

**GODMANCHESTER TOWN COUNCIL**  
**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE**  
**TOWN HALL ON THURSDAY 21<sup>st</sup> APRIL 2011**

PRESENT: A WELTON: Town Mayor  
Councillors: Mrs S WORTHINGTON (Deputy Mayor) D BROWN; R BUTCHER; Mrs J FLETCHER; C HYAMS; Ms J MacLEOD; A MARTIN; Ms D MIDDLETON; N PAULEY; C RICHARDSON; N WELLS; G WILSON; Mrs S WILSON

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

1 member of the public was in attendance

**11/052 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

**ACTION**

CLLR TAYLOR: family business; CLLR VANE PERCY: family attending Maundy Thursday service.  
CLLR MRS HULL: absent

**11/053 DECLARATIONS OF INTEREST**

CLLR MRS FLETCHER: planning matter re Roman Gate Surgery as home address nearby; CLLR MS MACLEOD: matters relating to Jack & Jill Nursery as friends children attend; CLLR RICHARDSON: matters relating to Roman Way.

**11/054 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 17th March 2011 were duly APPROVED and signed as a complete and accurate record.

**11/055 PUBLIC PARTICIPATION SESSION**

Mr Hooker advised the Community Association website would be happy to contain copies of the Town Council's newsletters and Annual Reports.

The monthly draw of the 800 club took place.

**CLLR HYAMS arrived at 7.38pm**

**11/056 TOWN MAYOR'S ANNOUNCEMENTS**

THE MAYOR advised he had represented the Town on 10 occasions since the last meeting. THE MAYOR thanked CLLR HYAMS for his excellent work on producing the latest Town Council newsletter and Annual Report, which were now ready for distribution. THE MAYOR thanked those Cllrs who had attended and helped with the Annual Litter Pick when 12 bags of rubbish were collected from around the town.

**11/057 TOWN CLERK'S REPORT ON MATTERS ARISING**

A report on outstanding matters was received. CLLR BROWN asked that the work on the chimney on the QES be included for information. The Town Council discussed the course of action to be adopted to progress the damp issue at QES. It was AGREED to take the report as to the likely cause from HDC's Conservation Officer, Nick Armour, as the starting point for seeking further advice from a structural engineer or surveyor. The Town Clerk would contact Martin Bates, the engineer who will monitor the chimney crack, in the first instance.

**Town Clerk**

**Town Clerk**

CLLR BUTCHER confirmed that he and CLLR TAYLOR had reviewed the quotes received from 3 companies in respect of replacement swings and they recommended the quote from Fenland Leisure be accepted in the sum of £1790. This was AGREED.

**Town Clerk**

**11/058 PLANNING APPLICATIONS AND CORRESPONDENCE**

The applications and correspondence set out in Appendix 11/058 were considered. The Town Clerk would advise HDC of the Council's recommendations.

**Town Clerk**

**11/059 CORRESPONDENCE**

THE MAYOR read out responses received from Barclays Bank regarding the two matters raised with them – unauthorised access to our accounts and storage and retrieval of the Town Mace. Neither response was particularly helpful and the Town Clerk would continue to look into finding an alternative suitable bank for our accounts and for the housing of the mace.

CLLR MARTIN confirmed a response had been received from CCC in respect of our request for extensions to cycle routes to advise consideration would be given to the request for an extension in London Road.

**Cllr Ms Middleton arrived at 7.58pm**

CLLR BROWN confirmed that a monitor had been installed on the chimney on the QES to determine whether there was continuing movement, or whether the crack had appeared as a one off event. Monitoring would take place once a month for 6 months and a recommendation made at the end of this period. The fees for this work would be at the rate of £85 per hour. This cost was APPROVED.

**11/060 APPROVAL OF ACCOUNTS FOR YEAR ENDING 31 MARCH 2011**

The Town Clerk presented the Town Council with a copy of the year-end accounts together with a copy of the Annual Return, which she then explained. It was AGREED that the accounts were duly APPROVED. In respect of the figure to be provided for fixed assets, it was AGREED that the figure would be based on last year’s total but adding the amended figure for the re-valued Civic Regalia. It was further AGREED that the buildings owned by the Town Council will be re-valued during the coming year. The Town Clerk confirmed a notice had been displayed advising members of the public the accounts would be available for inspection from 5<sup>th</sup> May – 2<sup>nd</sup> June, and would be forwarded to the auditor on 3<sup>rd</sup> June 2011.

Town Clerk

**11/061 APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT IN RESPECT OF THE ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2011**

The statements of assurance in respect of the Annual Return for the year ending 31 March 2011 were read to those present and all statements were APPROVED.

**11/062 FINANCIAL AND ACCOUNTS**

11/062.1 The list of payments to be made in Appendix 11/062.1 was APPROVED.

11/062.2 Councillors received a copy of the Petty Cash Reconciliation for the period to 21<sup>ST</sup> April 2011, a copy of the year-end petty cash reconciliation, a copy of salary payments, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation as verified by THE MAYOR, and a copy of the year-end bank reconciliation.

Town Clerk

11/062.3 It was AGREED that the Annual Town Meeting could be advertised at a cost of up to £60 with a notice being placed on the vicarage wall one week before the meeting date.

11/062.4 It was AGREED that CLLR BROWN could attend 2 training sessions on Chairmanship run by CPALC at a cost of £70. CLLR BROWN was asked to report back on any points where as a result of the training he identifies that we have particular opportunities for improvement.

Cllr Brown

11/062.5 It was AGREED that the Town Council would provide free dog poo bags for Godmanchester residents. Costs of up to £600 Per annum were approved. CLLR HYAMS declared an interest.

11/062.6 The proposed budget from GMCCA in respect of 2012 celebrations was received and acknowledged.

11/062.7 A Health and Safety report was received. The Town Clerk would seek further information from a Health & Safety professional regarding the child-gate installed at Judith’s Field. CLLR BROWN suggested the action relating to the on-going problem with the floor in the small hall in the QES be reworded. The Town Clerk would amend and forward a copy to all. Following a discussion regarding the floor in the QES it was AGREED that the Town Clerk would present the HDC Conservation Officer’s findings to the Structural Engineer overseeing the monitoring of the crack in the chimney with a view to moving this project forward.

Town Clerk

Town Clerk

**11/063 WORKING PARTY REPORTS**

11/063.1 A Property Working Party report was presented and noted. It was AGREED that a space expert be approached regarding a possible changed layout for the Judith’s Field changing room and toilet areas. It was AGREED in principle that the urgent works listed in the paper should be undertaken, subject to detailed proposals and costings being presented to a future meeting.

Town Clerk

CLLR MRS WORTHINGTON confirmed she had met with Leeds Day Solicitors in respect of matters relating to an occupational licence for Jack & Jill pre-school, transfer of ownership of the Non-Conformist Burial Ground and registration of Town Council land and property.

It was AGREED that the Town Clerk, as Proper Officer for the Town Council, would sign any documents prepared by Leeds Day in respect of the transfer of ownership of the Non-Conformist Burial Ground.

CLLR MRS WORTHINGTON confirmed that due to illness, a draft occupational licence had not yet been received from Leeds Day. Mrs D'Agnello had confirmed a less formal letter of intent would be acceptable to Jack & Jill pre-school but Leeds Day had advised that the Town Council should consider the lease held with the Executors of Mr R W Looker and clarify and safeguard its position. CLLR MRS WORTHINGTON would have further discussions on this matter.

Cllr Worthington

The Town Clerk would contact the Structural Engineer involved with monitoring the crack in the chimney on the QES with a view to obtaining further advice on the next steps regarding the water ingress in the QES.

11/063.2 A report on Judith's Field Play Facilities was presented and noted.

#### **11/064 PUBLIC BODIES(ADMISSION TO MEETINGS) ACT 1960: EXCLUSION OF THE PRESS AND PUBLIC.**

As there were no members of the public present, other than the Mace Bearer – Mr Martin Williams, it was AGREED he could remain.

#### **11/065 TO DISCUSS TENDERS RECEIVED IN RESPECT OF PROPOSED MUGA AND TO APPROVE RECOMMENDATIONS MADE BY THE WORKING PARTY**

Following discussion it was AGREED that:

- CLLR HYAMS would clarify the legal position of HDC's request that some of the S106 funding set aside for this project to be used for skate facilities. CLLR MIDDLETON would provide relevant information to facilitate this.
- The Town Council will concentrate on provision of a well-appointed MUGA with the remaining funding that we have ringfenced rather than trying to deliver both the MUGA and skate facilities with this limited funding.
- We will try to keep the link path in the MUGA plans. Rugby and tennis provision would not be included, nor will seating. Flood lighting columns would not be included although cabling and plinths for possible future provision of flood lighting will be provided.
- Of the five tender responses received, we will exclude the cheapest as it failed to satisfy the information required for the tender and we will exclude the most expensive due to price.
- The Town Council noted and approved in principle the expected maintenance costs (further clarification to be provided at the May meeting, including indicative floodlighting maintenance and running costs).
- The WP will determine the preferred supplier from the remaining three and then deal with that company to obtain a final cost and design for the required combination of features, based on a 31x17m MUGA with a fence height of 3m all the way around.
- Our landlord's at Judith's Field, the Executors of Mr Looker's estate should be advised of our current position.

Cllr Hyams

CLLR BROWN suggested a vote of thanks be recorded for CLLR MS MIDDLETON's extremely thorough handling of this project to date. This was unanimously supported.

Cllr Middleton/  
Town Clerk

#### **11/066 TO DISCUSS REVISED QUOTATIONS RECEIVED FOR REPLACEMENT BOILER: JUDITH'S FIELD**

Following discussion it was AGREED to appoint Jamie Parker to carry out the work to replace the boiler at Judith's Field at a cost of £3250 + VAT.

#### **11/067 REPORT FROM PERSONNEL WORKING PARTY**

Town Clerk

A report from the Personnel Working Party was received. One amendment was made, to note that ALL staff would be appraised. The Town Clerk and CLLR MRS FLETCHER would issue contracts to the Caretakers.

#### **11/68 PUBLIC BODIES(ADMISSION TO MEETINGS) ACT 1960: READMITTANCE OF THE PRESS AND PUBLIC**

Town Clerk/

Not applicable.

### **11/069 DISTRICT/COUNTY COUNCIL REPORTS**

A report from CLLR WILSON on CCC matters was received and noted. CLLR WILSON confirmed he had reported the poor state of the paintwork on the Chinese Bridge to the CCC Bridge Engineer.

CLLR MS MACLEOD asked why CCC money was being spent on the relief road on the Huntingdon Ring Road, when roads and pavements in Godmanchester were in such a poor state. CLLR WILSON noted this question.

CLLR HYAMS referred to an enquiry made by CLLR WILSON via HDC relating to CCTV. CLLR HYAMS suggested any questions regarding CCTV should be addressed to him directly as he was currently portfolio holder for this division of HDC. He confirmed the Police had been asked to contribute towards costs of HDC's cameras, which they currently do not do.

### **11/070 SELECTION OF TOWN MAYOR AND DEPUTY TOWN MAYOR**

THE MAYOR confirmed that one nomination for the role of Town Mayor and one nomination for the role of Deputy Town Mayor had been duly received. Following a vote it was AGREED that CLLR ALAN WELTON would be elected to become Town Mayor in May 2011 and CLLR MRS SUSAN WORTHINGTON would be elected to become Deputy Town Mayor in May 2011.

### **MISCELLEANOUS**

CLLR MRS WILSON confirmed planting had been undertaken at Judith's Field and was nearly complete.

CLLR BUTCHER advised small notices had been placed on several graves in the London Road Cemetery in an attempt to gather details of next of kin where Town Council records were incomplete.

CLLR BUTCHER advised he had received a request to plant trees on the Recreation Ground from a resident and from the Twinning Association. He would liaise with CLLR VANE PERCY and GMCiB.

The Town Clerk advised the closing date for receipt of grant applications for consideration at the June Town Council meeting, would be 31 May. A finance working party would consider the applications before the meeting on 16<sup>th</sup> June.

The Town Clerk confirmed newsletters and the Annual Report had been handed to all Cllrs for distribution.

The Town Clerk reminded chairs of working parties that their reports for the Annual Town Meeting should be sent to her by the end of April please.

CLLR MS MIDDLETON advised that MUGA working parties might need to be held on a more informal basis over the next month, although all Cllrs would be kept informed by email.

CLLR HYAMS confirmed the first meeting to discuss email management and good practice had taken place. Notes would be circulated to all Cllrs and a further meeting arranged.

CLLR HYAMS confirmed that unwanted clothes placed in the textile bins at the Bridge Place car park would raise £150 per tonne for Godmanchester Town Council. Some door to door collections raised only £50 per tonne.

Chairs of Working parties

Cllr Hyams

### **THE NEXT COUNCIL MEETING WILL BE THE ANNUAL TOWN COUNCIL MEETING AND WILL BE HELD ON 19<sup>th</sup> MAY 2011 IN THE QUEEN ELIZABETH SCHOOL**

The meeting ended at 11.24pm

Mayor

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