

GODMANCHESTER TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
TOWN HALL ON THURSDAY 16 JUNE 2016

PRESENT: P MORGAN: Town Mayor;
Councillors: Mrs S CONBOY (Deputy Mayor) G CAMPBELL; M COHEN; D KING; Ms J MACLEOD; P MALLEY; Mrs M RADFORD;
G WILSON; Mrs S WILSON; Mrs S WORTHINGTON; J YOUNG

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

2 members of the public were in attendance

THE MAYOR asked all present to remain upstanding to observe a moments silence in memory of Mrs Jo Cox, MP for Batley and Spen, who was shot and stabbed earlier today.

ACTION

16/081 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR McINNES: work commitment; CLLR SPOWART: holiday; CLLR TAPLIN: previous engagement; CLLR UNDERWOOD: unwell; CLLR VANE PERCY: previous engagement.

16/082 DECLARATIONS OF INTEREST

CLLR MALLEY: business interest in the development of the former Marina at Bridge Place, business interest in the planning application in Pavilion Close as had sold a neighbouring property; interests in grant applications from Photographic Society and Godmanchester Rovers and for clarity the planning application in London Road is not close to his own home in London Road. CLLR CONBOY: planning application relating to the school as Chair of the Trust and also member of the DMP in respect of planning applications. CLLR MORGAN: planning application re windows at The Chestnuts. CLLR WORTHINGTON: Grant application from Hunts Society for the Blind as her husband is a Trustee

16/083 MINUTES OF PREVIOUS MEETING

The Minutes of the Annual Town Council meeting held on 19 May 2016 were duly APPROVED and signed as a complete and accurate record.

16/084 PUBLIC PARTICIPATION SESSION

The monthly draw for the 800 club took place.

16/085 TOWN MAYORS ANNOUNCEMENTS

THE MAYOR reported he had represented the town on 12 occasions since the last meeting, the first being within 24 hours of being elected as Mayor.

THE MAYOR congratulated all portfolio groups for excellent initial meetings with good attendance.

THE MAYOR reported that after consideration he had decided he would not be able to undertake the trip to Szentendre, however he was delighted that CLLR UNDERWOOD would be attending to represent the Town.

THE MAYOR advised that at 7.25am on Friday 1 July a short service would take place at the War Memorial to commemorate the 100th anniversary of The Battle of the Somme. THE MAYOR would lay a wreath in remembrance of those who gave their lives from Godmanchester.

All Cllrs

THE MAYOR advised the Town Clerk would be on holiday from 30 June to 8 July and the Deputy Clerk would be out of the office on 6 July, when the office would be closed.

All Cllrs

THE MAYOR confirmed a Garage Sale would be held on 20 August. THE DEPUTY MAYOR was co-ordinating the event.

16/86 TOWN CLERK'S REPORT ON MATTERS ARISING

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

16/087 CORRESPONDENCE

The list of correspondence received was noted.

The Union Flag would be raised at the Town Hall on Friday 24 June at 9am to mark Armed Forces Day.

All Cllrs

16/088 PLANNING APPLICATIONS AND CORRESPONDENCE

The applications and correspondence set out in Appendix 16/088 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

The development of the Marina at Bridge Place raised the question of whether affordable housing should be provided. CLLR S WILSON confirmed that the size of the site did not trigger the need for the developer to provide any affordable housing. The Town Council would add a comment to the recommendation to record its disappointment that no social housing would be provided within the mix.

Town Clerk

CLLR S WILSON confirmed a further response had been received from HDC regarding paperless planning consultations confirming HDC's position.

16/088.1 CLLR S WILSON reported she had attended a Joint Forum for Rural Parishes. It was a useful meeting and she confirmed she hoped to attend future meetings.

Cllr S Wilson

16/089 FINANCIAL AND ACCOUNTS

16/089.1 The list of payments to be made in Appendix 16/089.1 was APPROVED.

16/089.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 16 June, 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 Mayor.

16/090 GRANT APPLICATIONS

CLLR G WILSON confirmed 4 applications for Grants had been received and the Town Council's policy in respect of national fundraising campaigns was to make a gesture and pay £50-£100 only. Local groups applying for grants were asked to demonstrate how people in Godmanchester would benefit through the grant. Following discussion, it was AGREED to award a total of £1250 to the four groups. The Town Clerk would write to confirm the payments would be made in July.

Town Clerk

16/091 BUSINESS REPORT

CLLR UNDERWOOD had written the report but due to ill health was not present at the meeting. CLLR MALLEY confirmed 12 Cllrs had attended the Business Portfolio working party and covered quite a wide range of issues. The recommendations outlined in the report were considered and the Town Council voted on each recommendation in turn.

- It was AGREED that the council workload should be carefully and clearly apportioned between elected councillors, the Town Council Office team and paid professional consultants.
- It was AGREED that the Business Portfolio Group co-ordinate a Town Council Business Plan
- It was AGREED that the Council would explore using a consultant/HR company who would, following policy guidance from the Town Council, organise and manage our HR affairs on a day to day basis.
- It was AGREED that a cross Portfolio Group be set up immediately to prioritise the immediate tasks in respect of redevelopment of Judith's Field building.
- It was AGREED that Finance would become part of the Business Portfolio remit and no longer part of the Planning group.
- It was AGREED that ideally all communication should come from the Town Office on behalf of the Council. A press officer was not appointed at this time.
- It was AGREED that the Town Council would re-visit the relationship with H&G Twinning Association.
- It was AGREED that an urgent review of hall hire charges is undertaken particularly in light of changing occupation of Judith's Field building
- It was AGREED that Policy Development and Review would be led by the Town Office
- Item 11 on Tourism was noted.
- It was AGREED that Transport/Highways/A14 matters would be moved to the Planning Portfolio.

16/092 PERSONNEL

CLLR YOUNG confirmed receipt of the NJC rates of pay applicable from 1 April 2016 and 1 April 2017. The new rates of pay would be applied to the Town Clerk (increase of 12p per hour on SCP 38) and Deputy Town Clerk (increase of 9p per hour on SCP 25) with effect from 1 July 2016. It was AGREED they would receive backdated pay for the period 1 April – 30 June at the new rate. CLLR YOUNG confirmed the Personnel group would report back on Pensions to the July Town Council meeting and on the Staff Handbook to the August Town Council meeting.

Town Clerk

16/093 PROPERTY REPORT

CLLR CAMPBELL presented a report the contents of which were noted. A meeting with HDC regarding proposed changes to the use of the toilet block had been requested. Further consultation would take place at Gala Day and it was suggested placing an article in the Hunts Post could be considered. The Town Clerk was concerned that although plans were available for viewing, members of the public may not be aware that they were being consulted and formally being asked for their views.

CLLR CAMPBELL confirmed 3 companies had been invited to provide quotes to provide an upgraded CCTV system for the Town Hall.

16/094 ENVIRONMENT REPORT

CLLR COHEN reported that the Grounds Maintenance contract was due for renewal for April 2017. The Town Clerk confirmed that Fergusons did provide a record of the visual inspections undertaken each week, but they were brief and did not investigate any operational factors.

CLLR COHEN advised consideration would be given about removal of Logworld as it had reached the end of its life, and also seek ideas about what could replace it. CLLR CONBOY and CLLR SPOWART would raise this with the Youth Council in the first instance.

Cllr Conboy/
Cllr Spowart

CLLR COHEN reported work would be carried out to identify ownership of green areas, verges and ditches who was responsible for maintenance. Work was also being undertaken to draw up a current schedule of benches and litter bins in the town. It was AGREED that when future private benches were installed in the town, that responsibility for maintenance would be taken on by the Town Council.

Environment
Portfolio

CLLR WORTHINGTON AGREED to draft a letter for CLLR G WILSON to present to CCC in respect of the repairs needed to the boundary wall between the churchyard and Godmanchester Academy.

Cllr Worthington

CLLR COHEN reported that HDC are reviewing ownership and maintenance of car parks in the district. The Town Council would consider proposals in respect of Godmanchester car parks once they had been received.

16/095 HEALTH & SAFETY

CLLR COHEN presented a report the contents of which were noted. Topple testing of memorials in the St Mary the Virgin churchyard would take place mid-July.

A risk assessment for the new Town Office had been undertaken. The Town Clerk had reported that the new office desks were not quite big enough which had resulted in poor ergonomic posture for both Town Clerk and Deputy Town Clerk. It was proposed that Jacowe Joinery be asked to look at ways of extending both desks to provide a better working position.

Town Clerk

CLLR CAMPBELL confirmed that 3 companies had been approached to provide quotes for updating the CCTV system to the Town Hall.

It was noted that a further Legionella risk assessment of the Town Hall would be carried out at a cost of £180.

**THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 21 JULY 2016 IN THE TOWN HALL
STARTING AT 7.30pm**

The meeting ended at 21.15pm

Mayor

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