

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 16 OCTOBER 2014

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

Town Clerk: Mrs M LIDDIARD
Mace Bearer:

3 members of the public were in attendance

ACTION

14/176 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

14/177 DECLARATIONS OF INTEREST

CLLR MALLEY: Planning application Park Lane.

14/178 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 16 October 2014 were duly APPROVED and signed as a complete and accurate record. The Minutes of the meeting held on 30 October 2014 were duly APPROVED and signed as a complete and accurate record

14/179 PUBLIC PARTICIPATION SESSION

The monthly draw for the 800 club took place.

14/180 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR advised he had represented the Town on 10 occasions since the last regular Town Council meeting.

THE MAYOR reminded all Cllrs that the switch on of Christmas lights and Christmas Market would take place on 5th December. Support would be needed for a variety of tasks and Cllrs were asked to sign up with CLLR CONBOY if they would be able to help.

All Cllrs

14/181 TOWN CLERK'S REPORT ON MATTERS ARISING

The list of outstanding items was received and noted.

CLLR TAYLOR reported that the formerly derelict area of Judith's Field had been much improved following removal of weeds and grass seeding the mound. One quote for an 8' fence to be placed between the commercial area adjacent to Judith's Field and the "Shrubland" had been provided in the sum of £2730 + VAT. It was AGREED that 2 further quotes would be obtained and the lowest quote would be accepted with a maximum of £3000.

Cllr Cohen

CLLR COXHEAD advised there would be an update on Tourism provided to the February meeting.

Business
Portfolio

CLLR WORTHINGTON reported that one quote had been received in respect of repairs to the right hand wall to the Garden of Remembrance although 3 contractors had been approached and asked to provide a quote. It was AGREED that the quote in the sum of £3665 + VAT be accepted. Town Clerk would liaise with the resident neighbouring the Garden of Remembrance to advise that works would be taking place.

Town Clerk

CLLR G WILSON arrived at 19.45pm

The Property Portfolio will consider the position regarding the gable end of the Judith's Field building and make recommendations to the next Town Council meeting.

Property
Portfolio

14.181.1 Neighbourhood Plan. A report on progress to develop a neighbourhood plan was received and noted. It was confirmed that when the Town Council are in a position to write formally to Huntingdonshire District Council, a map would need to be provided to identify the area to be included or covered by the Neighbourhood Plan. It was AGREED this would be the map showing the Parish Boundary. If any Cllrs had further comments on the Neighbourhood Plan, they should refer them to CLLR WORTHINGTON in the first instance. The working group were pleased to report that further advice would be forthcoming from Houghton & Wyton who had recently worked on their own Neighbourhood Plan.

All Cllrs

The Property Portfolio Group, assisted by CLLR COHEN would put forward suggestions about renewing all signage at the entrance to Judith's Field.

Property
Portfolio

14/182 CORRESPONDENCE

The list of correspondence received was noted.

CLLR TAYLOR reported that following the recent inspection of play equipment quotes had been provided for repairs to two pieces of equipment. It was AGREED to go ahead with the repairs. Town Clerk would arrange.

Town Clerk

CLLR G WILSON and CLLR MALLEY confirmed they would attend the Local Joint Committee Meeting.

14/183 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 14/183 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR PAULEY arrived at 8pm

CLLR S WILSON reported the Godmanchester Allotment Association had made a request for financial assistance with costs for CCTV. Town Clerk had invited them to apply to the Town Council for a Grant in December. They had made a further request that the Town Council consider approaching David Wilson Homes (DWH) to request that the area on the Bearscroft Development allocated for allotment provision be swapped with an area north of the current allotment gardens. The Town Clerk would advise the Allotment Association that the outline planning permission granted to DWH included provision of allotments and the land they referred to was owned by the Church Commissioners and so would not be anything to do with the development site.

Town Clerk

CLLR S WILSON confirmed HDC had advised the Town Council could take the lead in providing suggestions for the new street names on the Bearscroft Development. DWH were in agreement and all areas of the community would be invited to put forward suggestions. An article would be included in the forthcoming newsletter encouraging residents to get in touch with their ideas.

CLLR S WILSON confirmed Savills and DWH had provided responses to the queries raised at the last Town Council meeting.

CLLR S WILSON presented a draft response on the consultation on the Design Code for the Bearscroft Development. A variety of questions were raised in the response including clarification on who holds responsibility for areas of open water and balancing ponds and whether they would be fenced off and a request for more information on who would hold

responsibility, quality, size and facilities around sports pitches which would be provided for community use. It was AGREED that the draft prepared by CLLR S WILSON would be submitted.

Town Clerk

14/184 FINANCIAL AND ACCOUNTS

14/184.1 The list of payments to be made in Appendix 14/184.1 was APPROVED

14/184.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 20 November 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.

CLLR G WILSON reported that the Town Council still needed to confirm the budget for 2015/16 and to agree the precept for next year. It was AGREED that a Finance working party would take place following directly after the Planning working party on 8th December. All Cllrs were asked to provide an accurate forecast of their expected expenditure for the following year.

All Cllrs

14/185 TOWN HALL ACCOMMODATION/PROPERTY MATTERS:

CLLR WORTHINGTON presented a report which was noted. In respect of the proposed portacabin, it was AGREED that the Town Clerk and Cllr would visit both companies who had provided quotes and more detailed quotes would be obtained.

Town Clerk

14/186 QUEENS WALK CHILDREN'S PLAY AREA FENCING

CLLR TAYLOR presented a report which was noted. It was AGREED to accept the quote from Fergusons to replace one side of the fencing around the play area at a cost of £2k. Town Clerk would place the order.

Town Clerk

14/187 HEALTH AND SAFETY

CLLR TAYLOR presented a report which was noted. He confirmed spot checks on personnel and accounting procedures had been undertaken and he recommended Cllrs note the points made in the report.

All Cllrs

CLLR TAYLOR confirmed that regular quarterly inspections of all play equipment were undertaken by Fenland Leisure however, in accordance with best practice the Town Council should also undertake an annual inspection of all equipment and it was AGREED this would take place with effect from the next Financial year.

Town Clerk

It was noted that the Legionella Monitoring contract had been renewed for the Queen Elizabeth School and Judith's Field Building but not in respect of the Town Hall. The Senior Citizens Club had been advised by the Town Clerk that they may wish to investigate taking out their own contract for monitoring services.

14/188 QUEEN'S WALK FOOTPATH

Following discussion about whether the damaged path should be repaired or not and upgraded to a road width or not, it was AGREED that the Town Council did not want the path widened and did want to support CCC in repairing the path to a good standard. It was AGREED that up to 50% of the balance of costs quoted by CCC would be met up to a limit of £4 providing the repairs covered the area from the Mill Stream crossing at Mill yard car park to the area adjacent to the main sluice which included a short section from the Chinese Bridge to the main sluice. Town Clerk would inform CCC. The Environment Portfolio would investigate provision of a barrier of some kind to prevent unauthorised vehicles accessing the Recreation Ground.

Town Clerk

Environment
Portfolio

14/189 TRANSPORT STRATEGY

CLLR PAULEY presented a report on the Transport Vision for Godmanchester. Following discussion it was AGREED to accept the document. It was confirmed that this was a stand-alone document and a copy would be available on the Town Council website for residents to make their comments. The working group preparing the Neighbourhood Plan advised that consultation to be undertaken in respect of the Neighbourhood Plan had to follow a specific format and the Transport Vision may not fit within the structure of this consultation.

14/190 JUDITH'S FIELD REDEVELOPMENT

CLLR COXHEAD presented a report which was noted. The timeline for the programme was agreed in principle together with the recommendation that a cross portfolio working group be formed. It was also understood and AGREED that there would be a need for formal project management. It would be important for the Town Council to apply for any available sources of grant funding before the project developed too far. This would be explored by the Business Group.

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 11 DECEMBER 2014 IN THE TOWN HALL

The meeting ended at 21.27pm

Mayor

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

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

MATTERS ARISING FROM MEETING HELD ON 16 OCTOBER 2014

MATTER ARISING	CURRENT POSITION	
Budget and precept	Initial budget prepared further work to be done by all Cllrs	F&PP
Neighbourhood Plan	Working party to scope role & membership of steering group	BP
Transport Strategy	Report presented, further input required	BP

MATTERS ARISING FROM PREVIOUS MEETINGS

MATTER ARISING CURRENT POSITION

DSLAM Cabinet (Town Clerk)	Town Clerk & Cllr G Wilson to continue to progress matter to move DSLAM cabinet, through Openreach. Town Clerk has written to MP.
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FINANCE AND PLANNING PORTFOLIO

PROPERTY PORTFOLIO

Office Accommodation	Request made for permission to use additional space on the ground floor of Town Hall to Senior Citizens Club. Further discussions have taken place but no resolution. Updates provided to TC in April, June, July and August. TC agreed to seek permission for temporary portacabin to be located in TH car park. Town Clerk liaising with Conservation Officer on this matter. Property Portfolio to take forward. Report due to Nov meeting	UPDATED NOV 2014
Repairs to headstones	Advice received from CAPALC. Report presented to April TC meeting. Costs to be obtained	
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. Email to Bidwells sent 28.2.14 instructing them to progress the matter. Letter sent to EA April 2014 - awaiting response. Report to July and August TC meetings. Further clarification sought	
QES: External works: roof gully modification; chimney stack repair; installation of french drain	Repairs to chimney pending programme for other external remedial work. French drain to be installed around perimeter of building and investigations to be carried out re flow of water from down pipes around building and clearing of gullies where necessary delayed due to illness of appointed contractor. Town Clerk chased contractor for dates. Quote received from roofing specialists. TC to consider.	UPDATED NOV 2014
Ownership of Town Council land	SW and Town Clerk met with Copleys Feb 2014 who will work towards registering all Town Council land and property. Costs will be in region of £700. Town Clerk had meeting with Copleys 08.05.14. Registration of War Memorial green(s) in progress. Declaration sworn 8.7.14 by Town Clerk. Town Clerk has provided schedule of all outstanding matters to Town Council.	
Damage to Fascia Boards at JF	Town Clerk has submitted insurance claim. TC approval to go ahead with repairs. Cycle rack has been moved forward at car park end of building. Town Council to advise on how to progress	UPDATED NOV 2014
Garden of Remembrance	TC approval to repair damaged wall. Town Clerk has requested quotes from 3 contractors. One quote received.	UPDATED NOV 2014

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

ENVIRONMENT PORTFOLIO	
Fencing Queens Walk Play area	Town Clerk has requested quotes from 3 contractors. Report to Nov TC meeting
Parking at Betts Close	Town Clerk has submitted LHI Bid. Outcome will be known in February 2015. Panel meeting took place in November, Cllr Pauley attended
Amphitheatre of trees on Recreation Ground	Agreement for working party to be formed to discuss the project in more detail
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. Town Clerk provided verbal update at July & August & September meetings. Environment Portfolio to lead discussions on way forward
Judith's Field scrubland area	Agreement to clear debris and treat nettles given at April TC meeting. Report to June, August & September meetings. Fergusons quote to re-seed the area agreed. Approval to repair fencing along A1198 given but deferred until further quotes obtained for fencing between commercial area and JF. Further report October TC meeting.
BUSINESS PORTFOLIO	
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
Autumn Newsletter	To be prepared
Tourism	Steering group to be formed

UPDATED
NOV 2014

CORRESPONDENCE

Mayor

Godmanchester	Remembrance Service
Godmanchester	Porch Museum
Godmanchester	Civic Service
Godmanchester	Opening Black Bull
Godmanchester	Community Race Night
Godmanchester	Bonfire / School Guys Judging
Godmanchester	Community School Visit QES
Godmanchester	Porch Museum Service
Godmanchester	Godmanchester Charities
Peterborough	High Sheriff's Justice Service
Peterborough	Bridge Fair & Sausage Supper
Huntingdon	Speakability Tea Party
Huntingdon	RAF Association Parade & Civic Service
Huntingdon	WI Centenary Celebrations
Huntingdon	Organ Donation Awards Ceremony
St Ives	Royal Soc. Of St George Dinner
St Ives	Hunts Post Business Awards
March	Civic Service 3pm
Whittlesey	Civic Service 3pm
Fenland	Macmillan Coffee Morning
Wisbech	Presentation Evening at Chambers
RAF Molesworth	Annual USA Air Force Birthday Celebrations
Madingley	USAF Veteran's Day Ceremony
South Cambs	Chairman's Reception
Ely	Cambs Young Person of the Year Award
Ely	Civic Service
Higham Ferrers	Coffee Morning
Rushden	Horse Racing Night
Rushden	Civic Service
Sandy	Xmas Lights Fund Raiser
Sandy	Horse Race Night
Thrapston	Chairman's Afternoon Tea
St Mary's	Invitation to Remembrance Day Service for all GMC Cllrs

Finance & Planning Portfolio

Property Portfolio

A Naylor	Signage at Judith's Field
Norman & Underwood	Quote re QES roof work
A&K Builders	Quote re work to Garden of Remembrance

Environment Portfolio

(E) denotes correspondence received by e-mail

Fergusons	Quote for fencing Queens Walk Play Area
FLP	Quote for fencing Queens Walk Play Area
FLP	Inspection reports and quote for repairs

Business Portfolio

Kimbolton Parish Council	Local Joint Committees (copy all Cllrs)
Sir G Bright	Response to letter from GMCTC (copy all Cllrs)
HDC	CCTV report (copy all Cllrs)
CCC	Electoral Review (copy all Cllrs)

Copy for all Cllr's

Agenda Items

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 20 NOVEMBER 2014****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1400303FUL	Retention of existing roof lights on side elevations with partial obscured glazing and restricted opening (NEW INFORMATION RECEIVED): Font House 5a Silver Street: RECOMMEND APPROVAL - amendments to the window will minimise impact on neighbour
1401560FUL	Change of use to mixed use class D1 and D2 as personal fitness training and health and well being centre with sports massage, physio, beauty therapy and holistic treatments: Unit 23 Roman Way: RECOMMEND APPROVAL - no concerns identified. We encourage local business.
1401686FUL	Rear two storey extension: Houses 5 and 6 Park Lane Godmanchester: RECOMMEND APPROVAL - minimal impact on neighbours, leaves good sized
1400620FUL	Erection, 25 year operation and subsequent decommissioning of a single wind turbine (including micro-siting) with a maximum overall tip height of 90 metres, together with associated infrastructure including turbine transformer, hardstanding areas, a control building and cabling (ADDITIONAL INFORMATION - pre application consultation details received): Land East of Buckden Leachate treatment plant off Buckden Road: NO COMMENT

CORRESPONDENCE

W Lusty	Responses to queries raised by Town Council
C Kerr	Advice that Design Code for Bearscoft: 21 day consultation period
M Radford	Bearscoft Allotments
HDC	Street naming on Bearscoft Development

ACCOUNTS PAYABLE - 20TH NOVEMBER 2014					
		PAYMENTS			
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.50	£ 7.50	£ 45.00
DD	UW	Gas/Electricity	£ 176.67	£ 9.14	£ 185.81
DD	UW	Gas/Electricity/phone line	-£ 28.74	-£ 3.01	-£ 31.75
DD	HDC	Monthly Council Tax	£ 527.00	£ -	£ 527.00
DD	Anglian Water	Monthly charge	£ 32.00	£ -	£ 32.00
DD	Anglian Water	Monthly charge	£ 38.00	£ -	£ 38.00
DD	Virgin	Town Office phone line	£ 25.37	£ 5.07	£ 30.44
DD	HSBC	Bank charges	£ 46.21	£ -	£ 46.21
200602	M Liddiard	November salary	£ -	£ -	£ -
200603	M Newman	November salary	£ -	£ -	£ -
200604	K Walters	November salary	£ -	£ -	£ -
200605	K Askew	November salary	£ -	£ -	£ -
200606	K Lissaman	November salary	£ -	£ -	£ -
200607	Inland Revenue	Tax & NI	£ -	£ -	£ -
	TOTAL SALARIES, TAX & NI		£ 4,354.99	£ -	£ 4,354.99
200608	Ken Booth & Co Ltd	Cleaning materials	£ 124.75	£ 24.95	£ 149.70
200609	Electrical Safety Testing	Portable appliance testing	£ 75.00	£ 15.00	£ 90.00
200610	Thistle Fire & Security	Annual Maintenance	£ 96.00	£ 19.20	£ 115.20
200611	Nemco Utilities	Legionella Management	£ 865.20	£ 173.04	£ 1,038.24
200612	Fergusons	Oct/Nov maintenance + JF work	£ 5,366.26	£ 1,073.26	£ 6,439.52
200613	D Butterworth	Wood for cemetery markers	£ 25.45	£ -	£ 25.45
200614	M Liddiard	Lining material: QES curtains	£ 45.52	£ -	£ 45.52
200615	M Bird	Repairs and cleaning curtains	£ 176.38	£ -	£ 176.38
200616	Petty Cash	imprest	£ 33.63	£ -	£ 33.63
200617	AskIt Services	Renewal of antivirus	£ 23.28	£ 4.66	£ 27.94
200618	M Newman	200 x 2nd class stamps	£ 106.00		£ 106.00
200619	Information Commissioner	Data Protection registration	£ 35.00	£ -	£ 35.00
200620	Bellmans	Civic Service buffet	£ 459.00	£ 91.80	£ 550.80
200621	The Poppy Appeal	S137 Wreaths plus donation	£ 100.00	£ -	£ 100.00
200622	E Waldron	S137 Travel expenses Rem Day	£ 20.00	£ -	£ 20.00
200623	GMC Senior Citizens	S137 Refreshment: Rem Day	£ 25.00	£ -	£ 25.00
200624	N W Angell	S137 PA for Rem Day Service	£ 145.00	£ 29.00	£ 174.00
200625	B Jermy	Window Cleaning	£ 30.00	£ -	£ 30.00
200626	Viking	Stationery	£ 163.43	£ 32.69	£ 196.12
200627	P Morgan	Padlocks for JF	£ 25.98	£ -	£ 25.98
200628	FLP	Quarterly inspection	£ 200.00	£ 40.00	£ 240.00
200629	Anglian Water	Charges 7.8.14-12.11.14	£ 37.65	£ -	£ 37.65
200630	ESPO	Shelves: Town Office	£ 92.00	£ 18.40	£ 110.40
200631	E Kynoch	Christmas sweets	£ 138.30	£ 21.43	£ 159.73
			£ 13,617.83	£ 1,562.13	£ 15,179.96
PAYMENTS RECEIVED OCTOBER 2014					
	QES	Fees	£ 2,305.55		£ 2,305.55
	Judith's Field	Fees	£ 1,186.11		£ 1,186.11
	Interest	Fees	£ 13.40		£ 13.40
	Cemetery	Fees	£ 3,030.00		£ 3,030.00
	Refund/sales	PPL re lighting cables at JF	£ 430.00		£ 430.00
	VAT	Quarters refund	£ 6,113.43		£ 6,113.43
					£ -
		TOTAL RECEIPTS	£ 13,078.49	£ -	£ 13,078.49