

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE  
TOWN HALL ON THURSDAY 16 NOVEMBER 2017**

PRESENT: Mrs S CONBOY (Town Mayor)  
Councillors: R TAPLIN (Deputy Mayor); G CAMPBELL; A HOOKER; D KING; P MALLEY; A McINNES; Mrs M RADFORD; Ms K SPOWART; D UNDERWOOD; G WILSON; Mrs S WORTHINGTON; J YOUNG

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

One member of the public was in attendance

**ACTION**

**17/178 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

CLLR MACLEOD: unwell; CLLR S WILSON: unwell; CLLR MORGAN: absent; CLLR VANE PERCY: previous engagement.

**17/179 DECLARATIONS OF INTEREST**

CLLR MALLEY and CLLR HOOKER: budget discussions in respect of Picnic in the Park; CLLR CONBOY and CLLR McINNES: planning application for Roman Gate Flats as local to home addresses.

**17/180 MINUTES OF PREVIOUS MEETING**

The Minutes of the Town Council meeting held on 19 October 2017 were duly APPROVED and signed as a complete and accurate record. The Minutes of the extra ordinary meeting of the Town Council held on 26 October were duly APPROVED and signed as a complete and accurate record.

**17/181 PUBLIC PARTICIPATION SESSION**

Jason Emery of Let's Go Skate addressed the Town Council. He had heard that Godmanchester Town Council were considering provision of a Skatepark and he was keen to support the project. He was asked to leave his contact details with the Town Clerk who would put him in touch with the steering group.

Town Clerk

The 800 club draw took place.

**17/182 TOWN MAYOR'S ANNOUNCEMENTS**

THE MAYOR advised she had represented the town on 14 occasions since the last meeting. THE MAYOR remarked that the Remembrance Day services held on 12 November had been well attended and many had commented that it had been nice to have the road closed for the event. The Town Clerk would liaise with CCC and the Police to establish how we could arrange for a temporary road closure the following year.

Town Clerk

THE MAYOR reported that 3 drop in sessions on the Neighbourhood Plan had taken place with more than 60 residents attending.

THE MAYOR reported that the High Sheriff had visited the Youth Council and had then gone on to visit the Friday Night Project at the Baptist Church. The Youth Council had been delighted to meet the High Sheriff and had been very enthusiastic and positive.

THE MAYOR thanked CLLR HOOKER for arranging for poppies to be put up and taken down

from lamp-posts in the Town For Remembrance Day. Further discussions would take place with the Rememberers Group to consider responsibility for this activity in future years.

THE MAYOR reported that the Godmanchester Children's Centre would remain largely as a centre for young people's services but would not be designated as a "children's" centre.

THE MAYOR advised that the Deputy Mayor for the Combined Authority had resigned.

THE MAYOR reported that the A14 Visitors Centre would be at Judith's Field between 10am and 3pm on 18<sup>th</sup> November.

All Cllrs

THE MAYOR advised that a resident had raised concerns via Godmanchester Living about street lighting and the condition of some pavements in Godmanchester. District and County Cllrs were looking into these issues and would liaise directly with the resident.

District/CCC  
Cllrs

THE MAYOR reminded Cllrs that the Christmas Market would take place on 1 December to be held at the Comrades Club. Help was needed for a variety of activities, please contact THE MAYOR if you are able to assist.

All Cllrs

### **17/183 OUTSTANDING ACTIONS**

CLLR McINNES asked what has happening about the nuisance from pigeons roosting in the eaves of the A14 underpass in Cambridge Road. THE MAYOR reported she had been dealing with this as a District Cllr for the past 3 years but despite assurances that Highways England would deal with the problem, this had still not happened. The Town Clerk would follow this up.

Town Clerk

The Town Clerk advised that HDC had confirmed the view that the Freemen of Godmanchester and HDC had joint responsibility for the commons which included the trees on either side of The Avenue. Copies of correspondence between HDC and the Freemen's solicitors had been requested.

17.183.1 Christmas Market Update – already provided in Mayor's Announcements.

### **17/184 CORRESPONDENCE**

The list of correspondence received was noted.

The Town Clerk advised that a risk assessment in respect of the wall between school land and the NCBG had been provided which stated there was no immediate risk. It was noted that CCC had commissioned this report. The repairs to the wall had not been undertaken as both CCC and Godmanchester Academy both considered the other party to be responsible for the maintenance and upkeep of the wall. The Town Clerk would discuss the matter with the Town Council's insurers and it was suggested a copy of the lease between CCC and Godmanchester Academy be requested as a Freedom of Information request.

Town Clerk

Town Clerk

It was noted that all Cllrs had received a letter from Mr Shipp. A formal response to this letter had been sent from the Town Clerk.

### **17/185 ENVIRONMENT REPORT**

CLLR HOOKER presented a report the contents of which were noted. CLLR HOOKER reported that the algae had now died down, but floating Pennywort had been identified growing in several places in the river. The Town Clerk had reported this to the EA who had acknowledged the concerns of the Town Council.

CLLR HOOKER confirmed that following removal of trees in the churchyard that the general opinion was the view was better without them. As Planning Permission had been granted on

the understanding that the removed trees would be replaced, it was AGREED the Town Clerk would approach the Diocese, asking for a further site visit to discuss whether replacement trees were needed. If the Diocese agreed with the Town Council's view, a further application to revise the planning permission would be sought, if not, appropriate trees would be planted.

Town Clerk

CLLR HOOKER advised that quotes were being obtained for provision of grass bunds and bollards for Devana Park and Judith's Field. Once quotes had been received, residents neighbouring Devana Park would be advised of the proposals together with a timescale for the work to be carried out and invited to comment.

Environment  
Portfolio

CLLR TAPLIN was looking into the possibility of lighting the Union flag overnight. A formal proposal would follow.

Cllr Taplin

CLLR HOOKER proposed planting a number of groves of bluebells and snowdrops in the area adjacent to the new willows on the Recreation Ground, involving community groups in the planting. Subject to more information on how the proposed locations would affect general grounds maintenance, this scheme was AGREED in principle.

### **17/186 REVISION OF GROUNDS MAINTENANCE CONTRACT**

CLLR HOOKER proposed that the current Grounds Maintenance Contract should be revised to include work that had been AGREED by the Town Council and which would be carried out on a regular basis for the remaining duration of the contract. It was RESOLVED that the amendments to the contract be made and the Town Clerk would write to K Fergusons Ltd to confirm the additional work. An additional £962 would be added to the annual contract sum.

Town Clerk

### **17/187 BUTTERMEL MEADOW ACCESS**

It was AGREED to defer this report to the following month.

### **17/188 FINANCIAL AND ACCOUNTS**

17/188.1 The list of payments to be made in Appendix 17/188.1 was APPROVED.

17/188.2 Councillors received a copy of the salary payments, Petty Cash Reconciliation for the period to 16 November, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation approved by the DEPUTY MAYOR.

### **17/189 DRAFT BUDGET 2018-2019**

The Town Clerk presented copies of the draft budget for 2018-19 together with a projected outturn on the budget for 2017-18. A copy of the draft Business Plan and proposals for items for inclusion in future years was also presented. The Town Clerk confirmed that the tax base for 2018-19 would be confirmed early in December but it was anticipated that it would rise by approx. 100. Following discussion the Town Council agreed in principle that a 2%-3% increase to the precept might be acceptable, but a higher percentage rise would not be favourable. Following presentation of the draft budget, each portfolio was asked to take the figures away to confirm they were happy with the levels set. A finance working party would be held on 7 December 2017 in the Town Hall starting at 7pm when the budget would be finalised together with the amount to be raised through the precept.

All Cllrs

The Business Portfolio would also review the levels of charges for hall hire and those for London Road Cemetery with new rates to take effect from 1 April 2018.

Business  
Portfolio

### **17/190 CCTV AT JUDITH'S FIELD**

CLLR UNDERWOOD presented a report on CCTV at Judith's Field. It was noted that the system had not functioned properly since its installation and following discussion it was

RESOLVED that the Town Clerk would write to the company confirming the Town Council's request for removal of their equipment, and a request for a full refund since the contract to provide a working CCTV system had not been fulfilled. The Town Clerk would seek quotes for a replacement CCTV system at Judith's Field.

Town Clerk

Town Clerk

### **17/191 DEMENTIA FRIENDLY COMMUNITY**

CLLR RADFORD presented a report the contents of which were noted. Following discussion it was AGREED that Cllrs and staff would be invited to attend a Dementia Awareness training session with a view to becoming Dementia Friends. CLLR RADFORD would circulate details once the details had been confirmed.

Cllr Radford

### **17/192 PROPERTY REPORT**

CLLR CAMPBELL presented a report the contents of which were noted. CLLR CAMPBELL confirmed that an Architects instruction to confirm the specification for the replacement of the floor in the main hall had been issued. The delay had had a major impact on the overall construction period and the contractor had applied for an extension of time of 16 weeks which would bring the completion date to the beginning of March 2018. It was also noted that the quantity surveyor's current cost projection was now £335,333.82 compared to the original contract sum of £279,237.23. CLLR CAMPBELL advised that there were concerns about the adequacy of the existing single phase electricity supply and costs were being sought to provide a three-phase supply.

It was AGREED that the Town Clerk would write to all hirers and neighbouring properties to confirm the extent of the delays and advise of the revised timetable for re-opening the hall.

Town Clerk

CLLR CAMPBELL reported that preparation of information in support of Grant applications was exceptionally time consuming and Cllrs should be mindful of this if future grants were applied for as it absorbed a large amount of time in the Town Office.

CLLR CAMPBELL advised that the A14 Legacy Fund had been keen to support a project to improve the area around the Mill Steps. HDC had not yet responded to the letter from the Town Clerk advising them that responsibility for the Mill Steps belonged to HDC. CLLR CAMPBELL proposed that a meeting be arranged with HDC to discuss and progress the matter. The Town Clerk would invite HDC to meet with Cllrs.

Town Clerk

CLLR CAMPBELL confirmed that the new Town Council Noticeboard had been installed.

CLLR CAMPBELL reported that some people tending grave plots at London Road Cemetery were not adhering to the Cemetery Regulations and items were being left on or around the grave spaces which was not permitted. The Deputy Clerk would write to the owners to remind them of the need to follow the regulations.

Deputy Town Clerk

CLLR CAMPBELL reported that future provision of public toilets at Judith's Field had not been included in the budget for 2018/19 and a sum would need to be allocated from future CIL income if this project was to go ahead.

### **17/193 SKATEPARK REPORT**

CLLR CAMPBELL presented a report the contents of which were noted.

CLLR CAMPBELL confirmed that following 2 successful meetings, feedback from the wider community was needed. It was proposed that the project was publicised throughout the town, on GMC Living, through local schools and our Youth Council and comments invited from the residents. If the proposal received support from the community the group would find out more about grants available and take the proposal forward to the tendering process. CLLR CAMPBELL was confident we could apply for substantial grant funding towards this

project, but it was important that the Town Council agreed in principle to go ahead and also to allow some funding for development of the scheme in the budget for 2018/19.

Cllr Campbell

It was AGREED that the Town Council supported this proposal in principle, that a sum would be put forward for inclusion in the budget discussions and that wider publicity of the proposals would take place.

### **17/194 PLANNING APPLICATIONS AND CORRESPONDENCE**

The applications and correspondence set out in Appendix 17/194 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

### **CLLR TAPLIN left at 21.56**

CLLR G WILSON advised further correspondence had been received in respect of a proposal to provide a designated disabled persons parking place in West Street. The Town Council had previously been reluctant to support this application and it was AGREED the Town Clerk would respond to CCC with the same concerns.

Town Clerk

CLLR G WILSON reported that the Trustees of Judith's Field had reconsidered the request for an entrance into Judith's Field from the A1198 and provision of a Permissive Path Agreement and had confirmed they would be prepared to agree to this proposal subject to a formal legal agreement being drawn up and paid for by the Town Council. CLLR G WILSON proposed passing this information on to the developer so they could draw up plans for provision of a safe entrance from the A1198 onto Judith's Field and also arrange for the necessary documents to be drawn up. It was AGREED the Town Council would not be responsible for meeting any costs or commissioning this work which should be borne by the developer.

Cllr S Wilson

17.194.1 CLLR G WILSON confirmed that the consultation on HELAA had now closed. We await details of the outcome and possible further consultation if any new sites are proposed for inclusion in the emerging Local Plan.

17.194.2 CLLR G WILSON reported that the DFE had confirmed they would continue to look for a site for a new secondary school in Godmanchester. Although still in the exploratory stage it had been proposed that the school would be large enough for approx. 600 students and would not include a 6<sup>th</sup> form. Further updates would be provided as they were available.

### **17/195 NEIGHBOURHOOD PLAN**

CLLR CONBOY confirmed that the Neighbourhood Plan sign was back on the Vicarage Wall and would have a banner line that would be changed regularly. Leaflets had been produced and distributed to all households in the town and awareness of the Plan and the Referendum to take place on 7 December was being promoted through GMC Living, on the Town Council website, through local press and radio interviews. Drop in sessions had been held with more than 60 residents calling in to find out more about the Neighbourhood Plan. Cllrs were asked to continue to spread the word right up to the date of the Referendum.

All Cllrs

**THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 14 DECEMBER 2017 IN THE TOWN HALL STARTING AT 7.30pm**