

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 21 NOVEMBER 2013

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

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

1 member of the public was in attendance

13/160 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

ACTION

CLLR VANE PERCY: previous engagement; CLLR G WILSON: holiday; CLLR S WILSON: holiday; CLLR COPPER: work commitment

13/161 DECLARATIONS OF INTEREST

Nothing declared.

13/162 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 24 October 2013 were duly APPROVED and signed as a complete and accurate record.

13/163 PUBLIC PARTICIPATION SESSION

The monthly 800 club draw took place.

Mr Williams advised the Town Council that although he was located in Bristol at the present time for work, it was likely that this situation would change and he did not anticipate being in Bristol for more than 18 months.

13/164 TOWN MAYOR'S ANNOUNCEMENTS

The MAYOR reported he had represented the town on 10 occasions since the last meeting, which had included a really enjoyable visit to the Town Hall from 60 children from Godmanchester Community Primary School.

The MAYOR thanked those who had attended the Remembrance Day Services. He reported that the morning service had gone very well, but he had been asked following the evening service why so few had attended from the Town Council. The MAYOR commented that he felt that on Civic occasions it was appropriate for Cllrs to put aside any personal views as they were elected to represent the Town.

All Cllrs

13/165 TOWN CLERK'S REPORT ON MATTERS ARISING

The report on matters arising was received and noted.

CLLR PAULEY arrived at 7.40pm

CLLR COHEN advised that satisfactory references had been received in respect of the contractor chosen to install floodlighting at the MUGA on Judith's Field. It was AGREED that the Town Clerk would confirm and place the order with the contractor to go ahead.

Town Clerk

CLLR COXHEAD advised that 6 contractors had been invited to quote for external works at

Judith's Field. He and the Town Clerk would review the quotes received and a recommendation would be made to the December Town Council meeting.

Cllr Coxhead/
Town Clerk

CLLR CONBOY confirmed the Christmas Market plans were well underway. 32 stalls had been confirmed, CLLR COHEN would co-ordinate marshalls for the event, CLLR MORGAN would assist with collection and return of additional tables. Cllrs were asked to assist with marshalling the event if they were available in the evening. Stall holders would be invited to make a donation towards funding the event, with any additional funds received to go towards the Mayor's Charities.

All Cllrs

13/166 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 13/166 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR PAULEY advised that HDC were consulting on the Environmental Capacity Study which identified sites for possible future development. As there were several different sites which would affect Godmanchester, a detailed response would need to be prepared and discussed. It was AGREED that the Town Clerk would seek an extension to the deadline (beyond 6th December) and a working party would meet to discuss a draft response. This was an important issue and all Cllrs were urged to participate in the discussion.

Town Clerk

All Cllrs

Town Clerk's note: HDC AGREED to the Town Council submitting a response following the December Town Council meeting. A formal response would be required on 13th December.

It was AGREED that the Town Council would accept receipt of CIL monies every 6 months and the Town Clerk would complete and return the form advising HDC that they also accepted responsibility for spending the CIL money received in accordance with terms set out.

Town Clerk

CCC had requested submissions for a Minor Improvement Bid for 2014/15. It was AGREED that the Town Council would submit a bid to improve the parking provision at Betts Close, as vehicles continued to park on the CCC owned grass verge making the area unsightly and dangerous. Town Clerk would submit the application before the deadline of 9th December 2013.

Town Clerk

13/167 CORRESPONDENCE

13/168 FINANCIAL AND ACCOUNTS

13/168.1 The list of payments to be made in Appendix 13/168.1 was APPROVED.

13/168.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 21 November 2013, a copy of salary payments, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation, approved by the Deputy Mayor, which were noted.

13/168.3 It was AGREED that the Town Council would continue to pay to maintain the clock at St Mary the Virgin and the Town Clerk would sign a 5 year agreement with Smith of Derby for the annual maintenance in order to take advantage of a discounted rate.

Town Clerk

13/169 FRIENDS OF THE QES

CLLR WELTON presented a report on the proposed charging structure for the Friends of the QES. It was AGREED that 6 without charge sessions would be permitted for Museum open days and that the Museum would also be permitted use of the QES on Bank Holiday Mondays without charge. The Museum would also be permitted to use the QES for the Gala weekend (the first weekend in July) also without charge. All other bookings made by the Friends of the QES (or Museum) would be chargeable at the rate for use of one hall.

13/170 TWINNING

The MAYOR presented a report on Twinning which detailed concern about the value of Twinning and benefits to the residents of Godmanchester. Following discussion it was AGREED that Godmanchester Town Council would withdraw its financial support for the Huntingdon and Godmanchester Twinning Association at the end of the current year.

It was AGREED that the Town Council would consult with its residents about setting up a smaller and simpler Godmanchester Twinning Association, which would be formed to organise exchange visits between the residents (or groups) in Godmanchester and its twinned towns. Its purpose would be to encourage greater knowledge and understanding between the people of Godmanchester and our twinned towns.

The MAYOR would arrange to meet with Malcolm Lyons, Chair of H>A and Huntingdon Town Council representatives to explain our decisions. A personal letter from the MAYOR to the Mayor's of the twinned towns would also be drafted for consideration at the December Town Council meeting.

Cllr Underwood

Cllr Underwood

13/171 HEALTH & SAFETY

CLLR TAYLOR presented a report which was noted. It was AGREED that Nemco Utilities would be engaged for one year in the first instance to provide Legionella monitoring at the three Town Council buildings. The Town Clerk would seek alternative quotes for comparative purposes in the year ahead.

Town Clerk

It was AGREED that the asbestos containing materials found in the soffits at Judith's Field would be removed. Work would take place during the term time Christmas break to minimise any disruption to Jack and Jill preschool. New soffits would be required as part of the refurbishment programme and it would be advisable to have new soffits installed as close to the removal date of the old soffits as possible. CLLR COXHEAD and the Town Clerk would bear this in mind when considering quotes from contractors regarding refurbishment schedule.

Town Clerk

Cllr Coxhead/
Town Clerk

CLLR TAYLOR reported that CLLRs TAYLOR, COXHEAD and COHEN would undertake audit trail checks on income for the Town Council but reminded all Cllrs that they should also make themselves familiar with the process and checks in place.

All Cllrs

CLLR COHEN presented a Risk Management Register and it was AGREED that this document would be adopted for use with immediate effect. All Cllrs were responsible for reporting risks of a physical or non physical nature which might affect any operation undertaken by the Town Council or its employees and for ensuring records were kept of the risks and action required and undertaken.

All Cllrs

13/172 FREEDOM OF GODMANCHESTER

The MAYOR presented a report which was received and noted. It was AGREED that a working party would be set up to draw up criteria and determine how a panel would be made up.

Cllr Underwood

13/173 TRAINING COSTS

It was AGREED that the Town Council would meet the costs of training 4 Cllrs at a Training session to be run by CAPALC on Social Media. It was AGREED that those who attended would share the information with other Cllrs.

13/174 MACE BEARER/PROTOCOL FOR MEETINGS

The Town Council had been advised that due to ongoing ill health, Fred Carter had stepped

down as Deputy Mace Bearer. Martin Williams had confirmed that he would endeavour to be available for the majority of meetings. When this was not possible, it was AGREED that the mace would be placed on the Mayor's table and all Cllrs would be required to be robed as usual but that the formal procession into the room would not be observed.

The Town Council unanimously recorded its very best wishes to Fred, which the Town Clerk would relay.

Town Clerk

13/175 STANDING ORDERS

Godmanchester Town Council's Standing Orders were formally adopted and signed by the Mayor. The Town Clerk would provide a paper copy for any Cllr requesting a copy, but the signed copy would be sent electronically to all Cllrs and would be available on the Town Council's website.

13/176 ACTION PLAN

CLLR COXHEAD presented a report and proposal to draw up a Town Council action plan. It was AGREED to adopt template and that a working party would meet to start populating the table. It was AGREED that this would fall under the remit of the Futures Working Party.

13/177 LONDON ROAD CEMETERY: MEMORIAL SAFETY

CLLR COHEN advised that following re-testing of the headstones at London Road Cemetery a number remained unsafe. CLLR COHEN had obtained 3 quotes for repairing the headstones ranging from £350 - £25 per headstone, per repair. He advised that the Town Council could not remove headstones to another area in the cemetery as the headstones were not owned by the Town Council.

The Town Clerk was very concerned that the Town Council were considering undertaking any repairs to any of the headstones, as they did not belong to the Town Council and therefore we had no authority to do anything to them. The Town Council has a responsibility to make the cemetery a safe place for people to visit but this does not include repairing items which belong to someone else. The Town Clerk would obtain further advice from CAPALC and make enquiries about how other parishes dealt with this issue.

Town Clerk

13/178 JUDITH'S FIELD SCRUBLAND AREA

CLLR TAYLOR presented a report which was noted. It was AGREED that the area would be cleared of debris and tidied in the first instance at a cost of approximately £1k. The Town Clerk would confirm this instruction with the Grounds Maintenance contractor. It was also AGREED that the Town Clerk would write to CCC Highways Division to request that they undertake repairs to the fencing between Judith's Field and the A1198.

Town Clerk

Town Clerk

13/179 PERSONNEL

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 were excluded from the meeting.

The Town Clerk and Mace Bearer left the meeting.

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 were re-admitted to the meeting

The Town Clerk and Mace Bearer rejoined the meeting.

CLLR CONBOY would seek further advice to compare with the advice already presented to the Town Council in order to make the best possible recommendation for staff. The financial implication on the budget for Human Resources was acknowledged and it was noted that there should be funds available.

CLLr Conboy

CLLR CONBOY advised that it was good practice to ring-fence reserves to make provision for possible staff absences, this would be reviewed.

It was AGREED that the Futures working group would look at the role of the Town Clerk and Responsible Financial Officer in respect of managing risks and any possible issues to do with fraud. The Town Clerk advised the Town Council that the Financial Regulations in place provided several safeguards and that all issues of risk and possible fraud were relevant to Cllr activity as well.

The MAYOR recommended that in future, we should aim to finish all Town Council business by 10pm at the latest and items on the agenda not discussed before that time would be carried forward to the next Town Council meeting.

All Cllrs

THE NEXT TOWN COUNCIL MEETING, WILL BE HELD ON 12th DECEMBER 2013 IN THE TOWN HALL

The meeting ended at 10.28pm

Mayor

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

GODMANCHESTER TOWN COUNCIL**OUTSTANDING ACTIONS LIS****AS AT 21 NOVEMBER 2013****MATTERS ARISING FROM MEETING HELD ON 17 OCTOBER 2013**

MATTER ARISING	CURRENT POSITION	
Floodlighting for MUGA	Planning permission to be obtained and references requested for chosen contractor	MC/DT
Christmas Market	Would take place on 4.12.13. All Cllrs invited to assist with preparations	SC/DU
Judith's Field scrubland area	Working party to meet on 9.11.13 and paper to be presented to TC meeting on 21.11.13	DT/MC
Standing Orders	Approved at October meeting. Final version to be signed at TC meeting on 21.11.13	PG/RC
Judith's Field Refurbishment	Contractors approached. Update to be provided at November Town Council meeting	RC
Street Furniture	Street furniture to be ordered and installed	PM

MATTERS ARISING FROM PREVIOUS MEETINGS

	MATTER ARISING	CURRENT POSITION	
UPDATED	Christmas lights	Bulbs replaced. Remove from schedule 22.11.13	CLLR
	Futures: staffing structure & accommodation	WP formed to discuss issues.	DU
UPDATED	Water Meter leak:Cemetery Tap	Tap finally connected. Remove from schedule 22.11.13	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 23.9.13. Letter to EA to be drafted.	Swo/ AW / CVP
UPDATED	Twinning	Paper presented to June meeting. Discussions with HGTA and HTC ongoing. Paper to be presented to November TC meeting	DU
UPDATED	H&S working party	Paper to be presented to November TC meeting	DT/ML
UPDATED	QES Chimney & water ingress	Repairs to chimney pending programme for other external remedial work. Redecoration to be planned for spring 2014. Investigations to be carried out re flow of water from down pipes around building and clearing of gullies where necessary	AW
	Ownership of Town Council land	SW to progress with assistance from Leeds Day as necessary.	Swo
UPDATED	Provision of services for Youth	Youth Plan agreed at October Town Council meeting. Remove from schedule 22.11.13	SC/NP

 denotes no update provided

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 21st NOVEMBER 2013****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1301665FUL	First floor extension over existing garage: 74 Tudor Road: RECOMMEND
1301463FUL	Erection of 74 metre to hub 500 KW wind turbine (102 metres to blade tip) and associated infrastructure including access track: Littlebury Farm, Moats Way, Hemingford Abbots: NO COMMENTS
1301659FUL	Proposed floating pontoon and landing platform: Dream Catcher: The Huntingdon Boat Haven, The Avenue: RECOMMEND APPROVAL
1301534FUL	Erection of a pre-fabricated ancillary timber garden annexe to the rear : 4 The Stiles: RECOMMEND APPROVAL SUBJECT TO CONSIDERATION OF COMMENTS SUBMITTED FROM NEIGHBOURS
1301708TREE	Crown lifting and crown reduction of one Horse Chestnut tree: Land between 5 and 15 London Road: RECOMMEND APPROVAL SUBJECT TO OPINION AND COMMENTS FROM TREE OFFICER
Openreach	Request to place DSLAM cabinet on land adjacent to War Memorial green at junction of Park Lane: RECOMMEND REFUSAL TO LOCATE ON THIS SITE BUT WILL ARRANGE TO MEET ON SITE TO DISCUSS ALTERNATIVE LOCATION

CORRESPONDENCE

HDC	Environmental Capacity Study (email copied to all Cllrs)
C Looker	Kings Bush Gardens Wind Turbine
HDC	1300630FUL: response re land at Park Lane Caravan Park
Y Perry & W Goodwin	1301537FUL: comments on application
HDC	CIL response form (and email from Cllr G Wilson to all Cllrs)
CCC	Minor Improvement Bid: Pinfold Lane/Old Court Hall (email to all Cllrs)
CCC	Local Highway Improvement Bid 2014/15

CORRESPONDENCE

<u>Mayor</u>	HDC Archant Herts & Cambs Sandy Town Council Kettering Borough Council USAF Cambridge City Council Rushden Town Council	Polling District Review Huntingdonshire Business Awards Mayor's Christmas Fayre Mayor's Charity Ball Veterans Day Ceremony Mayor's Reception Mayor's Civic Dinner
<u>Cllr Morgan</u>	H Ellis	Lack of litter bins
<u>Cllr Wells</u>	J Hesp	FAS matters (copy NP) (e)
<u>Cllr Welton</u>	HDC	Tree survey and inspection training (e)
<u>Cllr Wilson</u>	GMCiB	Grant Application (defer to December)
<u>Cllr Worthington</u>	St Mary's PCC Bidwells Bidwells Hewitsons	Various matters (e) FAS affect on Town Hall (e) (copy CVP, AW) Ownership of land (e) (copy CVP, AW) FAS affect on Town Hall (e) (copy CVP, AW)
<u>Copy to all Cllrs</u>	G Wilson HDC HDC	Information re closed landfill site Cow Lane (e) Consultation on CCTV services CCTV report October

ACCOUNTS PAYABLE - 21ST NOVEMBER 2013					
		PAYMENTS			
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.50	£ 7.50	£ 45.00
DD	UW	Gas/Electricity	£ 246.47	£ 12.63	£ 259.10
DD	UW	Gas/Electricity/phone line	£ 246.98	£ 16.75	£ 263.73
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	£ 31.74	£ 6.35	£ 38.09
DD	HSBC	Bank charges	£ 39.60	£ -	£ 39.60
200339	M Liddiard	November salary	£ -	£ -	£ -
200340	D Roffe	November salary	£ -	£ -	£ -
200341	K Walters	November salary	£ -	£ -	£ -
200342	K Askew	November salary	£ -	£ -	£ -
200343	K Lissaman	November salary	£ -	£ -	£ -
200344	Inland Revenue	Tax & NI	£ -	£ -	£ -
	TOTAL SALARIES, TAX & NI		£ 4,264.99	£ -	£ 4,264.99
200345	H>A	Balance of air fare	£ 64.99	£ -	£ 64.99
200346	K Fergusons	Contract plus extras	£ 2,062.13	£ 412.43	£ 2,474.56
200347	Viking	Stationery	£ 124.82	£ 20.21	£ 145.03
200348	Ken Booth & Co	Cleaning materials	£ 201.94	£ 40.39	£ 242.33
200349	Glasdon UK Ltd	2 x benches, 1 x bin	£ 1,771.56	£ 354.31	£ 2,125.87
200350	GMC Senior Citizens	Refreshments: Remembrance Day	£ 25.00	£ -	£ 25.00
200351	N W Angell	PA system: Remembrance Day	£ 140.00	£ 28.00	£ 168.00
200352	D Finkle Gas Services	Repair JF boiler	£ 216.67	£ 43.33	£ 260.00
200353	G Giddings	Repair ladies toilet QES	£ 70.00	£ -	£ 70.00
200354	Bellmans	Refreshments: Civic Service	£ 459.00	£ 91.80	£ 550.80
200355	Thelma's Flowers	Flowers: Civic Service	£ 30.00	£ -	£ 30.00
200356	St Mary the Virgin PCC	Order of Service: Civic Service	£ 18.00	£ -	£ 18.00
200357	Thistle Fire & Security	Annual maintenance: TH	£ 96.00	£ 19.20	£ 115.20
200358	Electrical Safety Testing	Portable appliance tests	£ 75.00	£ 15.00	£ 90.00
200359	New Flame	Fire extinguisher service	£ 240.43	£ 48.09	£ 288.52
200360	Smith of Derby	Motor rewind: Church clock	£ 933.00	£ 186.60	£ 1,119.60
200361	D Roffe	200 x 2nd class stamps	£ 100.00	£ -	£ 100.00
200362	Royal British Legion	Remembrance Day wreaths	£ 100.00	£ -	£ 100.00
200363	Copleys Solicitors	Copies of documents	£ 22.00	£ -	£ 22.00
200364	CAPALC	Publication	£ 49.99	£ -	£ 49.99
200365	Pinpoint Asbestos	Review of Asbestos survey	£ 175.00	£ 35.00	£ 210.00
200366	B Jermy	Window Cleaning	£ 30.00	£ -	£ 30.00
200367	A Bream	Various repairs	£ 536.09	£ -	£ 536.09
200368	Waresley Park Garden Centre	Christmas tree	£ 83.32	£ 16.67	£ 99.99
200369	Jacowe Joinery Ltd	Refurbishment of joinery	£ 5,461.58	£ 1,092.32	£ 6,553.90
200370	Moore Electrical	Various electrical work	£ 2,093.00		£ 2,093.00
200371	E Kynoch	Christmas sweets	£ 105.23	£ -	£ 105.23
			£ 20,698.03	£ 2,446.58	£ 23,144.61
PAYMENTS RECEIVED OCTOBER 2013					
	QES	Fees	£ 406.00		£ 406.00
	Judith's Field	Fees	£ 1,479.50		£ 1,479.50
	Interest	Fees	£ 10.94		£ 10.94
	Cemetery	Fees	£ 285.00		£ 285.00
	VAT	refund	£ 5,869.53		£ 5,869.53
	Refund	Overpayment:photocopier lease	£ 118.76		£ 118.76

GODMANCHESTER TOWN COUNCIL MEETING:
THURSDAY 21st NOVEMBER 2013

13/168.1

		TOTAL RECEIPTS	£ 8,169.73	£ -	£ 8,169.73