

**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE
QUEEN ELIZABETH SCHOOL ON THURSDAY 18 JULY 2019**

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

Town Clerk: MS V PRYCE
Mace Bearer: Mr M WILLIAMS
Admin Officer: MRS J ROYLE

3 Members of the public present

Action

19/097 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

CLLR HYAMS – Holiday
CLLR IRVING – Other Commitment

19/098 DECLARATIONS OF INTEREST:

CLLR THOMAS - 19/107 Diversion Discussion & 19/109 QES Hearing Loop
CLLR RADFORD – Planning Application: 19/01207/HHFUL
CLLR CAMPBELL – Planning Application: 19/01191/HHFUL

CLLR UNDERWOOD requested a dispensation on planning application 19/00756/HHFUL as a number of CLLRs had declared an interest as the applicants were a well-known family. The MAYOR approved.

A request for a dispensation had previously been received for CLLR VANE PERCY with regard to the Mill Steps. The MAYOR approved the dispensation.

19/099 MINUTES:

CLLR RADFORD proposed that the Minutes of the Town Council meeting held on 20th June 2019 were accurate and should be accepted as a true record, CLLR MAHMOOD seconded the proposal, all were in favour and it was so **resolved**.

19/100 TOWN MAYOR'S ANNOUNCEMENTS

THE MAYOR complimented the Community Association, their staff and volunteers for the excellent organisation of Gala Day and Picnic in the Park and added that although it had been a shame the weather had not been better, the events had gone very well. The MAYOR thanked his fellow CLLRS who had assisted with selling Prosecco on the Terrace, raising £110 for the Mayor's charities. The MAYOR advised the Council that he would be organising the Mayor's Great Garage sale on Saturday 31st August where he hoped to raise more funds for his Charities. Following the Garage Sale, Mill Side Canoes had offered to put on a benefit on 1st September, offering reduced rental canoes for that day with all proceeds going to the Mayor's Charities. The MAYOR reported that he and the DEPUTY MAYOR had attended fourteen events on behalf of the Town Council. The MAYOR passed his thanks on to Julie Royle for looking after the MAYOR's diary and keeping him organised. The MAYOR advised Council that a new Administration Officer was due to start 22nd July.

19/101 PUBLIC PARTICIPATION SESSION:

None

19/102 CASUAL VACANCY FOR TOWN COUNCILLOR:

Three candidates came to present to the Council in respect of the casual vacancy, Mr John Hladkiwskyj, Mrs Karen Pauley and Mrs Sarah Smith. The MAYOR requested that the other

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candidates leave the Town Hall while another candidate was presenting. The Council then heard presentations from, and questioned, each candidate in turn.

19/103 OUTSTANDING ACTIONS

The Club 800 draw took place

CLLR G WILSON requested that the Town Clerk contact the Trustees' solicitor with regard to the DWH gate agreement at Judith's Field.

CLLR UNDERWOOD advised that he would be holding a meeting regarding the Community Nursery on Monday 22nd July and invited CLLRs to attend.

Town Clerk

19/104 CORRESPONDENCE:

List of correspondence was duly noted.

The MAYOR advised that he had attended an event called 'Unity in the Community', at the Medway Centre in Huntingdon. He reported that it had been a very interesting meeting which was attended by various others including the Minister of Tourism and Environment, and the CEO of Tourism, from Zimbabwe who were floating the idea of twinning Huntingdon and Godmanchester with Chinhoyi, a Town in Zimbabwe. The Mayor of Huntingdon and Mr Jonathan Djanogly MP, were also in attendance.

CLLR G WILSON advised that two planning applications had not been considered at the working planning meeting, but subsequent discussions had taken place and the applications were included in the planning report and had been listed as correspondence.

19/105 FINANCIAL AND ACCOUNTS:

19/105.1 The list of payments was APPROVED.

19/105.2 CLLRs noted receipt of petty cash reconciliation to 30th June, monthly budget report on the year to date, monthly bank reconciliation

19/106 BUSINESS REPORT:

CLLR THOMAS presented the Business report. He advised that the Town Clerk was able to provide readily available account reporting and therefore proposed, to ease the budget process even further, to create a Budget Portfolio made up of the Chairs of each current portfolio including the newly formed Personnel Committee and the Town Clerk. CLLR THOMAS proposed that the group meet quarterly and report back to Council; all were in favour and it was so **resolved**. CLLR THOMAS advised that he had taken over as chair of the Business Portfolio and thanked CLLR UNDERWOOD for his positive contribution. The MAYOR also thanked CLLR UNDERWOOD for all of his work and wise council during his time as Chair, and looked forward to him continuing on the group for a long time to come.

**Budget
Portfolio**

CLLR THOMAS reported that the Business Portfolio budgets outgoing forecast and expenditure were all within budget and going well.

CLLR THOMAS advised that the Mill Steps project involved two groups, a Community Group and Project Board, CLLR UNDERWOOD is representing the Council on the Community Group, CLLR THOMAS had hoped to join the Town Clerk on the Project Board and this had been denied by the District Council. CLLR UNDERWOOD expressed his concern about Mill Steps project from a constitutional point of view. He explained that the Chair of the group is John Thackray (GMCiB), and the Vice Chair is Mary Stokes also from GMCiB and felt that the representation ought to be spread wider. He advised that there were different opinions, with recommendations from Environment Agency that didn't marry up with the views on dredging. John Thackray planned to split the Community Group into two smaller groups and had advised CLLR UNDERWOOD that he felt the Council representative would be more valuable working with the schools. CLLR UNDERWOOD advised that the Council had constitutionally never have operated where they have sent an Officer to negotiate on behalf of the Town Council, while HDC officers are given devolved authorisation by HDC to use funds and how they are used. CLLR UNDERWOOD felt that this would potentially put the Town Clerk in a difficult position and also puts the Town Council in a difficult position. CLLR CAMPBELL advised that he, CLLRs VANE PERCY, HOOKER and UNDERWOOD had been to see a fish pass in Cambridge which looked wonderful and based on the same principle as advise to the Community Group meeting. He advised that the Environment Agency have a policy to not flush down silt, they have advised they anticipated the Mill Lade would eventually silt up and be full of reed. CLLR CONBOY also expressed concerns about the planning process, as Neil Sloper had advised initially that the Town Council

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would be considered equal partners to those others that have made contributions. CLLR WORTHINGTON advised that she too was concerned about Town Clerk's position and proposed that the Clerk obtain the Terms of Reference from HDC to consider how the project group is managed and what would be the influence of the Town Clerk.

Town Clerk

CLLR THOMAS confirmed that the Personnel and Training budgets will move to the Personnel Committee.

Town Clerk

CLLR CONBOY proposed inviting the Youth Council to attend the September Council meeting via a formal invitation.

19/107 CHRISTMAS MARKET REPORT:

CLLR RADFORD advised that she, along with CLLRs IRVING and UNDERWOOD, had met with Martin Ellwood from Highways, regarding the suggested road closure and was advised that it could not be done without a 19km diversion for lorries over 7.5 tonnes. Due to this it has been decided that the Christmas Market would now take place on School Hill, for one day on Saturday 7th December, between 3pm and 8pm, with entertainment for the children, Father Christmas and light switch on. CLLR RADFORD would be contacting stall holders previously onboard and will liaise to gauge their interest in the one day event. CLLR RADFORD requested CLLRS consider a strap line, and invited suggestions of what the event could be called. The MAYOR thanked CLLR RADFORD for her hard work and looked forward to the revised suggestions and encouraged CLLRs to be included in the rebranding.

19/108 PERSONNEL REPORT

The DEPUTY MAYOR asked Council to note that standing orders will be revised at the September meeting. The DEPUTY MAYOR asked the Council to agree the Terms of Reference for the Personnel Committee which were set down in her previously circulated paper. The DEPUTY MAYOR advised at the last Town Council meeting that the recommendation was that the Council would elect four members to the Personnel Committee and the draft terms are based on that recommendation. Various CLLRs had been nominated. The DEPUTY MAYOR confirmed that the Town Clerk would attend and minute meetings unless any matters pertaining to the Clerk are being discussed. In the Town Clerk's absence, the meeting would be minuted by a member of the Committee. Minutes would be stored confidentially in a separate minute book. CLLR UNDERWOOD added that membership would be decided annually at the Annual Town Council meeting. The DEPUTY MAYOR advised that in the event of a disciplinary, a review group would be set up from CLLRs not on the Personnel Committee which was the reason why it was agreed to keep the Committee small. The MAYOR proposed that subject to the additional clarification on the Terms of Reference that the Council agree them – all were in favour and it was so **resolved**.

Deputy Mayor

19/109 PROPERTY REPORT

CLLR CAMPBELL advised that the Town Clerk was seeking quotations for the redecorating of the QES which had been heavily used over the last 12 months. Concerns had been brought to CLLR CAMPBELL's attention regarding the lack of hearing loops in the renovated building, having researched this, the office are now seeking quotes for loops in the QES. The Property Portfolio had looked in depth about giving keys out to hirers and discussed this with the insurance company who were unhappy with this arrangement. The insurance company recommended a key box for the QES instead of giving individuals keys. The Town Clerk confirmed the cost of the key box was £80 from the Key Safe Company and the approved installation would cost £80. The MAYOR proposed that the Council purchase the key box, all were in favour and it was so **resolved**. CLLR CAMPBELL assured Council that the renovation at Judith's Field pavilion would be completed on time and that he was liaising with the Builders and Architects in ensuring that the refurbishment is kept to budget; he also advised that some planned items were being omitted but these items could be put in place later on. The MAYOR enquired about an external drinking fountain on site, CLLR CAMPBELL advised that he had asked the Architect to investigate and provide a cost for this. CLLR CAMPBELL reminded Council that a report from an independent Valuer had been submitted to HMRC with relation to recovering VAT on the work.

Town Clerk

CLlr Campbell

Signed:

No response had been received from HMRC to date.

CLLR CAMPBELL advised that historically the Chemist had put their rubbish bags on the School Hill car park for collection the following day. The Chemist were now using a large commercial waste bin which, while initially placed on School Hill, had subsequently been moved to the front of the Chemist. Subsequently the Town Clerk has spoken to the Highways Officer and asked him to review this situation, and we await his response.

Cllr Campbell

CLLR CAMPBELL proposed to move the yellow grit bin to another corner of the car park.

Council voted in favour and it was so **resolved**.

CLLR MORGAN advised that he had seen two members of staff from Chemist wheeling the bin back to School Hill for emptying and had been advised by the staff that HDC could not stop in the road. The MAYOR requested the Town Clerk to contact HDC and seek clarification on picking up bins from private land.

Town Clerk

19/110 SKATEPARK REPORT

CLLR CAMPBELL advised that Maverick have arranged for a ROSPA inspection on 2nd August so the opening on 17th August can take place. The Sports England grant states that the Council would be supporting funding courses for young people and women. CLLR CAMPBELL reported that he was currently setting up a skate park community group who are going to look after the skate park with regard to litter etc. CLLR CAMPBELL had liaised with Lets Go Skate with regard to holding a funded two hour session, one evening a week, with a fully qualified professional which would cost £4,500 for 30 weeks. Alternatively attendees could make a contribution with him charging skaters £5 per session, which would reduce it to as little as £1500 per year. As there was no further money in skate park budget, CLLR CAMPBELL asked if there was any money available in the Environment Portfolio which could aid the Town Council's commitment to Sports England. CLLR CONBOY advised that she was very keen to support the sessions and that it would fit with the youth plan supporting the Town's young people. She requested that consideration be given for classes for younger people who could take advantage of lessons in the afternoons. The MAYOR indicated he was in favour of this in principle, and asked that it pass to Budget Portfolio group to find funding. CLLR CAMPBELL confirmed that the Maverick would provide signage and the Clerk confirmed that the insurance company had been advised that the Council had built the skate park and that it had now been listed as an asset. The MAYOR proposed that the Council initially fully fund skating sessions for 30 weeks, the majority were in favour and it was so **resolved**.

**Budget
Portfolio**

19/111 PLANNING:

The applications and correspondence set out in Appendix 19/111 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

CLLR G WILSON advised that HDC had been consulted about deleting two policies, imposed by the Planning Inspectors, from the Neighbourhood Plan, now that the Local Plan had been accepted. CLLR G WILSON requested the Town Clerk request that the two policies are changed on formal modification remove clauses permitting the development of up to 59 houses adjacent to the town boundary.

CLLR G WILSON requested the Clerk write to HDC to request that the Community Nursery be re-listed on the Community Asset List with immediate effect.

Town Clerk

CLLR G WILSON advised the Council that Clark Telecom had contacted the Council in relation to a telephone mast installation at Harcourt Farm, on Cambridge Road. CLLR G WILSON proposed that the Council support the installation, all were in favour and it was **resolved**.

Town Clerk

CLLR G WILSON proposed that the Council refuse responsibility for the maintenance of the parcel of land offered from Bewick Homes; all were in favour and it was **resolved**.

CLLR G WILSON requested that the Clerk contact Highways with a view to gain permission to use two further lighting columns in Earning Street and on the A1198 for the MVAS. The MAYOR confirmed that he would oversee the data produced.

19/112 ENVIRONMENT REPORT:

CLLR HOOKER reported on the environment report. CLLR VANE PERCY requested that the email conversation between John Thackray and CLLR HOOKER be circulated throughout the Town

Cllr Hooker

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Council. CLLR UNDERWOOD suggested that a detailed process was being missed, and would like the Environment Portfolio to create a Town Council plan and then invite GMCiB to meet the Council's requirements. Cllr Hooker raised the issue of the lack of action by the Freemen with regard to maintenance of the trees on The Avenue. The Town Clerk reported that she had been advised that there was a current legal hold up regarding The Avenue and the car park negotiations between HDC and the Freemen.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC: To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting

19/113 CO-OPT TO FILL CASUAL VACANCY:

Following a ballot of all councillors, the MAYOR announced that the Council had elected John Hladkiwskyj to fill the casual vacancy on Council.

Following a ballot, the MAYOR announced that CLLR CONBOY, CLLR UNDERWOOD, CLLR WORTHINGTON and CLLR IRVING had been elected to the Personnel Committee.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC. To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

The meeting ended at 22.05

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TOWN MAYOR
CLLR

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DATED

Signed: