

**GODMANCHESTER TOWN COUNCIL**  
**MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD IN THE**  
**TOWN HALL ON THURSDAY 19 JUNE 2014**

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

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

3 members of the public were in attendance

**14/084 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

**ACTION**

CLLR COXHEAD: holiday; CLLR MACLEOD: unwell; CLLR PAULEY: unwell; CLLR VANE PERCY:  
attending meeting of British Institute of Interior Designers.

**14/085 DECLARATIONS OF INTEREST**

CLLR COHEN: item relating to Community Nursery as friend of employee; CLLR MORGAN:  
planning items relating to property in Crowhill and Corpus Christi Lane as applicants known  
to him; CLLR CONBOY: item relating to Community Nursery as friend of employee and also  
newly elected member of HDC.

**14/086 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 15 May 2014 were duly APPROVED and signed as a  
complete and accurate record.

**14/087 PUBLIC PARTICIPATION SESSION**

Mr Kynoch expressed his concern about the DSLAM cabinet sited outside the Town Hall car  
park. He considered it had been put in a dangerous position, and he believed the distance  
from the kerb to the cabinet was now insufficient to meet legal requirements for a shared  
footpath/cycle path width. He was advised the Town Council is pursuing options to relocate  
the cabinet through Openreach. Mr Kynoch also commented on the phasing of pedestrian  
crossing on Post Street which does not allow sufficient time for pedestrians to cross the  
road safely. Cllr G Wilson (as a Godmanchester County Cllr) will make enquiries.

Cllr G Wilson

A resident addressed the Town Council in support of the planning application in respect of  
13 The Causeway. As her property neighbours No 13 she considered the proposed  
alterations a very good addition to this listed building.

The monthly 800 club draw took place.

**14/088 TOWN MAYOR'S ANNOUNCEMENTS**

THE MAYOR advised he had represented the town on 5 occasions since the last meeting.

THE MAYOR reported that since the last Town Council Alan Welton had tendered his  
resignation. On behalf of the Council THE MAYOR expressed his grateful thanks for his  
years of service to the town, first as Town Clerk then as Cllr and Mayor. He had made a  
great contribution to our community and both he and June had given of their time and  
service. THE MAYOR confirmed that if Cllrs were aware of anyone who might be interested  
in filling the vacancy to let the Town Clerk know.

All Cllrs

THE MAYOR expressed his personal sadness on the resignation of Mary Evans who

managed the Community Nursery in Park Lane. She had made a valuable contribution to community.

THE MAYOR reminded all that over 21 and 22 June everyone would have the opportunity to view GMCiB Open Gardens; and support the bowls competition and fishing match in the town.

All Cllrs

THE MAYOR reminded Cllrs that when they were elected to serve the town, they had undertaken not just to turn up for Council meetings but to share in the leadership for the areas that are our corporate responsibilities. It was important that all Cllrs were prepared to undertake a fair share of the portfolio responsibilities and without this the Town Council could not function effectively.

All Cllrs

THE MAYOR advised that Friday 27 June would be marked as Armed Forces Day and HDC would be raising the flag at Pathfinder House at 10am. THE MAYOR confirmed Godmanchester would hold its own simple ceremony at the Town Hall in Godmanchester at 10am to raise our own flag.

All Cllrs

THE MAYOR was pleased to formally announce that Mark Chapman had been appointed as Deputy Town Clerk and would seamlessly transfer to this position on 1 July 2014.

#### 14/089 TOWN CLERK'S REPORT ON MATTERS ARISING

The Town Clerk presented a report which was received and noted.

14/089.1 THE MAYOR advised the Futures group would be looking carefully at the future provision of community facilities at Judith's Field. There were several stages to go through and much information to gather.

14/089.2 CLLR TAYLOR confirmed the fencing on the left side of the scrubland area at Judith's Field had been repaired, weeds and nettles had been treated and were dying off, and Fergusons would be removing embedded debris from the grass at the end of the month. CLLR TAYLOR advised that a letter from new landlords for Judith's Field had been received supporting the Town Council's proposals for the scrubland area. CLLR TAYLOR advised he and CLLR COHEN had attended an event run by the Hunts Forum providing information about how to apply for grants and funding for projects. CLLR G WILSON asked whether consideration could be given to provide seating at Judith's Field in the field area. It was AGREED this would be raised at a future meeting.

14/089.3 THE MAYOR advised he had attended a Twinning planning meeting. Despite our request no negotiations had taken place with the secondary schools to ensure that Godmanchester Town Council only funded Godmanchester participants in Twinning activities. It was AGREED that Godmanchester Town Council would not provide funding for general Twinning expenses. To mark the 40<sup>th</sup> Anniversary with our twinning with Salon de Provence one meal had taken place at the Exhibition over the weekend.

14/089.4 CLLR CONBOY advised that the recruitment process to select a Deputy Town Clerk had gone well and as stated by the MAYOR, an appointment had been made. CLLR CONBOY thanked the Mayor, Town Clerk, Cllr Cohen, Cllr and Mrs Welton for their assistance.

CLLR CONBOY advised that the Youth Council had met again in June and would be working hard to promote themselves.

CLLR G WILSON confirmed that CCC Highways Division had advised they did not have money in their budget to improve the surface at Betts Close at this time but the Town Council would have the opportunity to submit a bid for Local Highway Improvements for 2015/2016. It was AGREED that the application would be made and the Town Clerk would write to all residents in Betts Close and nearby properties on London Street to inform residents of the bid and seek support.

Town Clerk/  
Cllr G Wilson

CLLR COHEN confirmed that the Huntingdonshire Community Nursery had been registered

as a Community Asset.

#### 14/090 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 14/090 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

#### 14/091 CORRESPONDENCE

CLLR COHEN advised that PPL, who had installed the MUGA and cables for future Floodlighting provision had made an offer to pay for 50% of the costs for additional groundworks by the company installing the floodlighting, due to provision of inaccurate drawings. The Town Clerk would write to ACCEPT this offer.

Town Clerk

#### 14/092 FINANCIAL AND ACCOUNTS

14/092.1 The list of payments to be made in Appendix 14/092.1 was APPROVED

14/092.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 19 June 2014 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.

14/092.3 It was AGREED that costs of up to £500 were APPROVED in respect of training costs and SLCC membership for the newly appointed Deputy Town Clerk. It was AGREED that the Deputy Town Clerk would be permitted to observe a planning working party as part of his induction.

#### 14/093 TO APPROVE COSTS TO CLEAN THE WAR MEMORIAL

CLLR COHEN presented a report the contents of which were noted. It was AGREED to seek alternative quotes and that the work should be carried out in the following financial year. Figures would be prepared for the October budget meeting.

CLlr Cohen

#### 14/094 TO APPROVE COSTS FOR A PLAQUE TO COMMEMORATE WWI

CLLR COHEN presented a report the contents of which were noted. It was AGREED to purchase a plaque to commemorate those who had died during WWI from Sign of the Times at a cost of £190 + VAT. This expense would come from the street furniture budget.

CLlr Cohen/  
Town Clerk

#### 14/095 TO APPROVE CHANGES TO THE CODE OF CONDUCT AND STANDING ORDERS

CLLR GODLEY presented a report the contents of which were noted. It was AGREED to ADOPT THE revised Code of Conduct and revised Standing Orders with immediate effect. The Town Clerk would advise HDC of the Town Council's decision and circulate the new documents to all Cllrs. Town Clerk would issue a new Register of Interests form to each Cllr for submission if any changes to previous disclosed interests had occurred.

Town Clerk/  
All Cllrs

#### 14/096 TO CONSIDER DISTRIBUTION OF CLLRS PORTFOLIOS

The list of current Cllrs portfolios/responsibilities was discussed. As no-one volunteered to lead on matters relating to Development Control, it was AGREED overall responsibility would remain with all Cllrs.

All Cllrs

#### 14/097 COMMUNICATIONS PLAN

CLLR GODLEY presented a report the contents of which were noted. It was AGREED that the communications working group would put forward a plan for discussion to a future Town Council 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 were excluded from the meeting.**

14/098 PARK LANE COMMUNITY NURSERY

CLLR COHEN presented a report, the contents of which were noted. As Cllrs had been advised, the Park Lane Nursery had been registered as a Community Nursery. Following the resignation of Mary Evans, HDC would be reviewing how the nursery was run. It was AGREED that a working party would be set up to discuss the Town Council's views concerning the future of the nursery.

Cllr Cohen

**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**

14/099 CONSULTATION ON TRANSPORT STRATEGY

**This item was discussed before members of the public were asked to leave the meeting.**

CLLR G WILSON confirmed that CCC and HDC would be considering the long term transport plan for the County and also the Huntingdon and Godmanchester Market Town Strategy. A public exhibition would be held in the Community Primary School on 27 June and all Cllrs were encouraged to attend.

All Cllrs

The Town Council would need to respond to the consultation by 11 July 2014. It was AGREED to hold an extra ordinary Town Council meeting on 1 July at Judith's Field to discuss and approve the Town Council's response. CLLR PAULEY would be asked to co-ordinate all comments from Cllrs and to prepare the final draft letter for approval at the extra ordinary meeting.

Cllr Pauley

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 1 JULY 2014 AT JUDITH'S FIELD BUILDING

The meeting ended at 9.30pm

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 JUNE 2014****MATTERS ARISING FROM MEETING HELD ON 15 MAY 2014****MATTER ARISING****CURRENT POSITION**

|  |  |    |
|--|--|----|
| Cleaning of War Memorial and provision of commemorative plaque | Cllr Cohen to present report to June TC meeting      | MC |
| Basins and taps in QES toilets                                 | Agreed budget of up to £1800. Town Clerk to progress |    |

**MATTERS ARISING FROM PREVIOUS MEETINGS****MATTER ARISING****CURRENT POSITION**

CLLR

|                         |  |  |                |
|-------------------------|--|--|----------------|
|                         | Circular Bench                             | Matter discussed at April meeting. Old bench to be refurbished and installed at north end of Causeway. New bench to be installed at Park Lane to be purchased by Freeman   | PM             |
| UPDATED<br>JUNE<br>2014 | Community Asset                            | Cllr Cohen has submitted an application for Park Lane nursery to be registered as a community asset. To be considered 16.6.14  | MC             |
| UPDATED<br>JUNE<br>2014 | Parking at Betts Close                     | Response received from Highways advising no budget this financial year, but advised we should submit a bid under Minor Improvement Scheme for next year. Application for LHI received June 2014 for submission by September 2014.  | TC             |
|                         | Priority Action Areas                      | Draft plan approved. Further work to develop all areas of plan to be carried out   | DU             |
| UPDATED<br>JUNE<br>2014 | Recruitment                                | Mark Newman appointed as Deputy Town Clerk with effect from 1.7.14 (remove from schedule)  | TC/SC          |
|                         | Amphitheatre of trees on Recreation Ground | Agreement for working party to be formed to discuss the project in more detail   | CVP            |
| UPDATED<br>JUNE<br>2014 | Queens Walk Footpath                       | Mayor and Town Clerk met reps from CCC, EA, Jacksons, Atkins. Agreed to work in partnership to ensure repairs carried out to Queen's Walk path. Highways to co-ordinate, Town Clerk has chased for response and update April 2014. Jacksons have carried out repairs to areas they have damaged. Other work not yet in place via CCC. Meeting to be arranged to discuss other repair work. | TC             |
|                         | CCTV                                       | Cllr Coxhead, Cllr Godley and Town Clerk met with HDC to consider options for CCTV provision from Town Hall being shared with HDC via their Control room. This matter is on hold until issue of office accommodation has been resolved   | RC/PG          |
| UPDATED<br>JUNE<br>2014 | Use of Town Hall                           | The Mayor has written to the Senior Citizens Club asking formally for permission to use additional space on the ground floor on a permanent basis. Verbal update provided to April TC meeting. A further discussion would take place asap but SCC reluctant to permit GMCTC use of the space requested. Verbal update to June TC meeting   | DU/SWo<br>/ PM |

**GODMANCHESTER TOWN COUNCIL MEETING:****THURSDAY 19 JUNE 2014****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

| Application No           | Detail  |
|--------------------------|---|
| 1400437LBC               | Amendment to LBC 13001145LBC to change door and window types: 8 Corpus Christi Lane: <b>RECOMMEND APPROVAL - an acceptable and appropriate change</b>   |
| 1400854FUL               | Kitchen/dining extension: 87 Crowhill: <b>RECOMMEND APPROVAL</b>  |
| 1400635LBC               | Replacement of existing signage: The Black Bull 32 Post Street: <b>RECOMMEND REFUSAL - the signage was considered inappropriate and obstrusive on a listed building and in particular will detract from the style of the property and bay</b>   |
| 1400631FUL 1400632LBC    | Single storey rear extension and window works and replacment summer house: 13 The Causeway: <b>RECOMMEND APPROVAL -acceptable and compatible with current property and neighbouring properties. We note the support from the neighbour at No 12 The Causeway</b>  |
| 1400777FUL<br>1400779LBC | Change of use from Clas A1 to D1 to facilitate use as chemist. Internal alterations including removal of chimney at ground floor level. Replacement side door (northern elevation). Replacement advertising signage plus additional signs to north and south elevation: 2 The Causeway: <b>RECOMMEND REFUSAL - The Town Council fully supports small business within the town, but the signage would be detrimental to the external apearance of this listed building that is at the heart of the conservation area. There are strong objections to the 2 large signs proposed on the sides of the building and to the proposed removal of the wall incorporating the fireplace. REVISION DOCUMENT - RECOMMEND REFUSAL: - revised plans have not been received but we continue to object to the proposal for signs on the sides of the building as these are considered unnecessary. Although smaller than those proposed in the original application they are inappropriate in the heart of the conservation area. The proposed illuminated signage at the front of the building is acceptable. The town council could not</b> |
| 1400643LBC               | Provision of secondary glazing, demolition of wall adjoining chimney breast to Apt 1, opening up of store door to form entrance door to Apt 1, dry lining to ext. walls on all floors, compartment floor details for sound reduction, reorganisation of bathrooms to Apts No 1 and 10, plastering to areas of demolitions and new works, details of floodgate to prevent flooding with raised flooring all as described on drawings and construction notes: 2 F Bridge Place: <b>RECOMMEND</b>  |

**CORRESPONDENCE**

HDC

Notification of allocation of addresses to six apartments 2 Bridge Place

**CORRESPONDENCE**

**Mayor**

|                               |                                    |
|-------------------------------|------------------------------------|
| HM Courts & Tribunals Service | Consultation on Bench Mergers      |
| A Welton                      | Letter of resignation              |
| Mills & Reeve                 | Change of Trustees for JF          |
| H&GTA                         | Twinning programme for Salon visit |
| Hartford Marina               | Official launch of Ladybird Boat   |
| Huntington Town Council       | Trial of Joshua Slade              |
| Ely City Council              | Mayor's Charity Ball               |
| St Mary's Church Cambridge    | Investiture Service                |
| H&GTA                         | AGM                                |
| Godmanchester Wives           | Invited as speaker                 |
| Mayor of Wisbech              | Guided Walk                        |
| St Ives Town Council          | Mayor Making                       |
| H&GTA                         | Working Party Meeting              |
| St Mary the Virgin GMC        | RAF Wyton Band                     |
| St Ives Town Council          | Concert in Commemoration of WW1    |
| Higham Ferrers Town Council   | Mayor's Civic Service              |

**Cllr Cohen**

|     |                             |
|-----|-----------------------------|
| PPL | Response to letter re costs |
| WMT | AGM                         |

**Cllr G Wilson**

|                           |                          |
|---------------------------|--------------------------|
| Local Highway Improvement | Applications for 2015/16 |
|---------------------------|--------------------------|

