

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 11 DECEMBER 2014

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

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

2 members of the public were in attendance

ACTION

14/191 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR VANE PERCY; CLLR WORTHINGTON: prior engagement; CLL WELLS: holiday

14/192 DECLARATIONS OF INTEREST

CLLR MALLEY: planning application relating to Dove House Close; CLLR COXHEAD: a pecuniary interest in the planning application relating to Dove House Close and a personal interest in planning correspondence from the Head Teacher of GMC Community Primary School; CLLR G WILSON: planning correspondence from head Teacher of GMC Community Primary School; CLLR COHEN: Application from GMCiB for Grant.

14/193 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 20 November 2014 were duly APPROVED and signed as a complete and accurate record.

14/194 PUBLIC PARTICIPATION SESSION

The monthly draw for the 800 club took place.

Martin Williams advised members of the Council that he had been presented with a book of photographs from the Remembrance Day parade as a gift for an upcoming "significant birthday" which he passed around for viewing. If the Town Council were interested the photographer may be able to produce a general edition for the 2015 service.

14/195 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR advised that Louise Copper had tendered her resignation with immediate effect for personal reasons. On behalf of the Town Council he recorded his thanks for her input to Town Council debates and discussions during her time on the Town Council.

THE MAYOR reported he had represented the town on 6 occasions since the last meeting and the Deputy Mayor had represented the town on 2 occasions.

THE MAYOR was sorry CLLR VANE PERCY and CLLR WORTHINGTON were not present, but advised that a member of the Senior Citizens Club had written a letter of complaint concerning Godmanchester Town Council which had been directed to the Highways Division, who had forwarded it to the Town Clerk for a response. The Town Clerk had drafted the response for the Mayor's perusal and as the Mayor had supported what had been written, the letter was sent. The Mayor stated it was factual and answered point by point the issues raised. CLLR VANE PERCY and CLLR WORTHINGTON were both unhappy that letter had been sanctioned and considered they should have been consulted. The Mayor confirmed that on reflection he should have put before the Property Portfolio and apologised for not doing so.

THE MAYOR thanked all Cllrs and their families for the tremendous support for the Christmas Market. He was delighted with the outcome of such a successful community event. CLLR CONBOY was congratulated personally for her excellent organisation of the event and all those who stayed after the event to clear up were also thanked for their extra efforts.

14/196 TOWN CLERK'S REPORT ON MATTERS ARISING

The list of outstanding items was received and noted.

CLLR COHEN reported that recent advice from the Ministry of Justice in respect of repairs to headstones stated that a burial authority had to take "reasonable precautions." CLLR COHEN suggested that a large notice be placed in the London Road Cemetery advising visitors that there were hazards present and that they should take care when in the area. It was AGREED to go ahead with a suitable notice. CLLR COHEN also reported that new headstone trenches were required at the cemetery in preparation of starting a new row for burials. It was AGREED to accept the quote from Fergusons to uncover previously dug trenches at a cost of up to £700.

Cllr Cohen/
Town Clerk

CLLR PAULEY provided some statistics and costs relating to provision of Neighbourhood plans using costs borne by other parishes. He confirmed he was aware Godmanchester Town Council would be applying for grants towards provision of a plan. CLLR CONBOY advised that Houghton & Wyton Parish Council had spent approx. £4.5k and had received some grant funding towards these costs. CLLR PAULEY would circulate the link to his source of information together with questions he had relating to provision of a Neighbourhood Plan. CLLR CONBOY confirmed representatives from Godmanchester Town Council would be meeting with HDC in the following week to find out more about the process.

Cllr Pauley

14/197 CORRESPONDENCE

The list of correspondence received was noted.

14/198 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 14/198 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR COXHEAD left the room during the discussion on application 1401884FUL.

CLLR G WILSON confirmed he had attended a meeting arranged by Houghton & Wyton Parish to discuss the future Wyton development. Paul Bland (HDC) had confirmed there would be further consultation on the emerging Local Plan in January/February 2015 with the publication of the proposed submission being made in Spring 2015. The Town Council would have the opportunity to comment again at these stages.

In respect of the link road, the Godmanchester Cow Lane route had not been totally eliminated from discussions and Godmanchester Town Council had agreed to work with neighbouring parishes to continue to lobby for a more suitable route.

An exhibition showing the proposed changes to the river crossing of the A14 had been held. There was concern that the construction compound would access the site using the A1198. It was AGREED to register with the Planning Inspectorate so that Godmanchester Town Council would have the opportunity to be involved in further consultation exercises.

Cllr G Wilson
Town Clerk

14/198.1 A draft letter in response to the consultation on the Enabling Infrastructure for the Bearscoft development was discussed and APPROVED.

Town Clerk

CLLR COHEN asked whether there had been an official request for a change of use for

Rectory Gardens residences. Town Clerk would make enquiries.

Town Clerk

14/199 FINANCIAL AND ACCOUNTS

14/199.1 The list of payments to be made in Appendix 14/199.1 was APPROVED

14/199.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 11 December 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.

14/199.3 CLLR G WILSON presented a report together with updated predicted end of year figures in respect of income and expenditure. The main items of proposed expenditure for the budget for 2015/146 were reviewed and following discussion it was AGREED to note the progress to date for the 2014/15 budget; to approve the proposed budget for 2015/16. It was noted that a sum for grants to outside organisations had not been included in the budget but this would be reviewed in the 3rd quarter of 2015/16.

Following further discussion it was agreed to increase the level of precept by 2% and it was understood that this would result in a further depletion of general reserves held. Town Clerk would submit the precept request to HDC.

Town Clerk

It was AGREED that portfolio holders should actively seek grants wherever possible as an alternative source of income for major projects.

CLLR COXHEAD suggested the Town Council should develop a robust 3 year business plan. The Business Portfolio would work to produce this.

Business
Portfolio

CLLR G WILSON reported that although David Wilson Homes had indicated a possible CIL payment of £810k, Andy Moffat of HDC had reported the figure to be £574k. The Town Council could expect the first of the CIL payments to be made at the end of the following year.

14/200 GRANT APPLICATIONS

Applications for grants were considered and amounts AGREED. Town Clerk would write to all applicants to advise of the outcome.

Town Clerk

14/201 TOWN HALL ACCOMMODATION/PROPERTY MATTERS

The Town Clerk apologised for not circulating the report prepared by CLLR WORTHINGTON in advance of the meeting. Following discussion it was AGREED to accept the revised charges for hire of the QES and Judith's Field from 1 April 2015. It was AGREED: that it was not practical to give discounts to regular hirers; deposits would be the same for all hirers; notices would be placed in the QES advising nothing should be pinned or stuck to the walls. It was AGREED that bookings for children's parties would be taken. The charges for the London Road Lawn Cemetery would remain unchanged.

Town Clerk

A quote from a specialist conservation roofing contractor Norman & Underwood had been received in respect of investigation and repairs to the north facing guttering of the Town Hall. It was AGREED to accept the quotation in the sum of £6961.48. The Town Council noted acceptance of the quote was outside the usual financial regulations requiring 3 comparable quotes, and the decision to accept was due to the specialised nature of the work to be carried out and a limited number of contractors available.

Town Clerk

It was AGREED to accept a quote from Donald Insall (specialist conservation architects) in the sum of £850 to develop sketch designs for the possible future reorganisation of space on the ground floor of the Town Hall.

Town Clerk

It was AGREED to accept a quote from Donald Insall (specialist conservation architects) in the sum of £3635 for surveying the interior and exterior of the QES together with the roof, investigating the damp under the main hall floor, producing sketch designs for refurbishment of the toilets and kitchen. The Town Council noted acceptance of the quote was outside the usual financial regulations requiring 3 comparable quotes, and the decision to accept was due to the specialised nature of the work to be carried out and a limited number of contractors available.

Town Clerk

It was AGREED to replace the track and curtains in the small hall at a cost of up to £1500.

Further recommendations would be brought to the Town Council in January 2015 in respect of the damaged fascia at Judith's Field.

Property
Portfolio

The report confirmed CLLR WORTHINGTON and the Town Clerk had visited Catfoss and Portakabin to view units and detailed costs would be provided at the January Town Council meeting. It was AGREED that work could begin to prepare the planning application.

Property
Portfolio

14/202 ADOPTION OF OPEN SPACE

HDC had asked whether Godmanchester Town Council wished to take responsibility for a piece of land between Ferndown and Brick Kilns. The land remained the responsibility of Persimmon Homes and following discussion it was AGREED the Town Council DID NOT wish to take responsibility. The Town Clerk would advise HDC.

Town Clerk

14/203 YOUTH RECREATION DAY

CLLR CONBOY presented a report the contents of which were noted. It was AGREED to support the principle of a Youth Recreation Day and CLLR CONBOY would follow this up.

CLlr Conboy

14/204 PERSONNEL

This item was postponed until the January meeting. CLLR COXHEAD would present a report together with recommendations.

Business
Portfolio

CLLR MALLEY offered his apologies for absence for the next meeting as he would be trekking across the Sahara in aid of Macmillan Cancer Support he would be grateful for any donations!

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 15 JANUARY 2015 IN THE TOWN HALL

The meeting ended at 21.24pm

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 20 NOVEMBER 2014

MATTER ARISING	CURRENT POSITION
Transport Vision	Discussed and approved at November Meeting
Judith's Field Redevelopment	Timeline agreed in principle

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. No reply received, further copy of letter sent.	UPDATED DEC 2014
FINANCE AND PLANNING PORTFOLIO		
Budget and precept	Initial budget prepared further work to be done by all Cllrs. Budget to be agreed at December TC meeting	UPDATED DEC 2014
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 to Nov TC meeting. Further report to December TC meeting	UPDATED DEC 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. Report to November TC meeting and further report to December TC meeting.	UPDATED DEC 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.	

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

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	
Garden of Remembrance	TC approval to repair damaged wall. Town Clerk has requested quotes from 3 contractors. One quote received. TC gave approval for work to go ahead. Work will start w/c 5.1.15. Town Clerk to advise neighbour in Cambridge Street	UPDATED DEC 2014
ENVIRONMENT PORTFOLIO		
Fencing Queens Walk Play area	Town Clerk has requested quotes from 3 contractors. Report to Nov TC meeting. Approval given for Fergusons to replace one side of fencing at cost of £2k.	UPDATED DEC 2014
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. Matter discussed at November TC meeting. Approval given to share costs of path repair with CCC and EA up to max of £4k if path repaired between main sluice and Mill Yard car park	UPDATED DEC 2014
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 & November TC meeting. Approval given for up to £3k for fencing between commercial area and shrubland. Cllr Cohen and Town Clerk to progress.	UPDATED DEC 2014
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	Distribution due December 2014	UPDATED DEC 2014
Tourism	Steering group to be formed. Report to February 2015 TC meeting	UPDATED DEC 2014
Neighbourhood Plan	Working party to scope role & membership of steering group. Report to November TC meeting	UPDATED DEC 2014

CORRESPONDENCE

Mayor

Godmanchester	Xmas Market
Huntingdon	AGM Royal Society of Blind
Huntingdon	HDC Civic Service of Lessons
Huntingdon	HTC Carol Service
Huntingdon	Sleeping Beauty Production
Huntingdon	Rotary Club Xmas Carol Concert
Huntingdon	Mayor's Charity Xmas Dinner
Huntingdon	HGTA Xmas dinner
RAF Alconbury	Thanksgiving and Pie Social
Rushden	Victorian Evening
St Ives	Xmas Carol Service
St Ives	Royal Society Blind Xmas Lunch
St Neots	Carol Concert
Whittlesey	Musical Evening
Wisbech	Carol Service

Finance & Planning Portfolio

Property Portfolio

Donald Insall Associates Property matters

Environment Portfolio

M Lang	Bench on Recreation Ground
T Lowe	Repairs to footpath Queens Walk
HDC	Adoption of Open Space
Fergusons	Quote for fencing

Business Portfolio

Copy for all Cllr's

(E) denotes correspondence received by e-mail

GODMANCHESTER TOWN COUNCIL MEETING:**THURSDAY 11 DECEMBER 2014****PLANNING APPLICATIONS AND CORRESPONDENCE****APPLICATIONS:**

Application No	Detail
1401813REM	Approval of appearance, landscaping, layout and scale for enabling infrastructure comprising of main vehicular routes, sustainable urban drainage pond, swales and associated landscaping: Land North West of Bearscroft Farm, Bearscroft Lane. FULL RESPONSE SUBMITTED
1401803FUL	Proposed two storey extension to rear: 3 Pipers Lane; RECOMMEND REFUSAL - the Town Council is pleased to see the footprint reduced however, we believe the current application is detrimental to the street scene. Removing the barn door will be a loss of character. The "annexe" proposed in the barn reduces off road parking space whilst increasing occupancy of the property.
1401884FUL	Erection of single storey extension following demolition of existing conservatory: 28 Dove House Close: RECOMMEND APPROVAL - no concerns, this is an improvement to the current conservatory.

CORRESPONDENCE

R Warsap

Parking provision at Bearscroft school

ACCOUNTS PAYABLE - 11TH DECEMBER 2014					
		PAYMENTS			
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL
DD	UW	Line rental/internet	£ 37.50	£ 7.50	£ 45.00
DD	UW	Gas/Electricity	£ 276.17	£ 14.11	£ 290.28
DD	UW	Gas/Electricity/phone line	£ 326.37	£ 45.23	£ 371.60
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	£ 25.46	£ 5.09	£ 30.55
DD	HSBC	Bank charges	£ 36.25	£ -	£ 36.25
200632	M Liddiard	December salary	£ -	£ -	£ -
200633	M Newman	December salary	£ -	£ -	£ -
200634	K Walters	December salary	£ -	£ -	£ -
200635	K Askew	December salary	£ -	£ -	£ -
200636	K Lissaman	December salary	£ -	£ -	£ -
200637	Inland Revenue	Tax & NI	£ -	£ -	£ -
	TOTAL SALARIES, TAX & NI		£ 4,364.52	£ -	£ 4,364.52
200638	HDC	Printing Services	£ 115.69	£ 20.24	£ 135.93
200639	Ken Booth & Co	Cleaning materials	£ 129.26	£ 25.85	£ 155.11
200640	Thelmas Flowers	Civic Service arrangement	£ 25.00	£ -	£ 25.00
200641	M Liddiard	123 Reg Domain renewal	£ 13.19	£ -	£ 13.19
200642	Moore Electrical	Outside power	£ 163.00	£ -	£ 163.00
200643	Waresley Park Garden Cen.	Christmas Tree	£ 99.99	£ -	£ 99.99
200644	S Conboy	Christmas Market expenses	£ 337.75	£ -	£ 337.75
200645	Fergusons	Contract + extras	£ 2,008.13	£ 401.63	£ 2,409.76
200646	Parish Online	Username and password	£ 98.00	£ 19.60	£ 117.60
200647	Countywide Catering	Callout re hot water boiler	£ 116.96	£ 23.39	£ 140.35
200648	A Bream	Clearing gutters & hanging curtains	£ 72.00	£ -	£ 72.00
200649	FLP	Repairs to play equipment	£ 943.00	£ 188.60	£ 1,131.60
			£ -	£ -	£ -
			£ -	£ -	£ -
			£ -	£ -	£ -
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			£ -	£ -	£ -
			£ -	£ -	£ -
			£ -	£ -	£ -
			£ -	£ -	£ -
			£ 9,785.24	£ 751.24	£ 10,536.48
PAYMENTS RECEIVED NOVEMBER 2014					
	QES	Fees	£ 2,682.00		£ 2,682.00
	Judith's Field	Fees	£ 108.00		£ 108.00
	Interest/ market	Fees	£ 11.86		£ 11.86
	Cemetery	Fees	£ 2,790.00		£ 2,790.00
			£ -		£ -
			£ -		£ -
					£ -
		TOTAL RECEIPTS	£ 5,591.86	£ -	£ 5,591.86

DECEMBER 2014: GRANT APPLICATIONS

	ORGANISATION	AMOUNT REQUESTED	AMOUNT GRANTED	REQUESTED FOR	POWER TO PROVIDE
1	Godmanchester In Bloom	£788	£360.00	To purchase 4000 Bluebell and 4000 Snowdrop bulbs to plant in the Town	LGA 1972 s144
Last payment: Jan 2014 £210 Purchase of Bluebell and Snowdrop Bulbs					
2	Huntingdonshire Association for Community Transport	£500	£500.00	Contributions towards running costs of the Ring and Ride Service for Godmanchester	LG&R 1977 S26-29
Last grant: None					
3	Vitalise	£865	£200.00	Contribution towards cost of supporting people with disabilities and carers from GMC. On average 3 people with disabilities and 3 carers from GMC benefit from their services each year	LGA 1972 s137
Last grant: March 2013 £327					
4	Wildlife Trust	£1,000	£1,000.00	Contribution towards Venture into the Valley project - to involve local people in helping transform the site into a beautiful nature reserve.	LGA 1972 s144
Last grant: None					