.00
200337	D Taylor	Materials for signage display	£ 27.24		£ 27.24
200338	B Griffey	Replastering at QES/TH	£ 6,630.00	£ -	£ 6,630.00
			<b>£ 26,915.40</b>	<b>£ 2,251.79</b>	<b>£ 29,167.19</b>
<b>PAYMENTS RECEIVED SEPTEMBER 2013</b>					
	QES	Fees	£ 72.50		£ 72.50
	Judith's Field	Fees	£ 1,772.00		£ 1,772.00
	Interest	Fees	£ 11.58		£ 11.58
	Cemetery	Fees	£ 225.00		£ 225.00
	Sales: copper pipe from QES	Refund	£ 102.30		£ 102.30
	HDC	Precept	£ 71,128.00		£ 71,128.00
		<b>TOTAL RECEIPTS</b>	<b>£ 73,311.38</b>	<b>£ -</b>	<b>£ 73,311.38</b>