

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE  
TOWN HALL ON THURSDAY 21 MARCH 2019**

PRESENT: Mrs S CONBOY (Town Mayor)  
Councillors: Mrs S WILSON (Deputy Mayor); G CAMPBELL; A HOOKER; P IRVING; R MAHMOOD; P MALLEY; P MORGAN; Mrs M RADFORD; R TAPLIN; C THOMAS; D UNDERWOOD; C VANE PERCY; G WILSON; Mrs S WORTHINGTON; J YOUNG;

Deputy Clerk: MS V PRYCE  
Mace Bearer: Mr M WILLIAMS

4 members of public

**19/032 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

**ACTION**

CLLR HYAMS – unwell

**19/033 DECLARATIONS OF INTEREST**

CLLR HOOKER - item 19/042

**19/034 MINUTES OF PREVIOUS MEETING**

The Minutes of the Town Council meeting held on 21 February 2019 were duly APPROVED and signed as a complete and accurate record.

**19/035 TOWN MAYOR'S ANNOUNCEMENTS**

Although the Town Clerk was not in attendance, The MAYOR sent her thanks for her hard work and the commitment that she had given the Council. The MAYOR advised the Council, that the Town Clerk had expressed her thanks for the gifts and cards that she had received. The MAYOR announced that the Deputy Clerk had been promoted to the position of Town Clerk from 1<sup>st</sup> April. The MAYOR confirmed that she had attended six Mayoral engagements during March. The MAYOR advised that a bike marking event was being held at the weekend and thanked CLLRS who had offered to help. The Deputy Mayor and The MAYOR will be holding an end of term gathering and advised Council to expect an invitation.

**The Mayor**

**19/036 PUBLIC PARTICIPATION SESSION**

Mr Clarke, of 5 Old Court Hall, addressed the Council regarding planning application 18/01958/FUL, objecting to the proposed development at 7 Old Court Hall. Mr Clarke asked the Council to support his objection. Ms Gray, of Old Court Hall, addressed the Council regarding 18/01958/FUL, objecting to the application, as the driveway belongs to her and advised there was no other legal access to the development.

Mr Thackray, representing GMCiB, thanked CLLR Taplin for his proposals for the new hanging basket locations. Mr Thackray wished the Deputy Clerk well on her promotion. Mr Thackray asked that the Council join GMCiB in their objections to the new proposal from the Combined Authorities regarding a river crossing from Houghton.

Mr Hooker spoke, on behalf of the Community Association, regarding 19/042 Picnic in the Park. He advised that approval was required at an ESAG meeting regarding the suggested security plan and layouts. Mr Hooker noted that the Business Paper had considered the use of the Town Hall for temporary storage for surrendered alcohol, but that alternative arrangements could be made. Mr Hooker noted the Town Council's observations regarding advertising the Gala Day flag competition, and the need to apply the Town Council's protocol when it comes to decision making.

The Club 800 draw took place.

**19/37 OUTSTANDING ACTIONS**

The report on outstanding actions was noted.

## **19/038 CORRESPONDENCE**

The list of correspondence received was noted.

CLLR CAMPBELL advised the Council that confirmation had recently been received from WREN that the Council's bid for a grant in the amount of £84,100 towards the skate park had been successful . The MAYOR thanked everyone who had supported the Skatepark fundraising work. CLLR CAMPBELL thanked the Deputy Clerk for her efforts in obtaining the funding.

CLLR CAMPBELL provided Council with an update on the fencing around Monks Pit, advising that he had been in contact with the officer at the County Council, and had provided information to them to pursue those responsible for the fence. Town Clerk would follow this up with CCC.

**Town Clerk**

CLLR UNDERWOOD thanked Mr Thackray and his team for organising the Green for Godmanchester meeting and advised Council it had been a very interesting event.

## **19/039 PLANNING REPORT**

The applications and correspondence set out in Appendix 19/039 were considered. The Town Clerk would advise HDC of the Council's recommendations.

18/01958/FUL – Recommend Object – all were in favour and it was so **RESOLVED**

17/01500/FUL – Recommend Approve – all were in favour and it was so **RESOLVED**

19/0045/LBC – Recommend Approve – all were in favour and it was so **RESOLVED**

**Town Clerk**

HTC draft Neighbourhood Plan – Cllr S Wilson had reviewed this and recommended that the Council should congratulate HTC on their considerable aspirations for their Town and wish them all success. She advised the email link for further comments on the HDC Planning Portal. All were in favour.

**Town Clerk**

Council to note: 18/01142/FUL Applicant has withdrawn their application for a commercial glasshouse because grant funding was no longer available.

A resident from Park Lane Meadows has contacted the Council with a request for a mirror to be erected on the opposite junction leaving the site, to enhance road safety. The Council were of the opinion that better visibility could be obtained by lowering the walls at the exit. However, there was a suggestion that HDC had agreed to erect a mirror; the Town Clerk is to liaise with HDC.

**Town Clerk**

Recreation Area and adjacent to Rovers Football Club -. CLLR G WILSON advised that the Planning WP considered the site is remote and will cost the council money to maintain. The WP recommends the Council write to HDC and advise at this stage, the Council are not minded to take on the responsibility for the site. The Deputy Mayor added that the developer is responsible for the maintenance and residents are charged ground rent for maintaining these areas. The MAYOR added that the area should remain an open space for use by all and asked to remind HDC that it formed part of Bearscroft Design Code. Recommend advise HDC the TC is not minded to take on the open space at this time – all in favour and it was **RESOLVED**.

**Town Clerk**

CLLR G WILSON advised that, in addition to the £22k offered by Marchfields for the access to Judith's Field, Marchfields will be paying an additional contribution of between £14k and £28k in S106 grants for general recreational upkeep. The WP recommendation was to accept the £22k and agree to proceed with negotiations with new developer. Council voted in favour and it was so **RESOLVED**. CLLR THOMAS voiced his reservations at the extent of the sum, believing it to be insufficient for the access they would receive, CLLRS HOOKER and RADFORD agreed.

**Town Clerk**

Six road names for Roman's Edge were proposed as: Osler, Baker, Cobbler, Chandler, Cordwainer and Fisherman. After discussion, Baker and Chandler were removed. All were in favour of the other four and it was so **RESOLVED**. CLLRs S WILSON & G WILSON were to choose a further two names from the already agreed list to circulate for consideration.

**CLLRs  
WILSON**

The Combined Authority would meet to discuss the proposed new river crossing, CLLR WILSON will attend meeting to represent GMC TC. CLLR CAMPBELL advised the Great Ouse Valley Trust would also be sending representatives.

**CLLR G  
WILSON**

CLLR G WILSON had met Mr Blythe from Hemingford Abbots Action Group (HAAG) regarding Hemingford golf course. The site is currently owned by Mick George but the Action Group want it to

**All Cllrs**

be listed as a community asset, and wished to distribute a survey to local residents. CLLR G WILSON recommends that the Council newsletter delivery could include the HAAG survey. All in favour and it was so **RESOLVED**

### **19/040 PROPERTY REPORT**

CLLR CAMPBELL advised that the Council had been informed by HDC that the S106 money for Judith's Field would be in their bank account by 6<sup>th</sup> April and would be transferred to the Town Council soon after. The contractor has confirmed that he will be on site from 1<sup>st</sup> April. A sign had been ordered to inform the public of the works. The contractor has requested a further £2.5k for a canopy to cover the building, but the Council were of the view is that the contractor should bear this risk and carry out building work within the agreed timeframe and for the agreed figure. Recommendation was to reject further funding. All in favour, and it was so **RESOLVED**

**Property  
Portfolio**

CLLR CAMPBELL proposed a new water boiler cost of up to £600 be purchased for QES. All were in favour, and it was so **RESOLVED**

**Town Clerk**

Legally Town Council must provide nappy/sanitary bins in its buildings. Quotes are being sought and authority to spend up to £1600 per annum was requested. All were in favour, and it was so **RESOLVED**.

**Town Clerk**

Mr Beckett had written to the Mayor advising he had had a fall outside the QES in February, because he felt the door closer was too strong. CLLR CAMPBELL advised that, following receipt of the letter, the office had arranged for the closer on the door to be adjusted so it is not as powerful. Dave Wilson, the Council Orderly, had assisted Mr Beckett when he had his fall. The Mayor recorded her thanks to Dave Wilson for helping Mr Beckett.

### **19/041 FINANCIAL AND ACCOUNTS**

19/025.1 The list of payments to be made was APPROVED.

19/025.2 Councillors noted receipt of the Petty Cash Reconciliation for the period to 21 March, a copy of the budget report on the year to date, and a copy of the monthly bank reconciliation approved by the Deputy Mayor.

To note that no payments will be added after the agenda has been issued.

GTS are to be requested to remove tree debris from St Marys Churchyard. With work starting at Judith's Field Pavilion, the Town Clerk was directed to cancel the broadband and telephone contract for Judith's Field.

**Town Clerk**

### **19/042 BUSINESS REPORT**

CLLR UNDERWOOD presented the business report and proposed that the Town Clerk will have discretion over any refund in exceptional circumstances. Deputy Mayor requested that a report be presented for next months' meeting as to how the new terms and conditions are working.

CLLR UNDERWOOD circulated the draft newsletter and, after a couple of minor alterations, all were in favour and it was **RESOLVED** to approve its publication. THE MAYOR thanked CLLRs UNDERWOOD and MALLEY for their work on the newsletter.

CLLR UNDERWOOD advised that, following a request from the Community Association, the Business Group recommended that, as the Council were only tenants, they would recommend that the Community Association make alternative arrangements for the storage of prohibited alcohol. The MAYOR noted that while she congratulated the Community Association for all the events they carried out, the Town Council do not want to keep finding ourselves in the position where we have not had the opportunity to discuss or debate as a council before a decision has been announced by the Association.

HGTA requested all councillors to attend on the Closing Ceremony for the Bridge Arts Festival on Sun 7 April. Councillors would attend as guests. CLLR UNDERWOOD extended his thanks to those who will be helping on the day.

The MAYOR advised that the Community Association were running a children's competition to design

a flag for the flagpole. CLLR TAPLIN advised from the national policy that other flags may be flown, but there were specific rules relating to a conservation area. The Council would also need to apply to HDC for permission and pay the fee of £132. THE MAYOR suggested that the Community Association could apply for the planning permission to speed up the process, should the Council give its permission. Councillors agreed in principle to the flag competition and discussion would be brought back to the April meeting.

#### **19/043 COMMUNITY NURSERY REPORT**

CLLR UNDERWOOD recommended that, as from 1<sup>st</sup> April, the Town Council adopt the General Power of Competence as over two thirds of Councillors had been elected and they would have a CiLCA qualified Clerk. This would allow the Council to run the Nursery in the way the Council wishes so to do; all were in favour and it was so **RESOLVED**.

**Town Clerk**

HDC had sent a Heads of Agreement for transfer of the Nursery, which had arrived too late to bring to the meeting. CLLR UNDERWOOD proposed that, if the solicitor has no issue with the paperwork, the Council should agree to devolve power to the Town Clerk and MAYOR to agree the terms. All were in favour, and it was so **RESOLVED**

**Mayor/Town Clerk**

HDC are being helpful with a “soft takeover”. The current Ranger will continue until the beginning of June. This will give Council insurance cover for volunteers on site under HDC’s policy. He will be line managed by HDC. The Personnel Group will have the opportunity to draw up a job description and advert to ensure someone is in post by June. All were in favour, and it was so **RESOLVED**.

**Personnel Portfolio**

HDC’s Arboricultural Team is currently storing cut logs/tree trunks onsite. The chippings are useful for the Nursery. Subject the Arboricultural Team’s agreement, it was proposed that HDC be allowed to continue this practice, with the wood retained as part of the site transfer. All were in favour, and it was so **RESOLVED**.

**Town Clerk**

#### **19/044 ENVIRONMENT HANGING BASKETS**

CLLR TAPLIN has received permission to remove a number of street signs which are no longer applicable to the Town. He presented a paper recommending 11 new hanging basket locations, and requested £1148 (from CIL funds) to buy an additional 7 baskets. Balfour Beatty have advised that they believe that the additional lamp-posts could be used but would require confirmation of lamp-post numbers, which has been provided to them. The Environment Portfolio will incur an additional annual cost of £1430 for preparing and watering the additional baskets. The MAYOR thanked CLLR TAPLIN for his efforts and noted that Balfour Beatty has previously charged the Council for safety testing the weight limits of the new lamp-posts. Recommend approval for additional purchases – all were in favour, and it was so **RESOLVED**.

**CLLR TAPLIN/  
Town Clerk**

#### **19/045 ENVIRONMENT REPORT**

CLLR HOOKER reported that silt was sitting in 10 bags on recreation ground. The Community Association will check the bags for metal that may have been dredged and be in the silt. Risk assessments have been reviewed and all are current.

Mill steps improvements – HDC and others had met with GMCiB. The Environment Group felt the Town Council should be more formally involved in the process. CLLR VANE PERCY suggested that the Operations Manager at HDC should be invited to present to the Town Council, and arrangements for Town Council participation should be formalised. CLLR CAMPBELL advised it will be a major project and we should expect HDC to approach the Town Council for a funding contribution. The Town Clerk was to write to Mr Neil Sloper and invite him to a Town Council meeting and formalise the Town Council’s involvement.

**Town Clerk**

The Ouse Valley Trust have invited the Town Council to become a founder member of the Trust, giving the TC a voice on committee; at the cost of £30 annually. Recommend approval: All were in favour, and it was so **RESOLVED**.

**Town Clerk**

There was a recommendation to increase the shrubbery and flowers at the cemetery to improve the atmosphere and appearance of the grounds, by planting three flowering trees at a cost of up to £500. All were in favour, and it was so **RESOLVED**.

**Environment Portfolio**

#### **19/046 PERSONNEL REPORT**

The Council noted, with pleasure, that the Deputy Town Clerk had accepted the post of Town Clerk commencing on 1<sup>st</sup> April 2019. The Council offered her all support and, having acknowledged the volume of work she would have to cope with until the appointment of a new Deputy, recognised that some projects would have to be delayed during this interim period. The Council asked that she should work closely with Portfolio Chairs on prioritising work which was essential, and deciding which things could temporarily be put on hold.

**Portfolio  
Chairs**

The Council were assured that recruitment of a new Deputy Clerk would start very swiftly.

The Council approved the award of one increment to the Administrative Assistant with effect from 1<sup>st</sup> April 2019, her having received a satisfactory annual appraisal. The Council noted that the pay of the Facilities Assistant and the Town Orderly are currently reviewed in October, and agreed in principle that their review dates should be moved to March in line with those of the other staff. Thence, all salary changes would be implemented from the beginning of April, the start of the financial year. The Personnel Working Party were asked to look at the feasibility of this, ensuring that the staff affected would not be financially disadvantaged by such a move. The Personnel Working Party will also consider the desirability of putting these staff on recognised local authority pay-scales.

**Personnel  
Portfolio**

In order to facilitate a photograph of the Town Council, it was agreed that the Council would gather at 19.00 on 18 April, and the Town Council meeting would start at 19.15.

**All**

The meeting ended at 21.16 Mayor