

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
QUEEN ELIZABETH SCHOOL ON THURSDAY 17 SEPTEMBER 2015

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

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

2 members of the public were in attendance

15/148 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

ACTION

CLLR CONBOY: unwell; CLLR McINNES: holiday; CLLR VANE PERCY: illness of family member.

15/149 DECLARATIONS OF INTEREST

None.

15/150 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 20 August 2015 were duly APPROVED and signed as a complete and accurate record.

15/151 PUBLIC PARTICIPATION SESSION

The monthly draw for the 800 club took place.

CLLR SHELLENS (County Cllr for Godmanchester) reported on matters affecting Godmanchester which included boundary reviews, part-night street lighting and future reduction to CCC budgets which may result in additional costs and responsibility for parish councils.

15/152 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR reported he had represented the Town on 5 occasions since the last meeting.

THE MAYOR thanked CLLR CONBOY (in her absence) in advance of Recreation Day, and all those Cllrs giving their time for all the hard work that had gone into the preparations.

THE MAYOR confirmed interviews for the position of Deputy Town Clerk would take place the following week and it was anticipated the successful candidate would start work at the beginning of November.

THE MAYOR advised that the list of Town Council meetings and Civic Events for 2016 had been issued to all Cllrs. CLLR PAULEY queried the date of the Annual Town Meeting as it would be taking place just before election day in May 2016. The Town Clerk confirmed that previous advice from HDC had been that meetings could go ahead during the period of purdah but Cllrs should not seek to gain political advantage. As the Annual Town Meeting presented reports (prepared in advance) to the public about the work of the Town Council as a whole, and not individuals, there was no need to postpone the date of the Annual Town Meeting.

THE MAYOR confirmed that all Cllrs should consider budget requirements for 2016/17 and prepare costed proposals for consideration for the budget setting meeting.

All Cllrs

THE MAYOR congratulated CLLR WORTHINGTON for completing an 8.5mile walk visiting 40 different Livery Halls in London in order to raise money for Marie Curie. Further donations would be gratefully received.

15/153 TOWN CLERK'S REPORT ON MATTERS ARISING

The report on matters arising was received and the contents noted.

CLLR TAYLOR commented that Judith's Field was in excellent condition and he proposed a letter of thanks be sent to Fergusons. Town Clerk would liaise with CLLR TAYLOR and send.

Town Clerk/
Cllr Taylor

CLLR COHEN confirmed that as no further contact had been made regarding the request to turn a bench on the Queen's Walk around, the matter should be closed.

Town Clerk

CLLR COHEN confirmed the Cemetery Regulations had been reviewed and minor amendments made. An up to date copy would be posted at the Cemetery and on the website.

Town Clerk

CLLR TAYLOR apologised that the new slide for installation at Judith's Field would not be in place before Recreation Day. CLLR TAYLOR advised quotes were being obtained for planting bulbs, widening the entrance to the new play area and strengthening the fence along the A1198 which would be presented to the Town Council for consideration.

15.153.1 No report as CLLR CONBOY absent

15.153.2 Confirmation that the contract had been signed between the Town Council and Navigus and further consultation would take place regarding the future of Judith's Field at the Recreation Day. A stakeholder's meeting would take place on 24 September.

15.153.3 Amphitheatre of Trees: CLLR CAMPBELL reported that an ambitious proposal presented by the landscape designer had been discussed by the Steering group. The next step would be to determine the cost of taking the project forward in order to apply for lottery funding.

15.153.4 THE MAYOR had provided a report to update all on discussions to date and confirmed that responses were still awaited from HDC and the EA. A further report would be made to the October Town Council meeting.

Mayor

15/154 CORRESPONDENCE

The list of correspondence received was noted.

CLLR G WILSON confirmed that Balfour Beatty had responded to queries raised by the Town Council in respect of heritage lighting in Chadley Lane and Church Place and also lighting along The Causeway. Further discussions would take place.

Cllr G Wilson

15/155 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 15/155 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR S WILSON confirmed that an exhibition had taken place in respect of a possible future planning application in Corpus Christi Lane. Until a formal application was received, the Town Council could not comment.

CLLR S WILSON confirmed that the application considered at the September Town Council meeting in respect of 51 London Street had been referred to the DMP. Town Clerk would advise residents who had commented on the application of the time and date of the HDC meeting.

Town Clerk

CLLR S WILSON would investigate work underway at the junction of the A1198 opposite the petrol station. This had been the site proposed for a pumping station. The Town Council had recommended refusal and concern was expressed that work was going ahead anyway.

Cllr S Wilson

Town Clerk's Note: CLLR S WILSON reported back the following day that the work was for an archaeological dig and was not related to the pumping station.

15/156.1 FINANCIAL AND ACCOUNTS

15/156.1 The list of payments to be made in Appendix 15/156.1 was APPROVED.

15/156.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 17 September, a copy of salary payments, a copy of the budget report on the year to date and a copy of the monthly bank reconciliation approved by the Deputy Mayor. A breakdown of the previous 6 months budget expenditure was also presented to Cllrs.

15/157 TO APPROVE OPENING OF NEW ACCOUNT WITH UNITY TRUST BANK

It was confirmed that the Council wishes to open an account with Unity Trust Bank plc. The Town Clerk had circulated a copy of the Bank's terms and conditions for operating an account, which were approved. It was understood the terms and conditions may vary from time to time and the Council AGREED to be bound by them. Godmanchester Town Council AGREED to appoint the Bank as its Bankers and APPROVED the Mandate for the operation of the bank accounts. The Town Clerk would arrange for the new accounts to be opened and it was AGREED that accounts held with HSBC would be closed and all standing orders and direct debit payments transferred to the new accounts.

Town Clerk

15/158 PART-NIGHT STREET LIGHTING

Following discussion it was AGREED that the Town Council reluctantly accepts the proposals to dim street lighting put forward by CCC. The Town Council AGREED that it would review the situation once the effects in the town were known.

15/159 REPORT ON SURVEY OF TREES

The report following the survey of trees on the Recreation Ground, Devana Park, the War Memorial Green, and the churchyard of St Mary the Virgin had been received and the contents noted. Nine trees had been identified as in need of urgent work. It was AGREED that 2 further quotes would be obtained, in addition to the quote provided by Global Tree Solutions, and that in order to expedite the matter the lowest quote would be accepted, subject to a maximum of £4710. Town Clerk to obtain further quotes.

Town Clerk

15/160 PROPERTY REPORT

CLLR CAMPBELL reported that the Listed Building Planning Application in respect of alterations to the Town Hall had been submitted. Graham Allchin had confirmed a new boiler would be installed in the Town Hall, in the current Town Office on 22/23 October. Once the architect had drawn up a specification quotes would be obtained for the work required in the Town Hall.

CLLR CAMPBELL reported that repair work to the roof of the QES would begin on 21 September. The Quantity Surveyors report and costings for the refurbishment work in the QES was expected shortly.

CLLR CAMPBELL confirmed that the lighting had now been installed on School Hill.

15/161 TRANSPORT MATTERS: LOCAL HIGHWAY IMPROVEMENT BID (LHI)

CLLR COXHEAD put forward further options for consideration for a Local Highway Improvement Bid, such as provision of double yellow lines either side of the Coop in

Cambridge Road; provision of a bus shelter in Tudor Road; improvements to the cycle path at Rectory Gardens. Following further discussions about parking provision at Betts Close and a road safety audit, it was AGREED the Business Portfolio would present a detailed, costed report and recommendations to the Town Council at the October Town Council meeting.

Business
Portfolio

15/162 RECOGNITION OF SPORTING ACHIEVEMENTS

CLLR COXHEAD reported on sporting achievements of the Cricket Team and Godmanchester Rovers senior team. CLLR MACLEOD also reported on the achievements of James Liddle in Tang su do. It was AGREED the MAYOR would write to congratulate teams and individuals if CLLR COXHEAD and CLLR MACLEOD provided sufficient information.

Cllr Coxhead/
Cllr MacLeod/
Mayor

THE MAYOR CONFIRMED THAT THE FOLLOWING ITEM WAS NOT CONFIDENTIAL AND MEMBERS OF THE PUBLIC AND PRESS WOULD NOT NEED TO BE EXCLUDED.

14/163 PERSONNEL

It was AGREED that a Personnel Committee would be formed, and membership would be THE MAYOR, and his/her absence the DEPUTY MAYOR and one Cllr from each of the four Portfolio Groups, and the Town Clerk or Deputy Town Clerk would take minutes of any meetings for presentation to the full Town Council. It was AGREED that the Committee would require 3 members present for a quorum. The Personnel Committee would have authority to instigate immediate recruitment processes following the resignation of the Town Clerk or Deputy Town Clerk on a like for like basis. They would not be authorised to make any changes to the job description, salary or agreed hours and any such changes would be put to the full Town Council for consideration and approval. It was AGREED that Standing Orders would be amended.

Cllr Godley

THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 15 OCTOBER 2015 IN THE TOWN HALL STARTING AT 7.30pm

The meeting ended at 21.57 pm

Mayor

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

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

MATTER ARISING**CURRENT POSITION**

DSLAM Cabinet (Town Clerk) 03/15	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. NO RESPONSE. Cllr G Wilson to follow up with cross party support from HDC and CCC Cllrs.
FINANCE AND PLANNING PORTFOLIO	
Neighbourhood Plan 09/15	Working party to scope role & membership of steering group. Report to November & Jan TC meetings. Verbal update to Feb & March meetings. NP area now designated. Update provided to April TC meeting. It was agreed the contract with Navigus would be signed. Verbal report to September TC meeting
PROPERTY PORTFOLIO	
Town Hall: Office Accommodation 08/15	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. Property Portfolio to take forward. Further reports to Nov & Dec TC meetings. Recommendations to January 2015 TC meeting. Letter to Senior Citizens Club Feb 2015 and specification for alterations to be drawn up by Donald Insall. Budget figure agreed April 2015 £20500. Agreed May 2015 TC Architect work to be supervised by Councillors. Quote £2750 approved. Further report to August TC meeting
London Road Cemetery: Repairs to headstones 08/15	Advice received from CAPALC. Report presented to April TC meeting. Costs to be obtained. AGREED Dec 2014 not to repair headstones but notice to be placed in cemetery warning of possible dangers. Town Clerk to obtain quote for signs for Cemetery and Churchyard. Chased London House Signs again Aug 14 2015
QES: External works: roof gully modification; chimney stack repair; installation of french drain 09/15	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. Reports to Nov & Dec TC meetings. Donald Insall instructed to carry out survey of QES to make recommendations. Work on french drain complete. Approval given for Donald Insall to develop proposals for required works. QES survey has taken place and report to Property Portfolio. Budget figure of £25k agreed at April TC meeting. Report to May TC Norman Underwood quote accepted. Exceptional circumstances noted. Work scheduled to take place commencing 21 Sept
Improved lighting for School Hill area 09/15	Agreement to proceed with scheme for improved lighting for QES/TH and car park area at a cost of £5k. New figure £8641.45 approved. Adjustment to budget to be discussed July 2015. Further update to TC in August TC meeting . Work scheduled to take place w.c 14 Sept

UPDATED
SEPT 2015

UPDATED
SEPT 2015

UPDATED
SEPT 2015

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

Ownership of Town Council land 08/15	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. TC meeting with Copleys 17.2.15. Further Statutory Declaration sworn March 2015. Verbal update on progress given to TC March 2015. Letter from Copleys received. Property WP to advise on next steps.
ENVIRONMENT PORTFOLIO	
Survey of Trees 09/15	Survey of all large trees to be undertaken. Contractor to meet on sites 7.4.15. Further information provided to Enviroment Portfolio. Global Souldtions are conducting the survey 10th - 11th August. Report to September TC meeting
Dispute on position of bench 04/15	Bench on Recreation ground privately owned. Agreed at April TC meeting that bench would be turned round and repaired by TC providing ownership and responsibility passed to Town Council
Amphitheatre of trees on Recreation Ground 09/15	Agreement for working party to be formed to discuss the project in more detail. Approval at April 2015 TC meeting for design costs of £1k. Masterplan and proposal received. Update to September TC meeting.
Shrubland Play Equipment 08/15	It was agrreed the contract for provision of new play equipment would be given to Fenland Leisure Products at a cost of £22286.50p + VAT. Order placed and work is expected to be completed prior to Recreation Day. Update to August TC meeting
Mill Yard Steps 08/15	Letter from GMCIB sent to Town Council re the Mill Yard Steps. Discussed at July TC meeting. Further information to be gathered to ensure progress
BUSINESS PORTFOLIO	
Tourism 09/15	Steering group to be formed. Report to March 2015 TC meeting, verbal update to April TC meeting. Looking at sourcing Town Map. WP meeting to take place 20th July. Further report to August TC meeting. A robust plan would be presented to the October TC meeting.
Judith's Field Redevelopment 08/15	Timeline agreed in principle. Report to February TC meeting. Agreed to seek legal advice re terms of lease. Not required as lease clear. WP Meeting to take place 27th July 2015. Further report to August TC meeting
Council Business Plan 08/15	Agreed to present the plan to the Annual Town Meeting in May. All Cllrs to contribute to development of the plan. Plan approved at April TC meeting. Further report to August TC meeting
Transport matters: 08/15	Letters sent to neighbouring parishes to seek support in improving guided busway services. Letters confirming support received. Further report to August TC meeting.
Disabled parking space/parking audit 08/15	Town Clerk to ask for repainting of space at One Stop. CCC to be asked to carry out audit of parking provision in GMC. Town Clerk has written to CCC re parking audit. Business group to report to August meeting. Agreed to submit bid for LHI for road safety audit.

UPDATED
SEPT 2015

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SEPT 2015

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SEPT 2015

GOMANCHESTER TOWN COUNCIL
OUTSTANDING ACTIONS LIST

Designating Godmanchester as a "post" town 04/15	Business/Tourism group to liaise with Canon Jonathan Young in first instance
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CORRESPONDENCE

Mayor

Mayor of Peterborough	Opening of Bridge Fair
Mayor of St Neots	Civic Service
Mayor of Whittlesey	Civic Service
Mayor of Huntingdon	Proclamation Ceremony
High Sheriff	Justice Service
Mayor of Wisbech	Charity Ball
Mayor of Peterborough	Hog Roast
Mayor of St Ives	Lazy Summer Afternoon in St Ives
Mayor of Peterborough	Merchant Navy Day
Magpas	AGM
RAF Association	75 th anniversary of Battle of Britain
Mayor of Wertheim	Event
Mayor of Sandy	Charity Dinner and Dance
CCC	Acknowledgement of enquiry re Mill Steps
Rural Cambs CAB	AGM

Finance & Planning Portfolio

J Cooke	Street Lighting (e)
NHS Cambs & Pboro	Consultation for non emergency patient transport services (e)
CAB	Request for grant

Property Portfolio

Environment Portfolio

Global Tree Solutions	Arboricultural assessment
Jason Peters	Amphitheatre of trees
Fergusons	Quotes for work at Buttermel (e)
P Earley	Complaint re Great Ouse Ferry (e)
Global Tree Solutions	Quote for tree surgery

Business Portfolio

Office of Police & Crime Commissioner	Care Network (copy Cllr S Wilson)
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Copy to all Cllrs

HDC	CCTV report (e)
J Cooke (Balfour Beatty)	Street Lighting

ACCOUNTS PAYABLE - 17 SEPTEMBER 2015						
		PAYMENTS				
CHQ	PAID TO	DETAIL	NET	VAT	TOTAL	
DD	UW	Line rental/internet	£ 37.50	£ 7.50	£ 45.00	
DD	UW	Gas/Electricity	£ 123.70	£ 6.49	£ 130.19	
DD	UW	Gas/Electricity/phone line	£ 178.99	£ 13.30	£ 192.29	
DD	HDC	Council Tax	£ 537.00	£ -	£ 537.00	
DD	Anglian Water	Monthly charge	£ 48.00	£ -	£ 48.00	
DD	Anglian Water	Monthly charge	£ 48.00	£ -	£ 48.00	
DD	Virgin	Town Office phone line	£ 25.67	£ 5.13	£ 30.80	
DD	HSBC	Bank charges	£ 25.91	£ -	£ 25.91	
200814	M Liddiard	September salary	£ -	£ -	£ -	
200815	K Walters	September salary	£ -	£ -	£ -	
200816	K Askew	September salary	£ -	£ -	£ -	
200817	K Lissaman	September salary	£ -	£ -	£ -	
200818	Inland Revenue	Tax & NI	£ -	£ -	£ -	
	TOTAL SALARIES, TAX & NI		£ 3,239.78	£ -	£ 3,239.78	
200819	Lightning Recruitment	Temp admin cover	£ 693.23	£ 138.65	£ 831.88	
200820	Archant	Recruitment advert	£ 184.60	£ 36.92	£ 221.52	
200821	Viking	Stationery	£ 54.81	£ 10.96	£ 65.77	
200822	DW Windsor Ltd	School Hill lighting	£ 3,648.72	£ 729.75	£ 4,378.47	
200823	S Conboy	Hire of toilet: Recreation Day	£ 350.00	£ 70.00	£ 420.00	
200824	Global Tree Solutions	Survey on trees	£ 1,570.00	£ 314.00	£ 1,884.00	
200825	Fenland Leisure Products	Repairs to play equipment	£ 552.00	£ 110.40	£ 662.40	
200826	Anglian Water	Cemetery water: May-Aug	£ 36.49		£ 36.49	
200827	M Liddiard	200 2nd class stamps	£ 108.00		£ 108.00	
200828	PKF Littlejohn LLP	Annual Audit	£ 600.00	£ 120.00	£ 720.00	
200831	B Jermy	Window cleaning	£ 30.00		£ 30.00	
	cheques 200829 and 200830 both in the sum of £100 were drawn payable to Godmancheste Town Council. These cheques will open an account with Unity Trust					
			£ 12,092.40	£ 1,563.10	£ 13,655.50	
	PAYMENTS RECEIVED AUGUST 2015					
	QES	Fees	£ 1,123.00		£ 1,123.00	
	Judith's Field	Fees	£ 45.50		£ 45.50	
	HSBC	Interest	£ 5.26		£ 5.26	
	Sales	Including Recreation Day	£ 80.00		£ 80.00	
	Cemetery	Fees	£ 380.00		£ 380.00	
					£ -	
		TOTAL RECEIPTS	£ 1,633.76	£ -	£ 1,633.76	